

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

**This meeting will  
be filmed.\***



**Central  
Bedfordshire**

**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 24 September 2015

## **NOTICE OF MEETING**

### **EXECUTIVE**

Date & Time

**Tuesday, 6 October 2015 at 9.30 a.m.**

Venue

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Health
	M Versallion	– Executive Member for Education and Skills
	C Hegley	– Executive Member for Social Care and Housing and Lead Member for Children's Services
	N Young	– Executive Member for Regeneration
	B Spurr	– Executive Member for Community Services
	R Wenham	– Executive Member for Corporate Resources
	A Turner	– Executive Member for Stronger Communities

All other Members of the Council - on request

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MEETING***

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# AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 4 August 2015.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution. The Monitoring Officer has been notified of the following e-petitions:-

1. To request the Council to give serious consideration to introducing the living wage at Central Bedfordshire Council, including contracted-out services, as a permanent part of basic pay for all staff who would otherwise be below this rate – 147 signatures.
2. To request the Council to put into effect and enforce the Biggleswade Designated Public Place Order – 115 signatures.

6. **Public Participation**

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

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 November 2015 to 31 October 2016. **(To follow)**

<b>Decisions</b>
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<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
8.	<p><b>Central Bedfordshire's Five Year Plan 2015-2020</b></p> <p>To recommend to Council the approval of Central Bedfordshire's Five Year Plan 2015-2020.</p>	To Follow
9.	<p><b>Improving Care Home Provision for Older People in Central Bedfordshire</b></p> <p>To consider the new opportunity in Dunstable to further improve care home provision and to authorise the commencement of consultation on the proposals contained within the report.</p>	15 - 36
10.	<p><b>Fees and Charges 2016</b></p> <p>To propose the revised fees and charges prices for 2016; identifies new services for which it is proposed that fees or charges will be levied; and identifies those charges where proposed increases are significantly different from the 1% advisory increase as per the 2016/17 Budget Strategy.</p>	37 - 124
11.	<p><b>Determination of Proposal to Commission New Middle School Places in Leighton Linlade</b></p> <p>To report the outcome of the consultation undertaken with the support of the Council by the Governing Body of Leighton Middle School on the proposal to provide new middle school places from September 2016.</p>	125 - 148
12.	<p><b>Special Educational Needs and Disabilities Capital Programme 2015/16</b></p> <p>To seek approval to commence capital expenditure on projects to provide specialist provision for hearing impaired pupils at Parkfields Middle and Toddington St George Church of England School and for pupils requiring social, emotional and mental health provision at Oak Bank School.</p>	149 - 158
13.	<p><b>Consultation on the Council's Admission Arrangements for the Academic Year 2017/18</b></p> <p>To approve the commencement of the Council's consultation on admission arrangements as it is the admissions authority for Community and Voluntary Controlled schools to ensure the statutory requirements for admissions consultation is met.</p>	159 - 202



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|-----|--|-----------|
| 14. | <b>Plan-making Programme for Central Bedfordshire</b>  | To Follow |
|     | To set out the timetable and content of Development Plans for Central Bedfordshire including Gypsy and Traveller provision.  |           |
| 15. | <b>Nature Conservation Strategy</b>  | 203 - 316 |
|     | The purpose of the Nature Conservation Strategy (NCS) is to identify the overall aims, objectives and priorities for the conservation of biodiversity in Central Bedfordshire and bring them together within a single document.  |           |
| 16. | <b>European Structural Investment Funds (ESIF)</b>   | 317 - 330 |
|     | To provide a comprehensive overview of the funding opportunities available through the European Structural Investment Fund (ESIF) and to inform on the ESIF bids under development by Central Bedfordshire Council.  |           |
| 17. | <b>Stratton Business Park Local Development Order and Food Enterprise Zone</b>   | 331 - 360 |
|     | To approve a Local Development Order for Stratton Business Park which allows a degree of planning flexibilities for businesses at Stratton Business Park to enable a range of minor works and a degree of new build and extension without the need to apply for planning permission. |           |
| 18. | <b>Agreement to Homes and Communities Agency Grant Funding Conditions</b>  | 361 - 372 |
|     | To accept the funding conditions for the receipt of capital grant in respect of the development of Priory View, Dunstable to meet Homes and Communities Agency grant conditions.   |           |
| 19. | <b>Appointment of Proper Officer under Public Health Legislation</b>   | 373 - 378 |
|     | To confirm the appointment of all of the Medical Consultants in Communicable Disease Control (CCDCs) and other equivalently medically qualified deputising officers in the Public Health East of England area as Proper Officers as required by Public Health legislation.           |           |

<b>Monitoring Matters</b>
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<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
20.	<b>2015/16 Quarter 1 Performance Report</b>	379 - 396

To report Quarter 1 2015/16 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

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

<b>Exempt Report</b>
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<b>Item</b>	<b>Subject</b>	<b>Exempt Para.</b>	<b>Page Nos.</b>
22.	<b>Exercise of Option to Acquire Expansion Land adjacent to St Andrews Lower School, Biggleswade</b>	3	397 - 406

To sets out the latest pupil forecasts and requirement for new lower school places in Biggleswade. It seeks Executive approval to acquire a parcel of land to be used for expansion purposes in conjunction with the new St Andrews Lower School, Chestnut Avenue, on the Kings Reach development in Biggleswade.

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

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

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 4 August 2015.

**PRESENT**

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

Executive Members:	Cllrs	C Hegley B J Spurr A M Turner	Cllrs	M A G Versallion R D Wenham J N Young
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Deputy Executive Members:	Cllrs	K M Collins I Dalgarno	Cllrs	S Dixon Ms C Maudlin
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Apologies for Absence from Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark Mrs A L Dodwell B Wells
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Members in Attendance:	Cllrs	Mrs A Barker R D Berry J Chatterley E Ghent C C Gomm Mrs S A Goodchild	Cllrs	K C Matthews D McVicar T Nicols B Saunders G Tubb
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Officers in Attendance	Mrs D Broadbent-Clarke Mr R Carr Mrs M Clay  Mr P Cook  Mrs J Dickinson Mrs S Hobbs Mr P Mason Mrs J Ogley  Miss H Redding  Mrs M Scott Ms J Taylor Mr C Warboys	Director of Improvement and Corporate Services Chief Executive Chief Legal and Democratic Services Officer Assistant Director Highways & Transport Head of Leisure and Libraries Committee Services Officer Head of Highways Director of Social Care, Health and Housing Assistant Director School Improvement Director of Public Health Project Manager Chief Finance Officer
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E/15/18. **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 7 July 2015 be confirmed as a correct record and signed by the Chairman.**

E/15/19. **Members' Interests**

None were declared.

E/15/20. **Chairman's Announcements**

The Minister of State for Housing and Planning, Brandon Lewis MP, had visited Dunstable on 29 July 2015 to view the Council's housing developments at Creasey Park Drive and Priory View. On 30 July 2015 the Leader of Stevenage Borough Council had also visited Priory View.

On Friday 31 July the Leader had visited the Tactic Youth Centre in Leighton Buzzard and had attended the topping out ceremony for the Greenfields Independent Living Scheme.

The Leader took the opportunity to thank Melanie Clay, Chief Legal and Democratic Services Officer for her work at Central Bedfordshire Council and wished her good luck in her new role at Tower Hamlets Council.

E/15/21. **Petitions**

No petitions were received.

E/15/22. **Public Participation**

There were no members of the public registered to speak.

E/15/23. **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 August 2015 to 31 July 2016 be noted.**

**E/15/24. Budget Strategy and Medium Term Financial Plan**

The Executive considered a report from the Executive Member for Corporate Resources which proposed the medium term financial planning framework for 2015-17 through to 2019-20. The Autumn Statement would have a significant bearing on the Council's financial position and was not expected until December 2015.

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

**RESOLVED**

- 1. that the risks and uncertainty surrounding the Medium Term Financial Plan be recognised, including the likelihood of further austerity measures in future years;**
- 2. that the proposed framework for updating the Medium Term Financial Plan 2016/17 – 2019/20 and the preparation of a budget for 2016/17 be endorsed; and**
- 3. that the approach for the consultation process in 2015/16 be noted.**

**E/15/25. Partnership Vision for Education**

The Executive considered a report from the Executive Member for Education and Skills that set out the refreshed Partnership Vision for Education. The refresh had been developed following engagement with a range of key partners to support implementation of the Children and Young People's Plan.

The Vision would be launched during the Autumn Term and would be monitored by the Partnership Vision for Education Board. Progress would be reported to the Children's Trust Board and the Children's Services Overview and Scrutiny Committee.

Reason for decision: To enable the Council to work with partners to drive educational attainment across Central Bedfordshire.

**RESOLVED**

**that the Partnership Vision for Education be approved.**

**E/15/26. Reducing Reliance on Bed and Breakfast Accommodation Use**

The Executive considered a report from the Executive Member for Social Care and Housing that outlined the financial pressures resulting from a sustained increase in the use of Bed and Breakfast accommodation on a temporary basis by homeless families approaching the Council.

It was proposed that the Council invest £2million of Housing Revenue Account funding to acquire 7 to 9 family homes (and/or land to build), which would be used as temporary accommodation as an alternative to Bed and Breakfast. The properties would be located in the north of Central Bedfordshire.

In response to a question, the Executive Member for Social Care and Housing confirmed that families in such circumstances would receive appropriate support and guidance.

Reason for decision: To respond appropriately to help homeless families in the north of Central Bedfordshire.

## **RESOLVED**

**that the impact, in particular the financial pressures facing the Council from increased use of Bed and Breakfast accommodation for emergency temporary use be noted.**

### ***RECOMMENDED to Council***

***that the expenditure of £2m of Housing Revenue Account resources for the acquisition of a portfolio of circa 7-9 properties and potentially land (for development) be approved.***

E/15/27.

## **Dunstable Leisure Centre Redevelopment**

The Executive considered a report from the Executive Member for Community Services that set out the procurement process for the redevelopment of Dunstable Leisure Centre. The next step was to prepare for the procurement of a main contractor to undertake the necessary construction work. The new centre would become a hub of activities containing the library, swimming pool, extended health and fitness space, a new café and other facilities. It would contribute to the regeneration of Dunstable.

The contract would be split into two stages, the first being the design of the new centre and the second being the building works required. A full consultation process would be carried out with Members, stakeholders, sports clubs, users of the current facilities, the Sustainable Communities Overview and Scrutiny Committee and a final design would be submitted to the Executive in January 2016. It was anticipated that the construction period would take place between October 2016 and November 2017.

In response to questions, the Executive Member for Community Services confirmed that a full programme of events, including consultation, would be published. Discussions were taking place regarding alternative provision for when the existing premises would be closed during the redevelopment. The staffing and loss of income implications of the period during which the existing centre would be closed for building works would be addressed appropriately.

In response to a question, the Executive Member for Public Health confirmed that funding from Public Health was provided to services including those in Community Services to help facilitate people living a healthier lifestyle.

Reason for decision: To commence the procurement of a main contractor to ensure the project programme remains on track for completion towards the end of 2017.

**RESOLVED**

1. **that the procurement of a building contractor for the redevelopment of Dunstable Leisure Centre be approved; and**
2. **to authorise the Director of Community Services, in consultation with the Executive Member for Corporate Resources and the Executive Member for Community Services, to award the contract.**

E/15/28. **Stotfold Community Building**

The Executive considered a report from the Executive Member for Corporate Resources and the Executive Member for Stronger Communities that sought the Executive's approval to transfer Stotfold Community Building, comprising a community hall, meetings rooms, community space, an office suite for the Town Council, reception area, kitchen and other ancillary facilities, and all future liabilities and responsibilities for them, to Stotfold Town Council.

Reason for decision: To enable Stotfold Town Council to own and manage the Community Building.

**RESOLVED**

**to authorise the transfer of Stotfold Community Building, comprising a community hall, meeting rooms, community space, an office suite for Stotfold Town Council, reception area, kitchen and other ancillary facilities, and all future liabilities and responsibilities for them, to Stotfold Town Council.**

E/15/29. **June 2015 – Quarter 1 Revenue Budget Monitoring Report**

The Executive considered a report from the Executive Member for Corporate Resources that set out the projected financial outturn position for 2015/16. The full year forecast outturn position was an overspend of £2.5m. This was mainly as a result of emerging pressures in Social Care, Health and Housing and Children's Services. Officers were exploring mitigating actions.

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

**RESOLVED**

1. **that the Revenue forecast position which is currently to overspend budget by £2.5m be noted; and**
2. **to request officers to continue to look for compensatory savings in order to deliver a balanced budget.**

E/15/30.

**June 2015 – Q1 Capital Budget Monitoring Report**

The Executive considered a report from the Executive Member for Corporate Resources that set out the projected capital outturn position for 2015/16. The forecast position was to spend £128.3m compared to the budget of £138.3m.

Members welcomed the Total Basic Need grant received from the Department of Education. This reflected the work in support of the New School Places Programme in Central Bedfordshire.

In response to a question, the Executive Member for Corporate Resources was monitoring the affordability of the Capital Programme and reiterated the importance of maximising external funding. During the 2016/17 budget process capital proposals would be scrutinised to ensure affordability.

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

**RESOLVED**

1. **That the forecast position which is to spend £128.3m (£128.3m in February) compared to the budget of £138.3m, be noted. The variance of £10.3m (£10.3m in February) includes proposed deferred spend of £7.8m.**
2. **That the virement of £2.437m from the Household Recycling and Waste Centre redevelopment project to the Thorn Turn waste park and also the Depot and Salt Barn – North project, as set out in paragraph 19e, be approved.**

E/15/31.

**June 2015 (Q1) Housing Revenue Account Budget Monitoring Revenue and Capital Report**

The Executive considered a report from the Executive Member for Corporate Resources and the Executive Member for Social Care and Housing that set out the 2015/16 Housing Revenue Account projected outturn revenue and capital position. The revenue forecast position projected a year end surplus of £6.245m compared to a budgeted surplus of £6.509m, a reduction of £0.264m. The projected underspend related to the Croft Green development where significant work was unlikely to commence until 2016/17.

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



**RESOLVED**

1. that the Revenue forecast position which is to achieve a balanced budget with a contribution to Housing Revenue Account Reserves of £6.245M, thus strengthening the Council's ability to invest and improve its stock of Council Houses, be noted;
2. that the Capital forecast position of an indicative outturn underspend in the current year of £2.800m relating to the Croft Green Development, be noted;
3. that the monitoring of Right to Buy sales for the possible impact on predicted surpluses in the medium to longer term be noted.

E/15/32. **Term Highways Services Contract Award**

The Executive considered a report from the Executive Member for Community Services that set out the outcome of the procurement exercise that had been undertaken to secure a Term Highways Services Contract that reflected the current priorities of Central Bedfordshire Council, with flexibility incorporated for a changing environment. The current Highways Contract was due to end on 31 March 2016.

Contractors had been invited to bid for 3 lots:-

- Lot 1: Main Term Maintenance Contract
- Lot 2: Grass Cutting
- Lot 3: Vehicle Maintenance.

The preferred contractor for Lot 1 (the main Highways Services contract) was not the preferred bidder for Lot 2 and Lot 3. It was proposed that only Lot 1 should be awarded and the grass cutting and vehicle maintenance contracts should be procured through a separate exercise.

At this point during the discussion it was felt appropriate to exclude the Press and Public. See minutes E/15/33 and E/15/34 for further details.

E/15/33. **Exclusions of the Press and Public**

**RESOLVED**

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

E/15/34. **Term Highways Services Contract Award**

The Executive continued the consideration of the Term Highways Services Contract, including the cost and quality of the proposals received.

Reason for decision: In order to provide the Highways Contract Renewal Project authorisation to complete the procurement exercise and award the contract for the Term Highways Services Contract (Lot 1).

**RESOLVED**

1. **that the new Term Highways Services Contract (Lot 1) be awarded for a period of seven years with a potential maximum extension of a further seven years to Contractor A who had submitted the most economically advantageous bid (the best combination of quality and price; and**
2. **That Lot 2 (Grass Cutting) and Lot 3 (Vehicle Maintenance) be not awarded and that these services be secured through a separate procurement exercise.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.30 a.m.)

Chairman .....

Dated .....

Central Bedfordshire Council

EXECUTIVE

6 October 2015

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## Improving Care Home Provision for Older People in Central Bedfordshire

Report of Cllr Carole Hegley, Executive Member for Social Care and Housing ([carole.hegley@centralbedfordshire.gov.uk](mailto:carole.hegley@centralbedfordshire.gov.uk))

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing ([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk)) and Tim Hoyle, MANOP Head of Service ([tim.hoyle@centralbedfordshire.gov.uk](mailto:tim.hoyle@centralbedfordshire.gov.uk))

**This report relates to a Key Decision**

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### Purpose of this report

1. For the Executive to consider the new opportunity in Dunstable to further improve care home provision and to authorise the commencement of consultation on the proposals contained within this report.

### RECOMMENDATIONS

The Executive is asked to:

1. **recognise and respond to the opportunities to further improve care home provision for older people in the Dunstable area by authorising the commencement of formal consultation on proposals for the future of Greenacre Older Persons' Home (OPH) and the services provided from it, as set out in paragraphs 36 to 48 of this report; and**
2. **request that a report is submitted to a future meeting of the Executive advising of the outcome of the consultation and making recommendations about the future of the home and the services provided from it.**

### Overview and Scrutiny Comments/Recommendations

2. It is proposed that the outcome of the consultation process set out in this report will be reported to a future meeting of the Social Care Health and Housing Overview and Scrutiny Committee prior to a decision being made by the Executive on the future of Greenacre OPH.

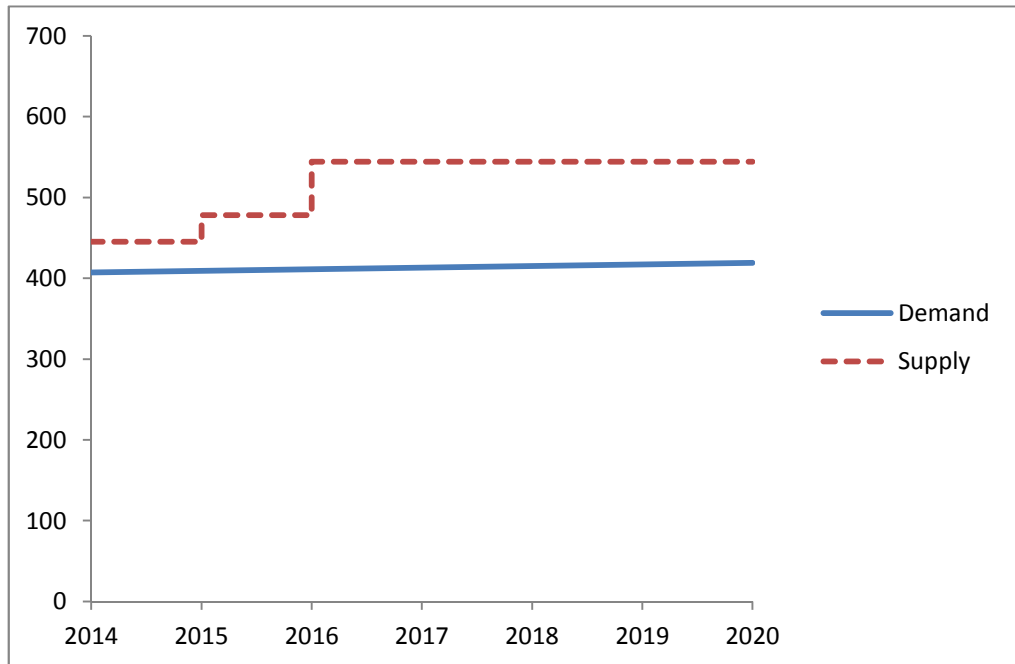
## Background

3. In common with other council areas and the nation as a whole, Central Bedfordshire's population of older people is set to grow much more rapidly than the overall population. This is particularly true of the group of people aged 85 and over.
4. When asked older people consistently say that their preference is to remain living independently in their own home for as long as possible and the Council aims to support this as much as it can.
5. The vast majority of people will continue to live in ordinary housing throughout their lives, supported by informal carers (such as relatives and friends) and 'paid for' carers sourced privately or commissioned by the Council. Additionally, in recent years the Council has developed extra care housing schemes that are able to deliver a high level of flexible care options to support residents as and when they need it.
6. However, even with the provision of extra care housing, for a small proportion of older people the best place in which their needs can be met is in a care home<sup>1</sup> setting. In recent years increased expectations of the facilities in care homes have led to changes in the physical and environmental standards which new care homes need to meet.
7. The Council's response to these twin challenges of an increase in population of older people and rising expectations is necessarily set within the financial constraints within which the public sector operates.
8. In response to the challenges set out above the Council has undertaken the following:
  - a. Increased the availability of home care services in response to increasing demand and the desire by older people to remain in their own homes for as long as possible.
  - b. Developed both domiciliary and residential reablement services that assist older people to regain independent living skills which allow them to remain living at home even after a spell in hospital.
  - c. Commenced the development of extra care housing schemes for independent living in Dunstable (Priory View) and Leighton Buzzard (Greenfields) and is planning deliver a further four schemes of this type over the next six years.

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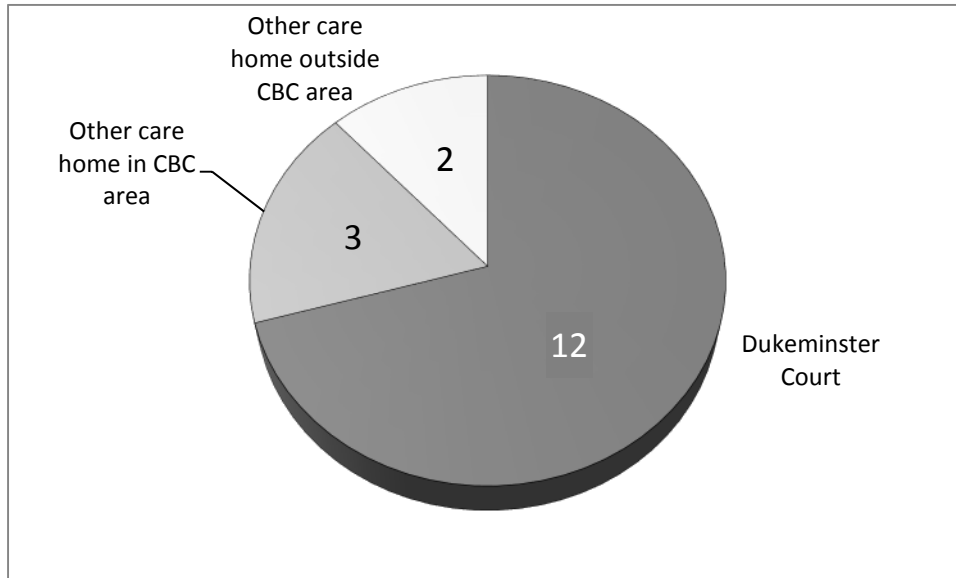
<sup>1</sup> In this report the term 'care home' is used to describe all types of regulated care home for older people. These homes can be divided into those which provide nursing care – which are referred to as 'nursing homes' and those which do not which are referred to as 'residential homes'.

9. The final challenge in this programme is the reconfiguration of care home provision for older people to deliver higher standards. This is the most challenging as such changes inevitably mean a degree of disruption to the lives of residents of the homes affected.
10. The Council owns seven care homes for older people that were constructed by the former Bedfordshire County Council between 1968 and 1982. These homes do not meet physical and environmental standards that modern homes do.
11. In November 2012 the Executive considered a report and approved an overall approach in relation to these homes as part of a wider strategy for managing and contracting with the care home market. This set out the principles of a phased transition away from the homes whilst maintaining existing capacity in the market as a whole. It also set out the approach to stimulate the independent sector market to provide this capacity rather than the Council delivering it directly.
12. Following this the Director of Social Care, Health and Housing held meetings with residents, relatives and staff at the homes setting out the overall approach and indicating the possibility that the homes could be reprovided. This intention was reiterated to residents, relatives and staff when a further round of meetings was held prior to the ending of the contract with BUPA in 2014.
13. Further information underlying the approach is set out in Appendix A.
14. There are two new care homes in Dunstable:
  - a. A 75-place residential care home at Dukeminster Court, Dunstable owned and operated by Quantum Care was opened in April 2015.
  - b. A 66-place residential and nursing care home at The Gateway, London Rd, Dunstable is being developed by LNT Construction. The home, to be called Rosewood Court, is to be owned and operated by Only Care Ltd and is scheduled to open in February 2016.
15. As these are new-build homes they have modern standards of provision including en-suite bathroom facilities for each resident. This is significantly better than the standards of accommodation in the Council's homes, which do not have these facilities.
16. Once both homes are completed the care home capacity in the locality will exceed the forecast demand and it is therefore unlikely that any further new care homes will be constructed in the area in the next five years. The care home demand and capacity in the area over the next five years is illustrated in the chart below.



**Figure 1 Care Home Supply and Demand Forecast for Chiltern Vale**

17. Quantum Care is a 'not for profit' operator based in Hertfordshire. The organisation is part of the Council's framework agreement for residential care homes and in late 2014 agreed to make 26 of its places at Dukeminster Court available to the Council within the rates and terms of the agreement.
18. In February 2015 the Executive considered a report on care home provision in Chiltern Vale and authorised the commencement of a consultation on the future of one of the two homes in that area that the Council owns and operates - Caddington Hall in Markyate. The Executive received a report on the outcome of this process in July 2015 and made the decision that the home should close.
19. The closure of Caddington Hall has necessitated the relocation of the people living there. The outcome of the process and destinations of residents is set out in the Figure 2.
20. As is inevitable in a home providing care for very old and often frail people, deaths occur on a regular basis. At Caddington Hall four residents died between the start of the consultation process on 18<sup>th</sup> February 2015 and decision to close the home on the 7<sup>th</sup> July 2015.



**Figure 2: Destination of Residents Relocating from Caddington Hall**

### **Greenacre Older Persons Home**

21. The second home that the Council has in the Chiltern Vale locality is Greenacre on Brewers Hill Road, Dunstable. The home has capacity for 42 residents.
22. Greenacre has 23 permanent residents and 11 vacancies. It has a further eight places allocated for a short term residential rehabilitation 'step-up step-down' facility. In addition to the residents the home also has a small day care facility, providing for a maximum of eight customers a day.
23. The high level of vacancies has resulted from the home being in 'serious concerns'<sup>2</sup> for three months during 2015, during which time it could not admit new residents.
24. The operator of Rosewood Court has stated that they are able to make 22 of its places there available to the Council for permanent residents within the rates and terms of the framework agreement. In addition, nine of the 26 places the Council has at Dukeminster Court remain available, giving a total of 31 places for permanent residents.
25. The experience of Caddington Hall is that of 21 permanent residents at the start of the consultation process on the future of the home, 12 (57%) transferred to the Dukeminster Court – the new service provision in the local area.

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<sup>2</sup> This process involves CQC and the Council where there are concerns about the quality of care being offered by a home. It seeks to address those concerns and restore the quality of care to an acceptable level.

Therefore, if a decision were made to cease the provision of residential care home services at Greenacre then availability of 31 places for residents in the new care homes is considered more than sufficient to provide for those at Greenacre.

26. Whilst Greenacre is not a nursing home, the experience with Caddington Hall (which was also not a nursing home) was that a small number of residents were assessed as having needs that would be best met in a nursing home. This may also be the case with some Greenacre residents, but the intention is that Rosewood Court will offer nursing care and this would therefore be an appropriate option for residents with such needs.
27. In addition, in the Chiltern Vale locality there are ten other residential care and/or nursing homes that provide places to the Council and they currently have 39 vacancies.
28. Therefore the summary of the proposed offer to residents of Greenacre is currently:
  - a. The Council is proposing to close the home and find suitable alternative accommodation for the existing residents.
  - b. Residents will be given a choice of homes to move to within a reasonable distance. These choices would be of homes which offer a good quality of care, modern physical and environmental standards and fee rates that are in line with the Council's fee structure or the host Local Authority rates.
  - c. There will be places available at Rosewood Court and Dukeminster Court to facilitate residents wishing to stay living as a group to do so.
  - d. Any resident who wished to move further away (for example to be closer to a relative) would be assisted to do so.
29. This is set out in more detail in Appendix B.

#### **Other Services Delivered from Greenacre**

30. At the same time as the future of Greenacre as a care home for permanent residents is being considered there will also be a need to consider the future of the short term residential rehabilitation 'step-up step-down' facility and the day care facility.
31. The 'step-up step-down' service provides for up to eight people at any one time to have a short term residential care service either as an intermediate step between a hospital stay and returning home or to prevent hospital admission.



The service includes input from health professionals (such as physiotherapists). As a short term service it does not have any ongoing customers and is managed and operated separately from the rest of the home. The service was transferred to Ferndale Older Persons Home in Flitwick on a temporary basis when Greenacre was placed in 'serious concerns'.

32. It is proposed that the options for the delivery of the service are considered over the coming months and decisions are made about its future on a similar timescale to those for the permanent residential service. A consultation process will be undertaken with interested parties, the nature and scope of which will be commensurate with the options being considered.
33. The day care facility at Greenacre is currently used by 19 people who live in the locality. The facility averages eight customers each day. The nearest alternative facility is Houghton Regis Day Centre, which has capacity to accept additional customers.
34. It is proposed that the options for the day care service at Greenacre are investigated and a consultation process is undertaken with users of the service, their relatives and other interested parties alongside the one which takes place in relation to the future of the care home. It is intended that the timetable for this process will be as set out in paragraph 38 below.
35. It is envisaged that, should there be a decision to close the home then users of the day centre would be offered a place at an alternative day service that can meet their needs.

### **Consulting with Residents, Relatives, Staff and Other Stakeholders**

36. The proposals set out require a detailed programme of communication, engagement and consultation. The planned phases of this process and timescales are set out below.
37. An initial series of communications and meetings will be organised with residents, relatives and staff to explain the background to the consultation, the timescales and how they can be involved. It is planned to hold these meetings to coincide with the publication of this report.
38. Following this there will be a consultation period which is planned to commence on 14 October 2015 and end on 13 January 2016. This period is 12 weeks with an additional six working days added to take account of the Christmas and New Year period. The consultation period can be extended if required.

39. During the consultation all those affected will be provided with written details of the proposals along with other options and asked their views. A series of events to do this will take place during the consultation period and will facilitate residents, day care customers and their relatives to input into the process in a way that best suits them. This could be through an individual consultation, as part of a small group, or as part of a larger group. Independent advocacy support will be available for all who need it. Consultation will take place in an atmosphere that aims to provide service-users, their representatives and/or their relatives with support and reassurance.
40. The proposals will also be publicised, published on the Council's website and made available to stakeholders and relevant organisations for their feedback. These would include Dunstable Town Council, Healthwatch Central Bedfordshire, local health services, the Older Person's Reference Group (OPRG) and Age UK. Individual members of the public and other interested parties would also be able to participate.
41. As well as setting out the detail of the Council's preferred option the proposal document will identify other options considered in the development of the proposals and the reasons why they are not preferred. Consultees will also be able propose alternatives and these will be considered.
42. Although not directly affected, residents, relatives and staff at the other homes would be advised about the overarching approach and the progress of the consultation through the existing communications channels, such as regular residents meetings and staff meetings. They will also be able to respond to the proposals.
43. Whilst there would be direct communication with the care home providers that could be in a position to offer places to the residents of Greenacre, there would also be engagement with the wider group of care home providers to advise them of the proposals and seek their feedback.
44. Where possible, questions and options that arise during the consultation period will be responded to before the end of the consultation and made public. Where responses lead to additional options being considered then further feedback will be sought from consultees.
45. During the consultation period the Council will seek to obtain the views of residents (and their representatives and/or relatives) about the proposals and also their own preferences as this will help to focus in on preferred options. However it will be emphasised to service-users (and their representatives) that they are not being asked to make any personal decision about their future during the consultation.

46. All consultation feedback will be collated. Where questions are raised during the consultation period these will be responded to if possible in the time frame. The aim is to be as transparent and responsive as possible so feedback will be made public whilst preserving individual confidentiality.
47. The response to the consultation will be used to compile a report for the Executive with recommendations about the future of Greenacre. This report will be considered by the Social Care Health and Housing Overview and Scrutiny Committee prior to consideration by the Executive. It is envisaged that these meetings would take place in January and February 2016.
48. During the consultation period and until the future of the home has been determined the places at alternative care homes set out in paragraph 24 will be reserved for residents who would be affected by the proposals.

### **Following a Decision about the Future of Greenacre**

#### Care Home Residents

49. If the Executive determines that the alternative care offers should be pursued and that Greenacre should close then work would commence with the existing residents, their relatives and advocates to make a decision about their future home. This activity would be supported and managed by the Council and would include the following:
  - a. Social work, Mental Capacity Act 2005<sup>3</sup> and medical assessments of each resident.
  - b. Discussion with each resident, any representative they have, their relatives and any advocate about their preferences.
  - c. Identification of suitable alternative homes, along with information about the homes and number of vacancies.
  - d. Matching of resident's needs and preferences with the choices available.
  - e. Visits to potential alternative homes and/or 'virtual visits'.
  - f. Individual decisions about preferred home.
  - g. Arranging and implementing transfers.

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<sup>3</sup> Assessments under the Mental Capacity Act 2005 would include assessment of mental capacity in relation to the closure of the home and a 'Best Interests' decision where appropriate.

50. Research has shown the importance of conducting the activities above sensitively and at a pace that the residents are comfortable with but without any undue delay.
51. It is envisaged that staff in the home concerned would be available to go with residents to their new home and help them settle in over the course of their first few days there. It may be also possible to make reciprocal arrangements (where staff members from the new home(s) spend time getting to know the residents prior to them moving). This would be explored further depending on the outcome of the consultation and decisions made.
52. If the best practice approach set out above is followed in relation to the consultation, assessment and transfer of residents then it is possible to undertake such changes without detriment or undue distress for those concerned.

#### Day Centre Users

53. A process would also be undertaken with the people who use the Greenacre day service. This would involve the people who use the service, their relatives, carers and advocates in coming to a decision about their future day care. This activity would be supported and managed by the Council and would include the following:
  - a. Social work, Mental Capacity Act 2005<sup>4</sup> and, where necessary, medical assessments of each resident.
  - b. Discussion with each service-user, any representative they have, their relatives and any advocate about their preferences.
  - c. Identification of suitable alternative services, along with information about the services and number of vacancies.
  - d. Matching of user's needs and preferences with the choices available.
  - e. Visits to potential alternative services.
  - f. Individual decisions about their preferred service.
  - g. Arranging and implementing transfers.

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<sup>4</sup> Assessments under the Mental Capacity Act 2005 would include assessment of mental capacity in relation to the changes being planned for the service and a 'Best Interests' decision where appropriate.

#### Users of the Step-Up/Step-Down service

54. The 'Step-Up/Step-Down' service does not have any ongoing or regular users and therefore no process of engagement with individual users of the service is proposed.

#### **Reason/s for Decision**

55. To ensure that prior to making a decision about the future of the home, the Executive will have as much information as possible about the options available and the views of interested parties.

#### **Council Priorities**

56. The actions proposed in this report support the Council's priority to promote health and well being and protect the vulnerable.

#### **Corporate Implications**

57. Whilst the welfare of the residents of the home and users of the day service is the Council's highest priority, it will also be important to have regard to the needs of the staff who will be affected by these proposals.
58. At the point where formal consultation commences with staff and their representatives the Council will state its understanding of the position with regard to TUPE and the consequences for the staff affected.

#### **Legal Implications**

59. If the recommendations in this report are approved, it is important that the consultation complies with government guidance and case law otherwise the Council is at risk of successful challenge through the complaints procedure, by way of judicial review or other challenge.
60. The Council must ensure that the Care Act 2014 is considered (where appropriate) and adhered to when making decisions relating to the provision of care.
61. The Council will need to consider employment law issues, including TUPE, in respect of staff at the homes.
62. If residents are to move, then the Council will need to ensure that it complies with the relevant law relating to the making of decisions in respect of individual residents and that the appropriate deprivation of liberty safeguards are in place.

### **Financial Implications**

63. There are no financial implications arising from the decision to commence consultation. The costs associated with this process will be met from existing budgets. The financial issues arising from the outcome of the consultation and recommendation(s) will be addressed in a future report.

### **Equalities Implications**

64. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 requires public bodies to:
- a. Remove or minimise disadvantages suffered by people.
  - b. Take steps to meet the needs of people from protected groups.
  - c. Encourage people to participate in public life or other activities where participation is low.
65. Public bodies must be able to demonstrate that consideration of this legal duty has been engaged during all stages of the decision making process from beginning to end and that decision makers are aware of their legal obligations. Decision making must be exercised “in substance, with rigour and with an open mind.”
66. In coming to a decision the Council will undertake an equality impact assessment and will demonstrate consideration of:
- a. a well researched business case relating to the proposal, including appropriate financial and statistical analysis.
  - b. the range of possible options that have been investigated.
  - c. the findings of consultation (group and individual) with residents (including advocates where necessary), their relatives and other stakeholders. The consultation process will highlight the Council’s preferred option and will outline alternative options that have been considered.
  - d. the findings of previous individual care assessments considering impairments, support needs and cultural / social requirements.
  - e. adverse impacts and ways in which these can be mitigated or minimized.

67. The above findings will all be reported accurately to decision makers.
68. Case law relating to requirements of the Human Rights Act 1998 ('the 1998 Act') indicates that before taking a decision to close a care home, the effect on the residents must be investigated. A public body must ensure that any consultation investigates the potential effect of the closure on the residents' emotional, psychological and physical health and must comply with its obligations under the 1998 Act.
69. It should also be borne in mind that that a decision which potentially restricts a human right does not necessarily mean that it will be incompatible with the 1998 Act. Public bodies also need to take into account other general interests of the community. Some rights can therefore be restricted where it is necessary and proportionate to do so in order to achieve a legitimate aim. Provided a restriction of such a right has a legitimate aim and the restriction itself does not go any further than necessary to protect this aim, then it is likely that it will be compatible with the 1998 Act. In this way the 1998 Act recognises that there are certain situations where a public body is allowed to restrict individual rights in the best interests of the wider community.

### **Appendices**

- Appendix A: Background Information on Care Homes for Older People in Central Bedfordshire
- Appendix B: The offer to existing care home residents when closure is proposed.

### **Background Papers**

None

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## Appendix A

### Background Information on Care Homes for Older People in Central Bedfordshire

#### Regulatory and historical context

1. The care home market is a mixed economy with homes being provided by 'not for profit' organisations, commercial operations and local authorities. Organisations range from those operating a single home to those who operate nationally (or even internationally) and have homes that in total have thousands of places. Prior to the late 1980's local authorities were significant providers of care homes but since then the trend has been for councils to move out of providing care directly and focusing on commissioning activity so that care was delivered by other providers.
2. Previously the required standards of accommodation and care in care homes were set out in the Care Standards Act 2000, Care Homes Regulations 2001 and the National Minimum Standards for Care Homes for Older People (published by the Secretary of State for Health under section 23(1) of the Care Standards Act 2000). The main impact of these standards was to require that resident's rooms in new homes had en-suite bathroom facilities.
3. Very few homes built prior to the introduction of these standards were compliant and, acknowledging the cost and logistical difficulties that achieving physical compliance would entail, there was no compulsion for existing homes to comply. However the knowledge that all new homes would need to provide a higher standard of accommodation led many homes (and their parent organisations) to embark on refurbishment, rebuilding and development programmes that would ultimately lead to full compliance.
4. The required standards of accommodation and care in care homes is now set out in the Health and Social Care Act 2008, the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009. Care homes are inspected and regulated against these standards by the Care Quality Commission (CQC) who can order improvements to be made or even require a home to close. The outcomes of inspections are available as public documents.
5. These acts repealed the previous acts and regulations set out in paragraph 2 and there is no longer a strict regulatory requirement for any home (newly-built or otherwise) to have en-suite facilities. However the popularity and desirability of this type of facility means that for new-build homes it is now a '*de facto*' standard with no new homes being planned or built without en-suites.
6. The Council's predecessor authority, Bedfordshire County Council (BCC), built thirteen care homes for older people between the late 1962 and the early 1982. The delivery of care within these homes was contracted out to BUPA in 1998. Following the Local Government reorganisation in Bedfordshire in 2009,

the ownership of seven of the homes transferred to Central Bedfordshire Council and BUPA continued to provide the care. In 2014 BUPA gave the Council notice that they intended to withdraw from the contract and on 1<sup>st</sup> August 2014 and from this date the responsibility for the delivery of care in the homes was transferred to the Council.

7. The homes referred to in paragraph 6 are:
  - a. Serving the Chiltern Vale locality:
    - i. Caddington Hall, Markyate, Herts
    - ii. Greenacre, Dunstable
  - b. Serving the Ivel Valley locality:
    - i. Abbotsbury, Biggleswade
    - ii. Allison House, Sandy
    - iii. The Birches, Shefford
  - c. Serving the Leighton Buzzard locality:
    - i. Westlands, Leighton Buzzard
  - d. Serving the West Mid Beds locality:
    - i. Ferndale, Flitwick
8. Due to the age of the buildings, the homes do not meet the standards set out in paragraph 2. The challenges faced by the Council (and its predecessor) in dealing with the physical standards in its care homes have been acknowledged since the 2001 regulations first came into force on 1<sup>st</sup> April 2002.

### **Analysis of Care Home Supply and Demand in Central Bedfordshire**

9. Fundamental to the Council's approach to the challenge faced by the seven homes is their contribution to capacity in the care home market in Central Bedfordshire.
10. Estimates of the numbers of care home places required can be calculated using a ratio of places to the population of people over 75 set out in the study "More Choice, Greater Voice".<sup>1</sup>
11. Central Bedfordshire currently has 1,187 care home places of which the seven homes contribute 249 (21%) places. Of those 1,187 the Council takes up 655 (55%) with people it places and funds, the remainder being taken up by people who place themselves and contract directly with the homes as individuals ('self-funders'), people whose places are funded by NHS and people placed by other local authorities. In addition at any one time the

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<sup>1</sup> More Choice, Greater Voice: a toolkit for producing a strategy for accommodation with care for older people. Published by the Housing Learning and Improvement Network at the Care Services Improvement Partnership at the Department of Health and the Department of Communities and Local Government. February 2008

Council is also funding about 196 older people in care homes outside Central Bedfordshire.

12. Since 2009 considerable work has been undertaken to assess the capacity within the sector. A full analysis based on current and forecast population levels can be found in the background papers. Alongside the development of extra care housing to provide an attractive and appropriate alternative to entering a care home, the analysis concluded that, whilst there are some differences across Central Bedfordshire, in the period to 2020 it will be necessary to maintain the existing care home capacity.
13. The variation across Central Bedfordshire arises as the Chiltern Vale and Leighton Buzzard localities have or are developing sufficient capacity to meet current and forecast demand, whilst the West Mid Beds and Ivel Valley localities have less capacity than forecast demand.
14. Whilst forecasting is important it is essential to acknowledge that it is only part of the overall picture because there is considerable movement across administrative boundaries that can affect both demand and supply. For example, people outside of the area may choose to live or be placed within the Central Bedfordshire area and *vice versa*.
15. In addition to forecasting demand, the Council monitors the development of new capacity and any changes to existing capacity in the sector. After a long period where no new care home capacity was being developed there are currently three new homes under construction, four homes with planning consent and consent being sought for a further three homes.
16. This change to the market conditions presents the Council with an opportunity to plan and deliver the improvements to living conditions for the current and future residents of the seven homes.
17. Alongside the responsibility the Council has for its own care homes, the Care Act 2014 sets out duties and responsibilities to manage the care market in the local authority's area. This requires the Council to work with providers of all types of care services to ensure there is an adequate supply and that this is of an acceptable quality.
18. In its role as commissioner of care services in 2012 the Council implemented a framework agreement with providers of care homes which set fee rates and incentivised homes to improve the quality of care and develop the facilities to meet the needs of people with dementia. This agreement includes the regular appraisal of the quality of care in each home and categorises this into bands of 'Excellent', 'Good', 'Adequate' and 'Poor', it also includes Dementia Care Accreditation.

### **The Council's Approach**

19. In response to drivers and analysis set out above, the approach being taken for the period to the end of 2020 can be summarised as:
  - a. The continued development and enhancement of home care and reablement services.
  - b. The development of further independent living schemes for older people.
  - c. Maintenance of the overall existing number of care home places in care homes.
  - d. Within the maintenance of overall capacity seek to transfer the provision of places from the Council's seven homes to alternative homes that meet modern standards.
20. As new care home development in England and Wales is currently being delivered almost exclusively by the independent sector, the logical approach is that the provision of additional and replacement capacity will be lead by the market. Only in the situation where the market was failing to provide a solution would the Council need to intervene, and in such cases the degree of intervention would be at the minimum level necessary to secure a solution.
21. Taken together these responses seek to address the challenges of an ageing population whilst improving the quality and range of services available to older people resulting in better health and an improved quality of life.
22. However, it is acknowledged that changes in the provision of the service provided by a care home which may result in the closure of a care home will undoubtedly be unsettling for those involved and it will be important to ensure that the needs of those affected the most are taken into account and remain at the forefront of the decision making and any subsequent change process.
23. To this end it is proposed that an offer of an improved residential care is provided to affected residents based on the following principles:
  - a. **Choice:** residents will be able to choose a placement in an alternative home provided that this is within a reasonable distance from their current home. We would also respect the wishes of residents who may wish to move as a group. Should a resident prefer to move to a different area to be close to a relative or to move as a group with their existing friends, the Council would try to accommodate this if at all possible.
  - b. **Quality:** new and alternative placements would only be offered in homes offers an improved experience for each individual, in terms of the physical and environmental standards, and which can also meet their care needs.

- c. **Value:** new and alternative placements will be at rates which are affordable for both the resident and the Council.
- d. **Minimal disruption:** the change to accommodation arrangement for residents would only require a single move in order to ease the process of change.

### Other Options Available

- 24. In coming to its preferred approach consideration has been given to the options set out below:
  - a. Do nothing.
  - b. A programme of refurbishment and/or remodelling of the existing homes.
  - c. A programme of rebuilding of homes on existing sites.
  - d. Provide the places in replacement care homes, the development and/or running of which is undertaken directly by Central Bedfordshire Council (as opposed to other organisations).
- 25. There are a number of reasons why the 'do nothing' option is not recommended at this time:
  - a. The continued provision of care in homes that do not meet modern standards would mean that older people who currently use our homes and those who use them in the future would have a poorer quality of life than otherwise.
  - b. The existing buildings would need significant investment to extend their useful lives by more than a few years.
  - c. In the Council's role of managing the market it may be problematic for the Council to seek to improve standards elsewhere in the market if it had taken the decision not to improve its own services.
  - d. It would represent a missed opportunity when new care homes are being built and there is capacity within the market to provide alternative placements to residents in the seven homes. When this opportunity arises it will not remain indefinitely.
- 26. The Council has explored options for adaptation to meet the current standards and concluded that in none of the homes would this be a preferred solution as:
  - a. Refurbishment or remodelling to meet the current standards would result in a reduction in capacity of the homes which would mean that it

would not be a complete solution and would also impact on the economic viability of the homes.

- b. Refurbishment and remodelling could prove just as disruptive to residents as reprovion.
27. The Council has explored the option of rebuilding homes on the existing sites concluded that in none of the homes would this be a preferred solution as:
- a. Some of the sites are not large enough to accommodate a home to modern standards.
  - b. Rebuilding on site would in most cases require the closure of a home and the transfer of residents to allow for demolition and rebuilding.
  - c. One or two homes may have enough space on the site for a building to be contracted whilst residents remained 'in situ' but the noise and mess caused by construction would be disruptive and the outcome may be a building that is not well located within its site.
28. An alternative to being 'market-led' is the Council itself funding and delivering the reprovion, albeit on different sites to the current homes. This option is not favoured at this stage as the independent market appears to be in the position to deliver new care homes without direct intervention or subsidy by the Council.
29. Whilst these options are not considered to be preferred as an approach to the homes as a whole, at the point where the reprovion of a specific home is being consulted on, these and any other appropriate options will need to be further reviewed and analysed as part of the consultation process.

## Appendix B

### The offer to existing care home residents when closure is proposed

The approach of each consultation and the details of the offer to existing residents will be tailored to local circumstances and individual needs, but the principles are:

- a. Residents would be accommodated in a home that offers a good quality of care<sup>1,2</sup>.
- b. Residents would be accommodated in a home that meets standards as set out in Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009.
- c. Residents would be accommodated in a home that can meet their assessed needs.
- d. Residents would be accommodated in a home at fee rates within the range paid by the Local Authority whose area the homes are in.
- e. Residents would be accommodated in a home that is a reasonable distance from their current home.
- f. Residents who expressed the wish to move as a group would be accommodated where possible.

In conjunction with the core offer set out above, resident's individual wishes and circumstances would be further taken into account where at all possible. Examples of this would include:

- a. Where a resident wished to move to a different location to be close to a relative.
- b. Where a resident wished to move to another type of accommodation.

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<sup>1</sup> This is defined as 'Excellent' or 'Good' under the terms of the Council's Framework Agreement or the equivalent under the CQC assessment standards.

<sup>2</sup> New homes will be assessed as soon as practicable. Those which have yet to be assessed will be judged based on other homes of a similar type operated by the same organisation

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Central Bedfordshire Council

EXECUTIVE

6 October 2015

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## Fees and Charges 2016

Report of Cllr Richard Wenham, Executive Member for Corporate Resources  
([richard.wenham@centralbedfordshire.gov.uk](mailto:richard.wenham@centralbedfordshire.gov.uk))

Advising Officers: Charles Warboys, Chief Finance Officer  
([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

**This report relates to a non-Key Decision**

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1. The report proposes the revised fees and charges prices for 2016; identifies new services for which it is proposed that fees or charges will be levied; and identifies those charges where proposed increases are significantly different from the 1% advisory increase as per the 2016/17 Budget Strategy.

### RECOMMENDATIONS

Subject to any recommendations from Overview & Scrutiny, the Executive is asked to recommend to Council to:

1. **agree the Fees and Charges prices for 2016;**
2. **agree the new Fees and Charges that are proposed to be introduced for 2016;**
3. **agree to bring Fairer Charging in line with Residential Care charging and to commence charging when the care started with effect from 1 January 2016, as set out in paragraphs 11 and 12;**
4. **agree that whilst some statutory charges have been left at the 2015 rate currently, these will be amended to the new charges once the Council has been advised of the rates applicable to 2016; and**
5. **note the progress of the Fees & Charges cyclical review process, as set out at Appendix D.**

## **Overview and Scrutiny Comments/Recommendations**

2. The proposed Fees and Charges proposals are planned to go to all four Overview & Scrutiny Committees during their October 2015 cycle for comment. Any comments made by the Overview & Scrutiny Committees will be provided to Council as a separate appendix.

## **Background**

3. 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.'
4. The Fees and Charges Policy was approved by Council in November 2014. It 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 in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).' This is currently being undertaken on a rolling basis.
5. The Chief Finance Officer has advised that the inflation rate to be applied in line with the Corporate Budget Strategy is 1%. Where there have been significant variations from this advisory level these have been identified at Appendix A.

## **Pricing for 2016**

6. The prices proposed for 2016 reflect three pricing options:
  - Prices remain at their 2015 level either because they are in line with other providers (Local Authorities) or because there is insufficient data available to support a price change.
  - Prices increased with inflation.
  - A list of those Fees & Charges in the categories above is at Appendix A.
  - Prices increased by more than inflation if there is sufficient information to justify an increase (Appendix C).
7. For the majority of services there will either be a 1% increase for 2016, or prices will be held at the 2015 price where charges are in line with the current economic cost of provision.
8. Some statutory charges have been left at the 2015 rate and will be revised once the authority has been advised of the rates applicable to 2016.

9. The implementation date of the price changes for 2016 is the 1st January 2016 wherever possible. Due to the change over date of benefit increases all of Social Care Health and Housing new fees and charges will take effect from 1 April 2016.
10. New proposed services for 2016 along with a recommended price are shown at Appendix B.
11. Under Section 14 (Power of local authority to charge) of the Care Act 2014, local authorities have powers to charge for care and support to cover the costs they incur when contracting for care. The local authority can therefore levy charges from the date when it starts to incur costs to meet a person's care and support needs. This has previously been the case for Residential Care but not for Domiciliary Care (Fairer Charging).
12. The local authority will work out how much the customer can afford to pay for their care and support before the local authority collects any money from them. An exception to this would be where a person refuses to co-operate with the financial assessment. The local authority will complete a financial assessment as quickly as possible to avoid people being faced with large and unexpected bills. Where any arrears of charges are due, people are given a reasonable length of time in which to pay the money and should not be expected to pay it all off in one go.
13. Car parking charges include the first increase in a number of years – this will allow us to invest in improving the technology and customer experience of our busiest car-parks which will see new ticketing machines and a move to 'pay on exit' rather than customers having to guess how much parking time they need to pay for. This will also see greater enforcement capacity being released in order to manage on-street parking more effectively, helping compensate for the loss of Automatic Number Plate Recognition (ANPR) cars.

### **Approach to Reviewing Fees and Charges Prices**

14. As mentioned above, all fees and charges should be reviewed on a fundamental basis at least every 3 years.
15. This is currently being undertaken on a rolling basis and is being coordinated by Finance. For 2016 all Directorates within the Council have been asked to identify the top ten Fees and Charges to review. This task was undertaken between June 2015 and August 2015.
16. In future, reviews will be phased throughout the year (not tied to the Medium Term Financial Plan process) to ensure all Fees and Charges are reviewed within a three yearly cycle.

17. A copy of the review questions posed during the review is attached at Appendix D and a full register will be kept within Finance. Due to the sheer size and volume of information held, the outcome of individual reviews has not been included within this paper, but a list of those that have been reviewed is also provided at Appendix D.
18. Some examples of the information collected during the review are provided in Appendix E.

### **Next Steps**

19. As mentioned above, the full review of all Fees & Charges needs to be undertaken on a rolling basis due to the large number of services provided to the public and external organisations. Although there has been significant progress in establishing a data base of relevant information, and the Council is much better placed now compared to a year ago in terms of understanding the cost drivers for some of our Fees & Charges, there is still some way to go and a full review cycle is likely to be spread over a three year period.
20. The findings from the review to date are being captured in a database that is under development, and once complete this review will provide the Council with valuable information on a charge by charge basis identifying such things as revenues generated, volumes sold, cost of fulfilment and therefore the financial contribution to the Council.
21. This will enable a fuller understanding of which Fees and Charges generate the most value for the Council, and which are not cost effective to charge for (cost of billing exceeds income).
22. This will enable the Council to better target those Fees and Charges for which it would be worth improving the Council's marketing strategies to generate additional volume and therefore revenue, and which might be offered free of charge.
23. The review should also enable the Council to streamline its offer as it may look to cease discretionary services for which there is little take up or find alternative methods of delivering such services.
24. The 2015/16 Medium Term Finance Plan included the creation of a Commercial Analyst role within Finance. The purpose of this role is twofold.
  - a. To improve our income reporting processes including Fees and Charges; and
  - b. To identify new sources of income for the Council to consider through benchmarking with other local authorities and other public sector organisation.

25. As a result, in future, the Council may be looking to introduce new Fees and Charges that contribute to the Councils finances.

### **Reason/s for Decision**

26. To agree the Fees and Charges prices for 2016 as part of delivering a balanced budget for 2016/17 and identify resource requirements for the Medium Term.

### **Council Priorities**

27. 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 your local community – creating jobs, managing growth, protecting our countryside and enabling businesses to grow;
- improved educational attainment;
- promote health and well being and protect the vulnerable;
- better infrastructure – improved roads, broadband reach and transport;
- great universal services – bins, leisure and libraries; and
- value for money – freezing council tax.

### **Corporate Implications**

#### **Legal Implications**

28. 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 current full economic cost to the Council of the provision.

#### **Financial Implications**

29. These are contained in the report.

#### **Equalities Implications**

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

### **Conclusion and next Steps**

31. If recommended by the Executive, the proposed charges for 2016 will be presented to Council at its meeting of 19 November 2015 for approval.

### **Appendices**

Appendix A – Fees & Charges Schedules – proposed prices 1% increase or held at 2015 prices

Appendix A2 – Fees & Charges for Residential Care

Appendix B – New Charges

Appendix C – Charges with proposed price changes in excess of 1%

Appendix D – Fees and Charges Review

Appendix E – Examples of data captured under the review.

**Appendix A – price increase of 1% (with roundings) or held at 2015 prices**

**2016/17 Fees & Charges – Children’s Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Children's Services</b>			
School Transport- Concessions & Post 16 bus pass: per term	152.80	155.00	1%
School Transport- Concessions & Post 16 bus pass: half term	76.25	77.00	1%
School Transport- Concessions & Post 16 bus pass: year	414.93	419.00	1%
School Transport: Replacement Bus Pass	tour operators charge plus a handling fee of £10.20	tour operators charge plus a handling fee of £10.30	1%

	2015/16 Rate	2015/16 Rate	2016/17 Rate	2016/17 Rate	Percentage Increase
Directorate: Children's Services	£	£	£	£	
<b>Music Service VAT (n/a)</b>					
<b>Lesson Setting (Per Term)</b>	<b>Direct Debit</b>	<b>Other Payment Methods</b>	<b>Direct Debit</b>	<b>Other Payment Methods</b>	
Lower Schools					
Group	90.40	94.10	90.40	94.10	0%
Individual	135.80	141.20	135.80	141.20	0%
Middle, Upper and Community					
Group	90.40	94.10	90.40	94.10	0%
Individual 20 mins	135.80	141.20	135.80	141.20	0%
Middle and Upper					
Individual 30 mins	203.50	211.60	203.50	211.60	0%
Individual 40 mins	271.30	282.20	271.30	282.20	0%
Out of County and non-LEA schools					
Group	96.20	100.10	96.20	100.10	0%
Individual 20 mins	149.90	156.10	149.90	156.10	0%
Individual 30 mins	225.00	234.00	225.00	234.00	0%
<b>Music Centres</b>					
Full Membership	79.60	82.80	79.60	82.80	0%
Part Membership	53.00	55.10	53.00	55.10	0%
South Beds Sinfonia	35.60	36.60	35.60	36.60	0%
South Beds Youth Voices	53.00	55.10	53.00	55.10	0%

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**Appendix A – price increase of 1% (with rounding) or held at 2015 prices**

**2016/17 Fees & Charges – Community Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
<b>Highway Licences :</b>			
Over sailing of crane over the highway	110.00	111.00	1%
Provision of estimate for construction of crossover	112.00 (+ 10% admin fee)	113.00 (+ 10% admin fee)	1%
<b>Highways and Transportation</b>			
Application for a temporary traffic regulation order on the highway - emergency (Companies)	750.00	757.50	1%
Scaffold licence	110.00	111.00	1%
<b>Temporary Traffic Regulation Orders (including where orders extended by applicant)</b>			
Orders from companies	1,500.00	1,515.00	1%
Orders from individuals	785.00	795.00	1%
Temporary Traffic Regulation Orders for special events	1,500.00	1,515.00	1%
Special Events Orders for charities and local authorities	160.00	162.00	1%
Street works Licences	272.00	275.00	1%
Road Opening Permit Fee (non refundable)	99.00	100.00	1%
Road Opening Permits (Refundable Bond) - less £100 inspection fee	470.00	475.00	1%
Additional charge for above, over 5m2 (Refundable Bond) per m2	94.00	100.00	1%
Tourist and Temporary Directional Signage - per application (non refundable)	148.00 or cost if higher	149.00 or cost if higher	1%
Developer Directional Signage - per application (non refundable)	148.00 or cost if higher	149.00 or cost if higher	1%
Licences - Animals- Riding Establishments -full licence:1-5 Horses	123.00	124.00	1%
Licences - Animals- Riding Establishments -full licence:6-12 Horses	184.00	186.00	1%
Licences - Animals- Riding Establishments -full licence:13+ Horses	255.00	258.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Licences - Animals- Riding Establishments :Provisional Licence	25% of relevant full fee	25% of relevant full fee	1%
Licences - Animals- :Dangerous Wild Animals	194.00	196.00	1%
Licences - Animals- :Renewal of Dangerous Wild Animals	82.00	83.00	1%
Licences - Animals- :Pet Shops	195.00	197.00	1%
Licences - Animals- :Animal Breeders	180.00	182.00	1%
Licences - Animals- :Animal Boarding Establishments	180.00	182.00	1%
Licences - Animals- :Animal Boarding and Breeding	230.00	233.00	1%
<b>Licence Fee (12 months or less)</b>			
Hackney Carriage - New	300.00	303.00	1%
Temporary Replacement Vehicle (3 Month Licence)	95.00	96.00	1%
<b>Private Hire Vehicle and Hackney Cab Driver Licence:</b>			
New or renewal combined 1 year driver's licence	95.00	96.00	1%
Disclosure and Barring Scheme (admin fee)	15.00	15.20	1%
DVLA enquiry fee	7.00	7.10	1%
<b>Private Hire Operators Licence:</b>			
New Private Hire Operators Licence	200.00	202.00	1%
Renewal Private Hire Operators Licence	75.00	76.00	1%
Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is	115.00	116.00	1%
Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date	115.00	116.00	1%
<b>Other Licensing</b>			
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises	155.00	157.00	1%
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person	146.00	148.00	1%
Gambling Act 2005 Premises Licence Fees: New Premises Licence	615.00	621.00	1%
Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence	615.00	621.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence	158.00	160.00	1%
Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence	280.00	283.00	1%
Gambling Act 2005 Premises Licence Fees: Provisional Statement	615.00	621.00	1%
Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement	110.00	111.00	1%
Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee	280.00	283.00	1%
Sex Shop/Cinema licence: Renewal	425.00	430.00	1%
Sex Shop/Cinema licence: Transfer or Variation	425.00	430.00	1%
Sexual Entertainment Venues licence: Grant	1,430.00	1,445.00	1%
Sexual Entertainment Venues licence: Renewal	1,025.00	1,035.00	1%
Sexual Entertainment Venues licence: Transfer or Variation	1,025.00	1,035.00	1%
Poisons Act 1972: Alteration to premises (where listed person is entitled to sell)	10.00	10.10	1%
Contaminated Land Enquiries	93.00	94.00	1%
Food Premises Register: Full	1,030.00	1,040.00	1%
Preparation of report for accident investigation	72.00	73.00	1%
Street Trading - annual	400.00	405.00	1%
Street Trading - One off event	90.00	91.00	1%
<b>Trading Standards</b>			
Trading Standards: Annual Membership Fee	189.30	191.00	1%
Trading Standards: Renewal Fee for Existing Member	142.50	144.00	1%
Trading Standards: United Kingdom Trade Confederation Membership Fee	159.20	161.00	1%
Trading Standards: United Kingdom Trade Confederation Renewal Fee	159.20	161.00	1%
Trading Standards Approved Stickers per 100	13.90	14.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Consumer Guide Leaflet per 500	77.50	78.50	1%
Consumer Guide Leaflet per 1000	158.50	160.00	1%
Trading Standards Approved Plaque	39.50	40.00	1%
Trading Standards Replacement/Additional Membership Certificate	13.90	14.00	1%
<b>Waste - other charges</b>			
Fridge and freezer collection (Full price) - Domestic	41.00	41.50	1%
Fridge and freezer collection (Concession) - Domestic	20.50	20.75	1%
End of Life Caravan collection	173.00	175.00	1%
<b>Dog Control</b>			
Collection of dogs from kennels	57.00	57.50	1%
Dog warden returns dog from kennels	114.00	115.00	1%
Kennelling of stray dogs	11.20	11.30	1%
<b>Public documents</b>			
<b>All copies listed below, sent by post, are subject to £2 P&amp;P charge</b>			
<b>Documents/requests relating to statutory procedures</b>			
Certified true copy of Definitive Map - per copy A4	23.70	24.00	1%
Certified true copy of Definitive Map - per copy A3	31.60	32.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Parking: Up to 5 hours	3.50	3.50	0%
Parking: Market Trader Permit - 1 day	3.50	3.50	0%
Parking: Market Trader Permit - 12 months	64.00	64.00	0%
Employee Permit - 1 month	52.00	52.00	0%
Employee Permit - 3 months	129.00	129.00	0%
Employee Permit - 12 months	386.00	386.00	0%
Disabled Badge Holders	Free in designated bays only	Free in designated bays only	0%
Parking: Steppingley Road - 1 Day (Mon-Fri)	5.00	5.00	0%
Parking: Steppingley Road - 1 week (Mon-Sun)	25.00	25.00	0%
Parking: Steppingley Road - 1 Day (Sat & Sun)	1.00	1.00	0%
Penalty Charge Notices: Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)	0%
Penalty Charge Notices: Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)	0%
Penalty Charge Notices: Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)	0%
Penalty Charge Notices: Court and Bailiff Stage	112.00 (high level) plus costs	112.00 (high level) plus costs	0%
Resident Permit per annum	10.00	10.00	0%
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00	0%
Resident Permit: Incremental increased fee -3rd and subsequent vehicle	90.00	90.00	0%
Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months	386.00	386.00	0%
Visiting Carers Permit	Free	Free	0%
Book 25 visitor's day tickets	30.00	30.00	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair	100 / 60	100 / 60	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle	200 / 140	200 / 140	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Litter	80 / 50	80 / 50	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing notices	100 / 60	100 / 60	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature	80 / 50	80 / 50	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting	80 / 50	80 / 50	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence	300 / 200	300 / 200	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles	100 / 60	100 / 60	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders	80 / 50	80 / 50	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted	0%
Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land Act	50.00 / no discount	50.00 / no discount	0%
<b>Libraries:</b>			
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Commercial	21.50	21.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Community	10.50	10.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Commercial	36.50	36.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Community	25.50	25.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room within opening hours-	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-	29.00	29.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-	22.00	22.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room within opening hours-	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room within opening hours-	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room outside opening hours-	29.00	29.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room outside opening hours-	22.00	22.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside	29.00	29.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside	22.00	22.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within	20.00	20.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within	10.00	10.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) outside	35.00	35.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) outside	25.00	25.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening hours-	10.00	10.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening hours-	5.00	5.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening hours-	25.00	25.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening hours-	20.00	20.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within opening	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within opening	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening hours-	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening hours-	7.00	7.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial	27.00	27.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community	19.00	19.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial	42.00	42.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community	34.00	34.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial	21.00	21.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community	13.50	13.50	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial	36.00	36.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community	28.50	28.50	0%
Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial	14.00	14.00	0%
Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community	7.00	7.00	0%
Refreshment facilities at Libraries	2.00	2.00	0%
Theatre hires: Auditorium - Non Performance-Commercial per hour	42.00	42.00	0%
Theatre hires: Auditorium - Non Performance-Non commercial per hour	32.00	32.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Theatre hires: Auditorium - Non Performance-Sunday per hour - (4 hours minimum)	53.00	53.00	0%
Theatre hires: Auditorium - Performance-Commercial - Mon-Wed per hour (4 hours minimum)	47.00	47.00	0%
Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed per hour (4 hours minimum)	42.00	42.00	0%
Theatre hires: Auditorium - Performance-Commercial - Mon-Wed 9.30 to 23.00	609.00	609.00	0%
Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed 9.30 to 23.00	525.00	525.00	0%
Theatre hires: Auditorium - Performance-Commercial - Thur-Sat per hour (4 hours minimum)	58.00	58.00	0%
Theatre hires: Auditorium - Performance-Non commercial -Thur-Sat per hour (4 hours minimum)	53.00	53.00	0%
Theatre hires: Auditorium - Performance-Commercial - Thur-Sat 9.30 to 23.00	683.00	683.00	0%
Theatre hires: Auditorium - Performance-Non commercial Thur-Sat 9.30 to 23.00	578.00	578.00	0%
Theatre hires: Auditorium - Non Performance Plus Meeting Room-Commercial per hour	52.00	52.00	0%
Theatre hires: Auditorium - Non Performance Plus Meeting Room-Non-Commercial per hour	38.00	38.00	0%
Theatre hires: Auditorium - Non Performance Plus Meeting Room-Sunday per hour - (4 hours minimum)	73.00	73.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial per hour (4 hours minimum)	67.00	67.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non-Commercial per hour (4 hours minimum)	50.00	50.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Mon-Wed 9.30 to 23.00	685.00	685.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non-commercial - Mon-Wed 9.30 to 23.00	575.00	575.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat per hour (4 hours minimum)	78.00	78.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial -Thur-Sat per hour (4 hours minimum)	60.00	60.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat 9.30 to 23.00	757.00	757.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial Thur-Sat 9.30 to 23.00	628.00	628.00	0%
Theatre hires: Other Charges-Technician per hour - VAT applicable at standard rate	21.00	21.00	0%
Theatre hires: Other Charges-Late Vacating - to be charged at the appropriate hourly rate above ( minimum charge one hour ) -for	See hourly rate above	See hourly rate above	0%
Theatre hires: Other Charges-Block bookings of 5 days inclusive of 'get in and get out' 20% discount		Other charge	0%



Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Theatre hires: Other Charges-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		Other charge	0%
Libraries: DVDs	2.50	2.50	0%
Libraries: DVDs - concessions	1.25	1.25	0%
Libraries: Requests	1.20	1.20	0%
Libraries: Requests - (viewpoint and staff assisted) charge per request - concessions	0.60	0.60	0%
Libraries: Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.60	0%
Photocopies (black & white) - A4	0.10	0.10	0%
Photocopies (black & white) - A3	0.15	0.15	0%
Photocopies (colour) - A4	1.00	1.00	0%
Photocopies (colour) - A3	1.50	1.50	0%
Black and white microfilm reader/printers - per copy A4	0.35	0.35	0%
Colour CD-ROM and Internet prints - containing photographs, artwork or charts	0.50	0.50	0%
Fax charges - UK (75p sub sheet)	1.55	1.55	0%
Fax charges - Europe (£1.60 sub sheet)	2.90	2.90	0%
Fax charges - Rest of World (£2.30 sub sheet)	4.20	4.20	0%
Receiving faxes (per sheet)	1.00	1.00	0%
Receiving faxes from premium rate lines - Standard charge	3.50	3.50	0%
Receiving faxes from premium rate lines - plus price per sheet	1.20	1.20	0%
Fines - per day adults (max £7.80)	0.26	0.26	0%
Fines - per day children (max £2.10)	0.07	0.07	0%
Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 - 65	0.13	0.13	0%
Internet access - First 2 hours	Free	Free	0%
Internet charges per additional hour (volume= sessions)	1.00	1.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Lost and Damaged items (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).	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	0%
Magazines - charged at face value plus	0.65	0.65	0%
Additional charge for books borrowed from outside Bedfordshire	2.55	2.55	0%
Vocal scores : per set of 5 - 30	6.10	6.10	0%
Vocal scores per set of 31+	12.20	12.20	0%
Lost Ticket Replacement - Charge per lost ticket (Adult only)	1.50	1.50	0%
Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer	Charge to be determined as appropriate by the service for events and activities outside the core offer	0%
<b>Highway Licences :</b>			
Deposit for scaffolding on or over highway	No charge	No charge	0%
Deposit for hoarding/fences on highway	No charge	No charge	0%
Construction of crossover	At cost	At cost	0%
Mobile Food Trading - First application inspection fee	0.00	0.00	0%
Mobile Food Trading - Annual fee	0.00	0.00	0%
Provision of H bar road markings	Cost	Cost	0%
Charges for damaged highway assets	Cost	Cost	0%
<b>Highways and Transportation</b>			
Application for a temporary traffic regulation order on the highway - emergency (Individuals)	388.00	388.00	0%
Temporary Traffic Regulation Orders (including where orders extended by applicant)			
Additional charge for excavations of footway or verge (Refundable Bond) per m2	32.00	32.00	0%
Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	70.00	70.00	0%
Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	180.00	180.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	295.00	295.00	0%
Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	320.00	320.00	0%
Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E	350.00	350.00	0%
Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	100.00	100.00	0%
Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	190.00	190.00	0%
Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	315.00	315.00	0%
Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £87,001	450.00	450.00	0%
Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £125,001	635.00	635.00	0%
Premises Licenses/Club certificates: Application - Minor variation of club certificate	89.00	89.00	0%
Application - Replacement certificate or summary	10.50	10.50	0%
Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club	10.50	10.50	0%
Premises Licenses/Club certificates: Application - Change of relevant registered address of club	10.50	10.50	0%
Application - Change of certificate holder's name or address	10.50	10.50	0%
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or			
Rateable value Band D (x2) - town centre pub application fee	900.00	900.00	0%
Rateable value Band D (x2) - town centre pub annual charge	640.00	640.00	0%
Rateable value Band E (x3) - town centre pub application fee	1,905.00	1,905.00	0%
Rateable value Band E (x3) - town centre pub annual charge	1,050.00	1,050.00	0%
Temporary Event Notices (TENS)	21.00	21.00	0%
Variation of Designated Premises Supervisor (DPS)	23.00	23.00	0%
Personal licence new/renewal	37.00	37.00	0%
Personal licence change name/address	10.50	10.50	0%
New or renewal combined 3 year driver's licence	155.00	155.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Driver knowledge check	26.00	26.00	0%
Licence Fee (12 months or less): Private Hire - renew	170.00	170.00	0%
Licence Fee (12 months or less): Private Hire - new	250.00	250.00	0%
Licence Fee (12 months or less): Hackney Carriage - new	230.00	230.00	0%
Licences - Animals:- Zoos	50.00 Plus costs calculated on basis of officer	50.00 Plus costs calculated on basis of officer	0%
Licences - Animals Grant / New	hourly rate for each hour spent	hourly rate for each hour spent	0%
Licences - Animals Renewal	hourly rate for each hour spent	hourly rate for each hour spent	0%
<b>Licence Fee (12 months or less)</b>			
<b>Private Hire Vehicle and Hackney Cab Driver Licence:</b>			
Replacement badge	21.00	21.00	0%
CRB Check - Standard	not carried out by CBC	not carried out by CBC	0%
CRB Check - Enhanced	not carried out by CBC	not carried out by CBC	0%
CRB check administration fee	not carried out by CBC	not carried out by CBC	0%
<b>Private Hire Operators Licence:</b>			
Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	42.00	42.00	0%
Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	58.00	58.00	0%
Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	120.00	120.00	0%
Petroleum Licence Fees: Transfer of Petroleum Licence	8.00	8.00	0%
<b>Other Licensing</b>			
Lottery Certificate: Grant (statutory fee / charge)	40.00	40.00	0%
Lottery Certificate: Renewal (statutory fee / charge)	20.00	20.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence	178.00	178.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence	234.00	234.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence	83.00	83.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence	141.00	141.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence	105.00	105.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence	136.00	136.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence	52.00	52.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence	83.00	83.00	0%
Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Variations/Replacements/Transfers	35.00	35.00	0%
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00	0%
Food Hygiene Course Lecturing	67.00	67.00	0%
Water Sampling	Cost Recovery	Cost Recovery	0%
Scrap Metal Dealers Licence: Collectors Licence (3 years)	455.00	459.55	0%
Scrap Metal Dealers Licence: Site Licence (3 years)	530.00	535.30	0%
Travel Aid	5.00	5.00	0%
<b>Pest Control</b>			
Pest Control: Rats (charge for each infestation treated in a twelve month period)	39.50	39.50	0%
Pest Control: Rats Concession	19.75	19.75	0%
Pest Control: Mice (charge for each infestation treated in a twelve month period)	39.50	39.50	0%
Pest Control: Mice Concession	19.75	19.75	0%
Pest Control: Bed Bugs (charge for each infestation treated in a twelve month period)	78.00	78.00	0%
Pest Control: Bedbugs Concession	39.00	39.00	0%
Pest Control: Cockroaches (charge for each infestation treated in a twelve month period)	58.00	58.00	0%
Pest Control: Cockroach Concession	29.00	29.00	0%
Pest Control: Wasps	45.00	45.00	0%
Pest Control: Wasps (Concession)	22.50	22.50	0%
Pest Control: Ants	58.00	58.00	0%
Pest Control: Ant (Concession)	29.00	29.00	0%
Pest Control: Fleas	58.00	58.00	0%
Pest Control: Flea (Concession)	29.00	29.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Veterinary fee	Cost Recovery	Cost Recovery	0%
To collect cement-bound asbestos from domestic premises:	Assessed on individual case	Assessed on individual case	0%
To collect cement-bound asbestos - Persons in receipt of means tested benefit	Assessed on individual case	Assessed on individual case	0%
<b>Rights of Way</b>			
<b>Growth and Infrastructure Act documents:</b>			
Landowner Statements (village greens)	£500 plus £95 per initial site notice	£500 plus £95 per initial site notice	0%
Processing applications:	Cost Recovery using flat rate fee of £49.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr	0%
Additional site notices	£20.50 each + mileage and travel time at £49/ hour	£20.50 each + mileage and travel time at £49/ hour	0%
<b>Highways statements and declarations (section 31 deposits)</b>			
Processing applications	315.00	315.00	0%
Highway Enquiry & Search Letters : per non standard enquiry including VAT	£52.00 (inc VAT)	£52.00 (inc VAT)	0%
<b>Definitive Map Modification Orders</b>			
All aspects of processing applications	No Charge	No Charge	0%
Pre application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery using flat rate fee of £49.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr	0%
Processing where no objection received	£2,040 or actual cost	£2,050 or actual cost	0%
Processing past point where an objection is received	No Charge	Actual cost based on hourly rate [ set out in Deregulation Act]	0%
Advertising costs	Cost Recovery based on charges from publishing paper	Cost Recovery based on charges from publishing paper	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
<b>Public documents</b>			
<b>All copies listed below, sent by post, are subject to £2 P&amp;P charge</b>			
Definitive Statement	1.00	1.00	0%
Confirmed Orders	4.00	4.00	0%
Policy statements	12.00	12.00	0%
<b>Documents/requests relating to statutory procedures</b>			
Statutory declarations by Council officers [per hour]	49.00	49.00	0%
Certified true copy of Definitive Statement	1.00	1.00	0%
Certified true copy of Definitive Map - per copy 60x80cm	42.00	42.00	0%
GIS Maps - A1	20.00	20.00	0%
GIS Maps - A0	52.00	52.00	0%
One-off Definitive Map searches, planning enquiries etc.	61.00	61.00	0%
Produce plan	Cost Recovery using flat rate fee of £49.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr	0%

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**Appendix A – price increase of 1% (with roundings) or held at 2015 prices**

**2016/17 Fees & Charges – Improvement and Corporate Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Improvement and Corporate Services</b>			
Marriages - Outside Venue Monday - Friday	425.00	430.00	1%
Marriages - Outside Venue Saturday	500.00	505.00	1%
Marriages - Outside Venue Sunday	560.00	565.00	1%
Civil Partnerships - Outside Venue Monday - Friday	360.00	364.00	1%
Civil Partnerships - Outside Venue Saturday	425.00	430.00	1%
Civil Partnerships - Outside Venue Sunday	490.00	495.00	1%
Celebratory Services - Approved Premises - outside venue - weekdays	210.00	212.00	1%
Celebratory Services - Approved Premises - outside venue Saturdays	275.00	278.00	1%
Celebratory Services - Approved Premises - Local Authority venue - weekdays	230.00	233.00	1%
Celebratory Services - Approved Premises - Local Authority venue - Saturdays	285.00	288.00	1%
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each	1,410.00	1,425.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Improvement and Corporate Services</b>			
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	115.00	115.00	0%
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room)	1,035.00	1,035.00	0%
Civil Funerals	215.00	215.00	0%
Express Certificates (includes statutory fee)	21.00	21.00	0%
Postage for certificates	1.00	1.00	0%
Notice of Civil Partnership	35.00	35.00	0%
Attending a marriage at the register office	46.00	46.00	0%
Signing by the civil partnership registrar of the civil partnership schedule	46.00	46.00	0%
Standard certificate of birth, death or marriage - from closed register	10.00	10.00	0%
Short birth cert from closed register	10.00	10.00	0%
Short birth cert issued at time of registration	Free	Free	0%
Any other short birth cert issued at time of registration	4.00	4.00	0%
Any other short birth cert issued after the time of registration	7.00	7.00	0%
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00	0%
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00	0%
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00	0%
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00	0%
Attesting a notice of marriage away from his/her office for a housebound person.	47.00	47.00	0%
Attesting a notice of marriage away from his/her office for a detained person.	68.00	68.00	0%
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of	47.00	47.00	0%
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of	68.00	68.00	0%
Attending a marriage at the residence of a housebound person.	84.00	84.00	0%
Attending a marriage at the residence of a detained person.	94.00	94.00	0%
Attending a marriage at a registered building.	86.00	86.00	0%
Attending a marriage at the residence of a housebound person.	81.00	81.00	0%
Attending a marriage at the residence of a detained person.	88.00	88.00	0%
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound persons.	81.00	81.00	0%
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.	88.00	88.00	0%
Conversion of Civil Partnership to Marriage - Standard procedure	45.00	45.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Improvement and Corporate Services</b>			
Conversion of Civil Partnership to Marriage - Two stage procedure	27.00	27.00	0%
Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.	4.00	4.00	0%
Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.	10.00	10.00	0%
Certificate of worship for religious worship	29.00	29.00	0%
Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for	123.00	123.00	0%
Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the	123.00	123.00	0%
Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex	123.00	123.00	0%
General Search of the Indexes	18.00	18.00	0%
Supply of transcript of inquest on CD	5.00	5.00	0%
Additional copies of CD	5.00	5.00	0%
Charge for paper copies per document of 10 pages or less	5.00	5.00	0%
Charge for paper copies for each additional page	0.50	0.50	0%
Fee for transcription of an inquest hearing of 360 words or less	6.20	6.20	0%
Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words	13.10	13.10	0%
Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words	13.10	13.10	0%
Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part	0.70	0.70	0%
<b>Freedom of Information:</b>			
Requests that require 18 hours or less to compile	No charge	No charge	0%
Requests that require 18 hours to compile	450.00	450.00	0%
Additional cost per hour or part thereof	25.00	25.00	0%
<b>Disbursement Costs:</b>			
Postage under £20	No charge	No charge	0%
Postage £20 or over	Actual cost	Actual cost	0%
E-mail Transmission	No charge	No charge	0%
CD / DVD per disk	5.50	5.50	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Improvement and Corporate Services</b>			
<b>Elections:</b>			
For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)	0%
For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)	0%
<b>Local Land Charges:</b>			
Full Residential Search (LLC1 and Con29)	133.00	133.00	0%
Full Commercial Search (LLC1 and Con29)	201.00	201.00	0%
LLC1 Certificate of Search	20.00	20.00	0%
Con 29 Local Enquiries (Residential)	113.00	113.00	0%
Con 29 Local Enquiries (Commercial)	181.00	181.00	0%
Part II optional	15.00	15.00	0%
Solicitors own question	25.00	25.00	0%
Additional parcel of land	13.50	13.50	0%
Personal Search	Free	Free	0%
Copy documents	2.24	2.24	0%
<b>Human Resources:</b>			
Disclosure and Barring Service (DBS) Checks -			
<b>Cost Per DBS check</b>			
Standard	26.00	26.00	0%
Enhanced	44.00	44.00	0%
Administrative Charge	21.50	21.50	0%
<b>Local Taxation:</b>			
Cost of Collection -			
Administration charge on Court Costs - Council Tax	83.00	83.00	0%
Administration charge on Court Costs - NNDR	83.00	83.00	0%

Appendix A – price increase of 1% (with roundings) or held at 2015 prices

**2016/17 Fees & Charges – Regeneration and Business Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Regeneration and Business Services</b>			
Street Naming and Numbering new addresses: 1-5 Plots	185.00	187.00	1%
Street Naming and Numbering new addresses: 6-25 Plots	310.00	313.00	1%
Street Naming and Numbering new addresses: 26-75 Plots	750.00	757.50	1%
Street Naming and Numbering new addresses: 76+ Plots	1,030.00	1,040.00	1%
Additional charge where this includes naming a building (e.g. block of flats)	250.00	253.00	1%
HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour	49.00	50.00	1%
HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on	70.50	72.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Regeneration and Business Services</b>			
Existing Street - Rename	310.00	310.00	0%
Existing Street - Rename - additional charge per property	62.00	62.00	0%
New Street - Additional charge to house numbering where this includes naming of a street	250.00	250.00	0%
<b>Building Control</b>		*	
Duplicate certificate - administration charge on projects prior to 1st April 2003	30.00	30.00	0%
Confirmation of satisfactory final inspection where certificate has not previously been issued	30.00	30.00	0%
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	60.00	60.00	0%
Sale of Plans - VAT applicable at standard rate : A2	10.20	10.20	0%
Sale of Plans - VAT applicable at standard rate : A1	12.20	12.20	0%
Sale of Plans - VAT applicable at standard rate : A0	16.50	16.50	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Regeneration and Business Services</b>			
<b>Development Management</b>			
<b>High Hedges</b>			
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	720.00	720.00	0%
Concession for applicants on means tested benefit			
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	0%
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	0%
<b>Completion Certificates</b>			
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	320.00	320.00	0%
Agreements	480.00	480.00	0%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated	11% for schemes up to a value of £750K,	11% for schemes up to a value of	0%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated	8.5% for schemes up to a value of	8.5% for schemes up to a value of	0%
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway -	0.07	0.07	0%
Minerals Letters: per enquiry	45.00	45.00	0%
<b>Adult Skills Service</b>			
Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Commercial	20.00	20.00	0%
Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Community	10.00	10.00	0%
Room Hire - Kingsland & Samuel Whitbread - per hour- Outside business hours: Commercial	30.00	30.00	0%
Room Hire - Kingsland & Samuel Whitbread - per hour- Outside business hours: Community	20.00	20.00	0%

<b>Building Regulation Charges - no change from 15-16</b>			
<b>2016 Rates (with effect from 1st January 2016)</b>			
<b>Standard Charges for the creation or conversion to New Dwellings</b>			
<b>No of Dwellings</b>	<b>Full Plans</b>		<b>Building Notice Charge</b>
	<b>Plan Charge</b>	<b>Inspection Charge</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
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

<b>Domestic Extensions to a Single Building (with effect from 1st January 2016) - no change from 15-16</b>					
<b>SINGLE STOREY EXTENSIONS</b>					
<b>Category</b>	<b>Description</b>	<b>Plan Charge</b>	<b>Inspection Charge</b>	<b>Building Notice charge</b>	<b>Additional Charge</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS						
Category	Description	Plan Charge £	Inspection Charge £	Building Notice £	Additional Charge £	
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00	
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00	
LOFT CONVERSIONS						
Category	Description	Plan Charge £	Inspection Charge £	Building Notice £	Additional Charge £	
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00	
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00	
GARAGES AND CARPORTS						
Category	Description	Plan Charge £	Inspection Charge £	Building Notice £	Additional Charge £	
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	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 100m2	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 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.

**PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE (with effect from 1st January 2016)**

**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, aggregates recycling facilities, WEE facilities and scrapyards
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 operations connected with exploratory drilling for oil or natural gas
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 Minerals
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:**

**£180** for attendance by up two officers for up to 2 hours. Each additional officer in attendance 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 Town Councils incur half the fee.*

**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 own merits.

**Appendix A – price increase of 1% (with roundings) or held at 2015 prices**

**2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1<sup>st</sup> April 2016**

Note: Fees & Charges shown as shaded are statutory charges. Only Blue Badge fee rate is set nationally. The others are statutory services but Central Bedfordshire set the rate to charge.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Social Care, Health &amp; Housing</b>			
Service Charges (VAT n/a) - per week ( 48 week basis): Door Entry Systems	0.20	0.20	1%
Guest Rooms per night: Single	10.20	10.30	1%
Guest Rooms per night: Double	15.30	15.50	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court	19.90	20.10	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation	19.80	20.00	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings	7.00	7.10	1%
Community Alarm System : persons in council sheltered accommodation or disabled	3.90	3.95	1%
Community Alarm System : not in council sheltered accommodation (includes VAT)	4.60	4.65	1%
Garages - per week exclusive of rates (48 week basis): Council	10.00	10.10	1%
Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation	3.60	3.65	1%
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person	3.60	3.65	1%
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2	4.10	4.15	1%
Homeless Hostels: TV	0.30	0.30	1%
Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30	1%
Lifeline: Weekly rental	3.60	3.65	1%
Lifeline: Installation Cost	25.50	25.80	1%
Lifeline: Supply of additional pendant	51.00	51.50	1%
Lifeline: No fault call out fee	25.50	25.80	1%
Lifeline: Supply and fit key safe	81.60	82.40	1%
Lifeline: Lifeline One Call set up cost	30.60	31.00	1%
Lifeline: Annual subscription	14.70	14.90	1%
Outreach Service ( VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week	8.20	8.30	1%
Outreach Service ( VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week	10.20	10.30	1%
Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)	29.00	29.30	1%
Consent for Cable Installations ( VAT n/a): Consent for Cable Installations (VAT n/a)	126.20	127.50	1%
Housing Act 2004 and Park Homes Enforcement ( VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years	212.30	214.40	1%
	405.50	409.60	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016	Percentage Increase
Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Single pitch	99.00	100.00	1%
Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Double pitch	108.00	109.10	1%
Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Service charges	9.80	9.90	1%
Park Homes Charges ( per pitch unless otherwise stated): Initial Licence Fee	54.70	55.30	1%
Park Homes Charges ( per pitch unless otherwise stated): Amendment or transfer fee (per site/application)	254.90	257.50	1%
Park Homes Charges ( per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee	254.90	257.50	1%
Park Homes Charges ( per pitch unless otherwise stated): Annual fee	11.90	12.00	1%
Park Homes Charges ( per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)	107.90	109.00	1%
Park Homes Charges ( per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)	31.60	31.90	1%
Housing Solutions Land Charge Enquiries	40.80	41.20	1%
Private Sector Housing: Immigration survey request - per survey	204.00	206.00	1%
Sheltered Housing: Sheltered Communal Lounge hire (per hour)	13.50	13.60	1%
Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)	21.20	21.40	1%
Residential Care ( VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,969.50	1,990.00	1%
Day Opportunities and Day Care ( VAT n/a): Day Centres for Adults with Learning Disabilities (per day)	54.55	55.10	1%
Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)	2,300.00	2,325.00	1%
Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours	30.60	31.00	1%
Lettings (VAT n/a) - Main Hall: up to 4 hours	43.85	44.30	1%
Lettings (VAT n/a) - Main Hall: additional hour	11.20	11.30	1%
Lettings (VAT n/a) - Kitchen: up to 4 hours	14.80	15.00	1%
Deferred Payment Agreement: Set up costs (inc VAT)	720.00	730.00	1%
Deferred Payment Agreement: Annual Admin (inc VAT)	120.00	121.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Social Care, Health &amp; Housing</b>			
Service Charges (VAT n/a) - per week ( 48 week basis): District Heating	3.90 - 37.00	3.90 - 37.00	0%
Service Charges (VAT n/a) - per week ( 48 week basis): Communal Heating	0.10 - 5.70	0.10 - 5.70	0%
Service Charges (VAT n/a) - per week ( 48 week basis): Communal Cleaning	0.60 - 14.30	0.60 - 14.30	0%
Service Charges (VAT n/a) - per week ( 48 week basis): Communal Electric	0.10 - 9.90	0.10 - 9.90	0%
Service Charges (VAT n/a) - per week ( 48 week basis): Window Cleaning	0.30 - 0.50	0.30 - 0.50	0%
Service Charges (VAT n/a) - per week ( 48 week basis): General Management for sheltered and mini schemes	0.10 - 3.00	0.10 - 3.00	0%
Service Charges (VAT n/a) - per week ( 48 week basis): Staircase Lighting -	0.10 - 6.80	0.10 - 6.80	0%
Service charges per week (VAT N/A: Water supply (where property not	5.20	5.20	0%
Homeless Hostels: Scheme Manager	37.20	37.20	0%
Homeless Hostels: Communal Heating	1.50	1.50	0%
Homeless Hostels: Communal Electric	3.10	3.10	0%
Homeless Hostels: Heating & Domestic Hot Water	3.90-5.80	3.90-5.80	0%
Homeless Hostels: Communal Cleaning	4.40-6.20	4.40-6.20	0%
Homeless Hostels: Window Cleaning	0.40-0.50	0.40-0.50	0%
Housing Act 2004 and Park Homes Enforcement ( VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)	20% of cost	20% of cost	0%
Private Sector Housing: Fee for technical assistance with a Renewals Grant -	10%	10%	0%
Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost	10%	10%	0%
Domiciliary Care: Home Care (per hour) (VAT n/a)	17.00	17.00	0%
Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)	17.00	17.00	0%
Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.00	17.00	0%
Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)	10.00	10.00	0%
Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)	600.00	600.00	0%
Educational Supervision/ per Registrars (Public Health)	2,966.00	Will be determined by the level of supervision required.	

Note: the following Fees & Charges take effect from the 1<sup>st</sup> January 2016

Charges for reference to banks  
 Consent for cable installations  
 Solicitor fast track enquiries  
 Immigration survey request  
 Sheltered housing communal lounge hire  
 Lettings  
 plus  
 Deferred Payment Agreements  
 Brokerage

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**Appendix A2 – Residential Care charges**

**2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Social Care, Health &amp; Housing</b>			
Weekly price per bed: Abbotsbury	473.14	489.87	4%
Weekly price per bed: Allison House	462.61	489.87	6%
Weekly price per bed: Ferndale	483.69	489.87	1%
Weekly price per bed: Greenacre	477.16	489.87	3%
Weekly price per bed: The Birches	473.55	489.87	3%
Weekly price per bed: Westlands	480.87	489.87	2%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Social Care, Health &amp; Housing</b>			
Other Local Authority Weekly Price Per Bed: Abbotsbury	487.06	514.50	6%
Other Local Authority Weekly Price Per Bed: Allison House	476.22	514.50	8%
Other Local Authority Weekly Price Per Bed: Ferndale	497.91	514.50	3%
Other Local Authority Weekly Price Per Bed: Greenacre	491.19	514.50	5%
Other Local Authority Weekly Price Per Bed: The Birches	487.48	514.50	6%
Other Local Authority Weekly Price Per Bed: Westlands	495.01	514.50	4%

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**Appendix B – New Services**

**2016/17 Fees & Charges – Community Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
MSCP Sunday Parking - 1 day	free	2.00	new

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**Appendix B – New Services**

**2016/17 Fees & Charges – Improvement and Corporate Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Improvement and Corporate Services</b>			
Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Monday - Friday	New	155.00	New
Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Saturday	New	205.00	New
Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Monday - Friday	New	145.00	New
Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Saturday	New	180.00	New
<b>Advertising in News Central -</b>	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300		
Full page		1,500.00	New
Half page		1,000.00	New
Quarter page		500.00	New
Eighth of page		270.00	New

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**Appendix B – New Services**

**2016/17 Fees & Charges – Social Care, Health & Housing.**

Due to the change over date of benefit increases all of Social Care Health & Housing new fees and charges will take effect from 1st April 2016.

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Social Care, Health &amp; Housing</b>			
Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties	New	3.21	New
Early Redemption Grant / Loan Assistance or Works in Default -	New	50.00	New
Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)	New	1.00	New
Priory View Guest Rooms: Per night if only 1 night	New	25.00	New
Priory View Guest Rooms: Per night for 2 or more nights	New	20.00	New
Priory View Guest Rooms: Per hour to freshen up / wash etc.	New	1.00	New
Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.	New	10.00	New
Brokerage Fee for Self Funders: Admin fee (inc VAT)	New	108.00	New

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**Appendix C – price increase of more than 1% (with rounding)**

**2016/17 Fees & Charges – Community Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
Parking: 30 minutes	0.20	0.50	150%
Parking: Up to 1 hour	0.50	1.00	100%
Parking: Up to 2 hours	1.00 or 0.50	1.50	50%
Parking: Up to 3 hours	1.50	2.00	33%
Parking: Up 10 hours	6.00	6.50	8%
Parking: 1 Week	12.80	15.00	17%
Parking: Lost Token (MSCP only)	5.00	8.50	70%
Parking: Dispensation per vehicle - 1 day	5.00	6.50	30%
Parking: Dispensation per vehicle - 1 week	20.00	25.00	25%
<b>Libraries:</b>			
CDs (full price)	1.00	1.10	10%
CDs - concessions	0.50	0.55	10%
Spoken word (full price)	1.50	1.60	7%
Spoken word - concessions	0.75	0.80	7%
<b>Highway Licences :</b>			
Consent to deposit materials on the highway	37.00	38.00	3%
Permission to place skip on highway	37.00	38.00	3%
<b>Highways and Transportation</b>			
Temporary Directional Signage (per sign) refundable deposit	64.00	65.00	2%
Temporary Traffic Regulation Orders (including where orders extended by applicant)			
Licences - Animals- :Animal Home Boarding	123.00	125.00	2%
Licences - Animals: Performing Animals (per licence)	34.00	35.00	3%
<b>Licence Fee (12 months or less)</b>			
Replacement Plate	26.00	27.00	4%
Variation / withdrawal / application administration fee	26.00	27.00	4%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
<b>Private Hire Vehicle and Hackney Cab Driver Licence:</b>			
DBS enhanced check	44.00	45.00	2%
Variation / withdrawal / application administration fee	26.00	27.00	4%
<b>Private Hire Operators Licence:</b>			
Hackney cab and private hire vehicle licence - pre-application advice Per hour	26.00	27.00	4%
<b>Other Licensing</b>			
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person(if member of accredited body)	46.00	47.00	2%
Gambling Act 2005 Premises Licence Fees: Copy of Licence	21.00	22.00	5%
Gambling Act 2005 Premises Licence Fees: Notification of Change of Address	34.00	35.00	3%
Sex Shop/Cinema licence: Grant	610.00	620.00	2%
Poisons Act 1972: New entry or change of name on list	35.00	36.00	3%
Poisons Act 1972: Subsequent renewal of name on list	19.00	19.50	3%
Food Export Certificate	55.00	56.00	2%
Food Premises Register: Single Entry	20.00	20.50	3%
Voluntary Surrender Certificate	108.00	110.00	2%
<b>Trading Standards</b>			
Trading Standards Approved Stickers per 500	19.00	19.50	3%
Trading Standards Approved Stickers per 1000	25.50	26.00	2%
Consumer Guide Leaflet per 100	30.50	31.00	2%
<b>Concessionary Fares</b>			
Concessionary Fares - Replacement concessionary travel permits	10.50	11.00	5%
<b>Waste - other charges</b>			
Bulky waste collection (full price) - Domestic	51.00	52.50	3%
Bulky waste collection - concessions - Domestic	25.50	26.25	3%
Direct return to owner where dogs are chipped / tagged	28.50	29.00	2%
<b>Highways statements and declarations (section 31 deposits)</b>			
Highway Enquiry and Search letters: per standard enquiry	£20.80 (inc VAT)	30.00	44%



Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Community Services</b>			
<b>Documents/requests relating to statutory procedures</b>			
Completed user evidence forms	1.00	3.00	200%
Witness interview write ups	1.00	3.00	200%
GIS Maps - A4	3.80	4.00	5%
GIS Maps - A3	7.50	8.00	7%
GIS Maps - A2	15.50	16.00	3%

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**Appendix C – price increase of more than 1% (with rounding)**

**2016/17 Fees & Charges – Improvement and Corporate Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Improvement and Corporate Services</b>			
Celebratory Services - Approved Premises - outside venue - Sundays	330.00	335.00	2%
Nationality Checking Service - Adults who submit a single application pays one fee	60.00	70.00	17%
Nationality Checking Service - Children's applications	30.00	35.00	17%
Settlement Checking Service	90.00	100.00	11%
Notice of Marriage	35.00	36.00	3%
<b>Legal Services:</b>			
S38 per hour (with minimum charge 2015-£1212, 2016 - £1250)	147.00	150.00	2%
S278	191.00	195.00	2%
Planning Agreements	191.00	195.00	2%
Unilateral Undertaking (VAT n/a)	630.00	650.00	3%
Notice of Registration (VAT n/a)	100.00	105.00	5%
Consent to Postpone (VAT n/a)	100.00	105.00	5%
Deed of Covenant (VAT n/a)	100.00	105.00	5%
Consent to Sub-let (VAT n/a)	100.00	105.00	5%
Deferred Payment Charge	248.00	255.00	3%
Any Other Charge Rate / 3rd Party Charge Rate per hour	147.00	150.00	2%
Leasehold enquiries per hour	147.00	150.00	2%
Photocopying (external solicitors and other parties) - per sheet	0.26	0.30	15%
Photocopying (external solicitors and other parties) - admin charge	5.25	7.00	33%

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**Appendix C – price increase of more than 1% (with rounding)**

**2016/17 Fees & Charges – Regeneration and Business Services. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Regeneration and Business Services</b>			
Street Naming and Numbering - Change/amendment of existing address	62.00	63.00	2%

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**Appendix C – price increase of more than 1%**

**2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1<sup>st</sup> January 2016**

Note: Fees & Charges shown as shaded are statutory charges and the rate is set nationally.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
<b>Social Care, Health &amp; Housing</b>			
Guest Rooms per night: Laundry - per wash	2.00	4.00	100%
Guest Rooms per night: Laundry - per dry	1.50	4.00	167%
Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)	12.00	12.20	2%
Emergency Accommodation Management Fee (VAT n/a): Shared accommodation family of 3+	4.60	4.70	2%
Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014	2.90	2.95	2%
Outreach Service (VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week	6.10	6.20	2%
Day Opportunities and Day Care (VAT n/a): Day and Social Centres for Older People (per day)	30.75	31.50	2%
Day Opportunities and Day Care (VAT n/a): Travel to Day Centre (per journey)	1.60	1.65	3%
Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.30	4.45	3%
Meals (VAT n/a): Hot meal (per meal)*	3.90	4.00	3%
Meals (VAT n/a): Meals at day centres (per meal)*	3.90	4.00	3%
Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.30	4.45	3%
Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria	5.10	5.25	3%
Laundry Charges: Laundry Charges per washing load	1.00	4.00	300%
Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)	67.30	70.70	5%
Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)	55.10	57.90	5%
Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	45.90	48.20	5%
Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)	30.60	33.10	8%
Lettings (VAT n/a) - Side room/ Small Room: additional hour	5.50	5.60	2%
Cost per Social Work hour: Cost per Social Work hour	35.85	36.65	2%

Many adult social care customers are reliant on state benefits for their income and changes to these are normally announced in the Chancellor's autumn statement. The triple lock was introduced by the coalition in 2010 and was a guarantee to increase the state pension every year by the higher of inflation, average earnings or a minimum of 2.5%. It is therefore proposed that 2.5% be used as the standard increase for older people related fees and charges.

Domiciliary Care rates based on the Domiciliary Care Framework and these figures have not changed

It is proposed to harmonise the laundry charges across social care and housing and better reflect the cost of the service.

It is proposed to charge a 5% differential for other Local Authorities to cover management costs

It is proposed to increase the cost per social worker hour by 2.25% to reflect the national pay award

It is proposed to use the CBC 'Good' rated residential care framework rate for all of CBC's residential homes. A 5% increase will be applied for other organisations and local authorities to cover management costs.



## Appendix D Fees & Charges 2016 – Review

The Fees & Charges Policy was approved by Council in November 2014. It states that 'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it is 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).'

The Council provides around c900 individual Fees & Charges services (or variants thereof) to the public and organisations within Central Bedfordshire.

Because of the very large number of services provided, this review is currently being undertaken on a rolling basis and is being coordinated by Finance. Fees & Charges will be reviewed in phases over a three yearly cycle.

For 2016 all Directorates were asked to identify their top ten Fees & Charges to review. This task was undertaken between June 2015 and August 2015.

The questions covered in this review are shown below.

- Description of the service
  - Name
  - Overview
  - Owner/contacts
  - Identify which are shared services
- Statutory Status
  - Which are statutory
  - Is it the provision, price or both
  - What is the price change date (January/April/Other)
- How does the customer request the service
  - Method
  - Frequency
- Volumetrics
  - What were the volumes (number of times service provided) for 2013/14 and 2014/15
  - How much revenue was generated 2013/2014 and 2014/15
- How do we provide the service and what are the costs
  - In house resource
  - Outsourced/commissioned

- Standard offer to all
- Bespoke (e.g. would Planning fees depend on complexity)
- What is the nature of the cost (What are the cost drivers, e.g. staff time, materials, other)
- What is the evidence of cost / how do/can you track this
  - When was it last updated
  - Does the cost change with volume, if so, how is this factored in
  - Is there actually any incremental cost (do we actually incur costs or is it part of day job)
  - How have overheads been applied, e.g. pension costs, national insurance, corporate overheads.
- How have we priced the service
  - Is it cost reflective, benchmarked, market price.
  - What is the proposed charge for 2016 and how does this compare to 2015
- How is the service billed
  - By whom
  - What system (e.g. SAP, SWIFT)
  - How is payment collected (point of access (e.g. payment card/machine), invoice, other)
  - How is payment coded in the billing system
  - What are the payment terms
  - What is the VAT treatment – is it correct.
- How is the service monitored
  - How are volumes tracked
  - What granularity of revenue is available in SAP or other systems for each service
- Other
  - Are we billing for services but not reflecting in the published F&C on our website
  - Which services are not billed and why (might also be a question for Finance e.g. low value sales vs, cost of invoicing)
  - Are there other issues relating to your services that you would like to flag up.

Due to the sheer volume of information held, the outcome of individual reviews has not been included within this paper, but a list of those that have been reviewed is also provide below. Again, those shaded are statutory.

<b>Directorate</b>	<b>Name of F&amp;C</b>
Regeneration	Street Naming and Numbering new addresses: 1-5 Plots
Regeneration	Street Naming and Numbering new addresses: 6-25 Plots
Regeneration	Street Naming and Numbering new addresses: 26-75 Plots
Regeneration	Street Naming and Numbering new addresses: 76+ Plots
Regeneration	Additional charge where this includes naming a building (e.g. block of flats)
Regeneration	Street Naming and Numbering - Change/amendment of existing address
Regeneration	Existing Street - Rename
Regeneration	Existing Street - Rename - additional charge per property
Regeneration	New Street - Additional charge to house numbering where this includes naming of a street
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months)
Regeneration	<b>Building Control</b>
Regeneration	Duplicate certificate - administration charge on projects prior to 1st April 2003
Regeneration	Confirmation of satisfactory final inspection where certificate has not previously been issued
Regeneration	Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)
Regeneration	Sale of Plans - VAT applicable at standard rate : A2
Regeneration	Sale of Plans - VAT applicable at standard rate : A1
Regeneration	Sale of Plans - VAT applicable at standard rate : A0

<b>Directorate</b>	<b>Name of F&amp;C</b>
Regeneration	<b>Creation or conversion to New Dwellings</b>
Regeneration	<b>Pre-application Advice</b>
Regeneration	<b>Pre-Application Enquiry Charging Regime For Minerals &amp; Waste (With Effect From 1St January 2016)</b>
Regeneration	<b>Development Management</b>
Regeneration	<b>High Hedges</b>
Regeneration	High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003
Regeneration	Concession for applicants on means tested benefit
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents
Regeneration	Tree Preservation Orders
Regeneration	<b>Completion Certificates</b>
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :
Regeneration	Unilateral Undertakings
Regeneration	Agreements
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public
Regeneration	Minerals Letters: per enquiry
Regeneration	<b>Adult Skills Service</b>
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Community
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Community

Directorate	Name of F&C
ICS	Marriages - Outside Venue Monday - Friday
ICS	Marriages - Outside Venue Saturday
ICS	Marriages - Outside Venue Sunday
ICS	Civil Partnerships - Outside Venue Monday - Friday
ICS	Civil Partnerships - Outside Venue Saturday
ICS	Civil Partnerships - Outside Venue Sunday
ICS	Celebratory Services - Approved Premises - outside venue - weekdays
ICS	Celebratory Services - Approved Premises - outside venue Saturdays
ICS	Celebratory Services - Approved Premises - outside venue - Sundays
ICS	Celebratory Services - Approved Premises - Local Authority venue - weekdays
ICS	Celebratory Services - Approved Premises - Local Authority venue - Saturdays
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Saturday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Saturday
ICS	Nationality Checking Service - Adults who submit a single application pays one fee
ICS	Nationality Checking Service - Husband and wife living together who apply at the same time pay one fee
ICS	Nationality Checking Service - Children's applications
ICS	Settlement Checking Service
ICS	Citizenship Ceremonies - Individual Ceremony (VAT n/a)

Directorate	Name of F&C
ICS	Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each
ICS	Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each
ICS	Civil Funerals
ICS	Express Certificates (includes statutory fee)
ICS	Postage for certificates
ICS	Notice of Marriage
ICS	Notice of Civil Partnership
ICS	Attending a marriage at the register office
ICS	Signing by the civil partnership registrar of the civil partnership schedule
ICS	Standard certificate of birth, death or marriage - from closed register
ICS	Short birth cert from closed register
ICS	Short birth cert issued at time of registration
ICS	Any other short birth cert issued at time of registration
ICS	Any other short birth cert issued after the time of registration
ICS	Standard certificate of birth, death or marriage - at the time of registration
ICS	Standard certificate of birth, death or marriage - after the time of registration
ICS	Civil Partnerships - certified copy or extract issued at the time of registration
ICS	Civil Partnerships - certified copy or extract issued after the time of registration
ICS	Attesting a notice of marriage away from his/her office for a housebound person.
ICS	Attesting a notice of marriage away from his/her office for a detained person.
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of

<b>Directorate</b>	<b>Name of F&amp;C</b>
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attending a marriage at a registered building.
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.
ICS	Conversion of Civil Partnership to Marriage - Standard procedure
ICS	Conversion of Civil Partnership to Marriage - Two stage procedure
ICS	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.
ICS	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.
ICS	Certificate of worship for religious worship
ICS	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered
ICS	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the
ICS	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex
ICS	General Search of the Indexes
ICS	Supply of transcript of inquest on CD
ICS	Additional copies of CD
ICS	Charge for paper copies per document of 10 pages or less
ICS	Charge for paper copies for each additional page
ICS	Fee for transcription of an inquest hearing of 360 words or less
ICS	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words

Directorate	Name of F&C
ICS	<b>Freedom of Information:</b>
ICS	Requests that require 18 hours or less to compile
ICS	Requests that require 18 hours to compile
ICS	Additional cost per hour or part thereof
ICS	<b>Disbursement Costs:</b>
ICS	Postage under £20
ICS	Postage £20 or over
ICS	E-mail Transmission
ICS	CD / DVD per disk
ICS	<b>Elections:</b>
ICS	For each register per 1000 names or part thereof - data format
ICS	For each register per 1000 names or part thereof - printed format
ICS	<b>Local Land Charges:</b>
ICS	Full Residential Search (LLC1 and Con29)
ICS	Full Commercial Search (LLC1 and Con29)
ICS	LLC1 Certificate of Search
ICS	Con 29 Local Enquiries (Residential)
ICS	Con 29 Local Enquiries (Commercial)
ICS	Part II optional
ICS	Solicitors own question
ICS	Additional parcel of land
ICS	Personal Search
ICS	Copy documents
ICS	<b>Human Resources:</b>
ICS	Disclosure and Barring Service (DBS) Checks -
ICS	Cost Per DBS check
ICS	Standard
ICS	Enhanced
ICS	Administrative Charge



<b>Directorate</b>	<b>Name of F&amp;C</b>
ICS	
ICS	<b>Local Taxation:</b>
ICS	Cost of Collection -
ICS	Administration charge on Court Costs - Council Tax
ICS	Administration charge on Court Costs - NNDR
ICS	<b>Communications</b>
ICS	<b>Advertising in News Central -</b>
ICS	Full page
ICS	Half page
ICS	Quarter page
ICS	Eighth of page
ICS	(External rate card value before vat)
ICS	<b>Legal Services:</b>
ICS	S38 per hour (with minimum charge 2015-£1212, 2016 - £1250)
ICS	S278
ICS	Planning Agreements
ICS	Unilateral Undertaking (VAT n/a)
ICS	Notice of Registration (VAT n/a)
ICS	Consent to Postpone (VAT n/a)
ICS	Deed of Covenant (VAT n/a)
ICS	Consent to Sub-let (VAT n/a)
ICS	Deferred Payment Charge
ICS	Any Other Charge Rate / 3rd Party Charge Rate per hour
ICS	Leasehold enquiries per hour
ICS	Photocopying (external solicitors and other parties) - per sheet
ICS	Photocopying (external solicitors and other parties) - admin charge

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Parking: 30 minutes
Community Services	Parking: Up to 1 hour
Community Services	Parking: Up to 2 hours
Community Services	Parking: Up to 3 hours
Community Services	Parking: Up to 5 hours
Community Services	Parking: Up to 10 hours
Community Services	Parking: 1 Week
Community Services	Parking: Market Trader Permit - 1 day
Community Services	Parking: Market Trader Permit - 12 months
Community Services	Parking: Lost Token (MSCP only)
Community Services	MSCP Sunday Parking - 1 day
Community Services	Employee Permit - 1 month
Community Services	Employee Permit - 3 months
Community Services	Employee Permit - 12 months
Community Services	Disabled Badge Holders
Community Services	Parking: Steppingley Road - 1 Day (Mon-Fri)
Community Services	Parking: Steppingley Road - 1 week (Mon-Sun)
Community Services	Parking: Steppingley Road - 1 Day (Sat & Sun)
Community Services	Parking: Dispensation per vehicle - 1 day
Community Services	Parking: Dispensation per vehicle - 1 week
Community Services	Penalty Charge Notices: Standard Rate
Community Services	Penalty Charge Notices: Discounted Rate- if paid within 14 days
Community Services	Penalty Charge Notices: Charge Certificate stage
Community Services	Penalty Charge Notices: Court and Bailiff Stage
Community Services	Resident Permit per annum
Community Services	Resident Permit: Incremental increased fee - 2nd vehicle
Community Services	Resident Permit: Incremental increased fee -3rd and subsequent vehicle
Community Services	Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months
Community Services	Visiting Carers Permit

Directorate	Name of F&C
Community Services	Book 25 visitor's day tickets
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Refreshment facilities at Libraries
Community Services	Theatre hires: Auditorium - Non Performance-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Non commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Sunday per hour - (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Non-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Sunday per hour - (4 hours minimum)

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial -Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Other Charges-Technician per hour - VAT applicable at standard rate
Community Services	Theatre hires: Other Charges-Late Vacating - to be charged at the appropriate hourly rate above ( minimum charge one hour
Community Services	Theatre hires: Other Charges-Block bookings of 5 days inclusive of 'get in and get out' 20% discount
Community Services	Theatre hires: Other Charges-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
Community Services	CDs (full price)
Community Services	CDs - concessions
Community Services	DVDs
Community Services	DVDs - concessions
Community Services	Spoken word (full price)
Community Services	Spoken word - concessions
Community Services	Requests
Community Services	Requests - (viewpoint and staff assisted) charge per request - concessions
Community Services	Request charges for 16 – 18 year olds are at the concessionary rate
Community Services	Photocopies (black & white) - A4
Community Services	Photocopies (black & white) - A3
Community Services	Photocopies (colour) - A4

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Photocopies (colour) - A3
Community Services	Black and white microfilm reader/printers - per copy A4
Community Services	Colour CD-ROM and Internet prints - containing photographs, artwork or charts
Community Services	Fax charges - UK (75p sub sheet)
Community Services	Fax charges - Europe (£1.60 sub sheet)
Community Services	Fax charges - Rest of World (£2.30 sub sheet)
Community Services	Receiving faxes (per sheet)
Community Services	Receiving faxes from premium rate lines - Standard charge
Community Services	Receiving faxes from premium rate lines - plus price per sheet
Community Services	Fines - per day adults (max £7.80)
Community Services	Fines - per day children (max £2.10)
Community Services	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 - 65
Community Services	Internet access - First 2 hours
Community Services	Internet charges per additional hour (volume= sessions)
Community Services	Lost and Damaged items (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).
Community Services	Magazines - charged at face value plus
Community Services	Additional charge for books borrowed from outside Bedfordshire
Community Services	Vocal scores : per set of 5 - 30
Community Services	Vocal scores per set of 31+
Community Services	Lost Ticket Replacement - Charge per lost ticket (Adult only)
Community Services	Events and activities for adults and children

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	<b>Highway Licences :</b>
Community Services	Deposit for scaffolding on or over highway
Community Services	Deposit for hoarding/fences on highway
Community Services	Consent to deposit materials on the highway
Community Services	Over sailing of crane over the highway
Community Services	Permission to place skip on highway
Community Services	Provision of estimate for construction of crossover
Community Services	Construction of crossover
Community Services	Mobile Food Trading - First application inspection fee
Community Services	Mobile Food Trading - Annual fee
Community Services	Provision of H bar road markings
Community Services	Charges for damaged highway assets
Community Services	<b>Highways and Transportation</b>
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Companies)
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Individuals)
Community Services	Scaffold licence
Community Services	Temporary Directional Signage (per sign) refundable deposit
Community Services	Temporary Traffic Regulation Orders (including where orders extended by applicant)
Community Services	Orders from companies
Community Services	Orders from individuals
Community Services	Temporary Traffic Regulation Orders for special events
Community Services	Special Events Orders for charities and local authorities
Community Services	Street works Licences
Community Services	Road Opening Permit Fee (non refundable)



<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Road Opening Permits (Refundable Bond) - less £100 inspection fee
Community Services	Additional charge for above, over 5m2 (Refundable Bond) per m2
Community Services	Additional charge for excavations of footway or verge (Refundable Bond) per m2
Community Services	Tourist and Temporary Directional Signage - per application (non refundable)
Community Services	Developer Directional Signage - per application (non refundable)
Community Services	
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of
Community Services	
Community Services	Premises Licenses/Club certificates: Application - Minor variation of club certificate

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Application - Replacement certificate or summary
Community Services	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club
Community Services	Premises Licenses/Club certificates: Application - Change of relevant registered address of club
Community Services	Application - Change of certificate holder's name or address
Community Services	In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or
Community Services	Rateable value Band D (x2) - town centre pub application fee
Community Services	Rateable value Band D (x2) - town centre pub annual charge
Community Services	Rateable value Band E (x3) - town centre pub application fee
Community Services	Rateable value Band E (x3) - town centre pub annual charge
Community Services	
Community Services	Temporary Event Notices (TENS)
Community Services	Variation of Designated Premises Supervisor (DPS)
Community Services	Personal licence new/renewal
Community Services	Personal licence change name/address
Community Services	New or renewal combined 3 year driver's licence
Community Services	Driver knowledge check
Community Services	Licence Fee (12 months or less): Private Hire - renew
Community Services	Licence Fee (12 months or less): Private Hire - new
Community Services	Licence Fee (12 months or less): Hackney Carriage - new
Community Services	Licences - Animals- Riding Establishments -full licence:1-5 Horses
Community Services	Licences - Animals- Riding Establishments -full licence:6-12 Horses

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Licences - Animals- Riding Establishments -full licence:13+ Horses
Community Services	Licences - Animals- Riding Establishments :Provisional Licence
Community Services	Licences - Animals- :Dangerous Wild Animals
Community Services	Licences - Animals- :Renewal of Dangerous Wild Animals
Community Services	Licences - Animals- :Pet Shops
Community Services	Licences - Animals- :Animal Breeders
Community Services	Licences - Animals- :Animal Boarding Establishments
Community Services	Licences - Animals- :Animal Home Boarding
Community Services	Licences - Animals- :Animal Boarding and Breeding
Community Services	Licences - Animals-: Zoos
Community Services	Licences - Animals Grant / New
Community Services	Licences - Animals Renewal
Community Services	Licences - Animals: Performing Animals (per licence)
Community Services	<b>Licence Fee (12 months or less)</b>
Community Services	Hackney Carriage - New
Community Services	Replacement Plate
Community Services	Temporary Replacement Vehicle (3 Month Licence)
Community Services	Variation / withdrawal / application administration fee
Community Services	<b>Private Hire Vehicle and Hackney Cab Driver Licence:</b>
Community Services	New or renewal combined 1 year driver's licence
Community Services	Replacement badge
Community Services	CRB Check - Standard
Community Services	CRB Check - Enhanced
Community Services	CRB check administration fee

Directorate	Name of F&C
Community Services	DBS enhanced check
Community Services	Disclosure and Barring Scheme (admin fee)
Community Services	DVLA enquiry fee
Community Services	Variation / withdrawal / application administration fee
Community Services	<b>Private Hire Operators Licence:</b>
Community Services	New Private Hire Operators Licence
Community Services	Renewal Private Hire Operators Licence
Community Services	Hackney cab and private hire vehicle licence - pre-application advice Per hour
Community Services	Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is
Community Services	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date
Community Services	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]
Community Services	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x
Community Services	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of
Community Services	Petroleum Licence Fees: Transfer of Petroleum Licence
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person(if member
Community Services	Lottery Certificate: Grant (statutory fee / charge)
Community Services	Lottery Certificate: Renewal (statutory fee / charge)

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Gambling Act 2005 Premises Licence Fees: New Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Copy of Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address
Community Services	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee
Community Services	Sex Shop/Cinema licence: Grant
Community Services	Sex Shop/Cinema licence: Renewal
Community Services	Sex Shop/Cinema licence: Transfer or Variation
Community Services	Sexual Entertainment Venues licence: Grant
Community Services	Sexual Entertainment Venues licence: Renewal
Community Services	Sexual Entertainment Venues licence: Transfer or Variation
Community Services	Poisons Act 1972: New entry or change of name on list
Community Services	Poisons Act 1972: Subsequent renewal of name on list
Community Services	Poisons Act 1972: Alteration to premises (where listed person is entitled to sell)
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration:
Community Services	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)
Community Services	Contaminated Land Enquiries
Community Services	Food Export Certificate
Community Services	Food Hygiene Course Lecturing
Community Services	Food Premises Register: Full
Community Services	Food Premises Register: Single Entry
Community Services	Water Sampling
Community Services	Voluntary Surrender Certificate
Community Services	Preparation of report for accident investigation
Community Services	Street Trading - annual
Community Services	Street Trading - One off event
Community Services	Trading Standards: Annual Membership Fee
Community Services	Trading Standards: Renewal Fee for Existing Member
Community Services	Trading Standards: United Kingdom Trade Confederation Membership Fee
Community Services	Trading Standards: United Kingdom Trade Confederation Renewal Fee
Community Services	Trading Standards Approved Stickers per 100
Community Services	Trading Standards Approved Stickers per 500
Community Services	Trading Standards Approved Stickers per 1000
Community Services	Consumer Guide Leaflet per 100
Community Services	Consumer Guide Leaflet per 500
Community Services	Consumer Guide Leaflet per 1000
Community Services	Trading Standards Approved Plaque
Community Services	Trading Standards Replacement/Additional Membership Certificate
Community Services	Scrap Metal Dealers Licence: Collectors Licence (3 years)
Community Services	Scrap Metal Dealers Licence: Site Licence (3 years)
Community Services	Concessionary Fares - Replacement concessionary travel permits

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	Travel Aid
Community Services	Bulky waste collection (full price) - Domestic
Community Services	Bulky waste collection - concessions - Domestic
Community Services	Fridge and freezer collection (Full price) - Domestic
Community Services	Fridge and freezer collection (Concession) - Domestic
Community Services	End of Life Caravan collection
Community Services	Direct return to owner where dogs are chipped / tagged
Community Services	Collection of dogs from kennels
Community Services	Dog warden returns dog from kennels
Community Services	Kennelling of stray dogs
Community Services	Pest Control: Rats (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Rats Concession
Community Services	Pest Control: Mice (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Mice Concession
Community Services	Pest Control: Bed Bugs (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Bedbugs Concession
Community Services	Pest Control: Cockroaches (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Cockroach Concession
Community Services	Pest Control: Wasps
Community Services	Pest Control: Wasps (Concession)
Community Services	Pest Control: Ants
Community Services	Pest Control: Ant (Concession)
Community Services	Pest Control: Fleas
Community Services	Pest Control: Flea (Concession)
Community Services	Veterinary fee
Community Services	To collect cement-bound asbestos from domestic premises:
Community Services	To collect cement-bound asbestos - Persons in receipt of means tested benefit

<b>Directorate</b>	<b>Name of F&amp;C</b>
Community Services	<b>Rights of Way</b>
Community Services	<b>Growth and Infrastructure Act documents:</b>
Community Services	Landowner Statements (village greens)
Community Services	Processing applications:
Community Services	Additional site notices
Community Services	<b>Highways statements and declarations (section 31 deposits)</b>
Community Services	Processing applications
Community Services	Highway Enquiry and Search letters: per standard enquiry
Community Services	Highway Enquiry & Search Letters : per non standard enquiry including VAT
Community Services	<b>Definitive Map Modification Orders</b>
Community Services	All aspects of processing applications
Community Services	
Community Services	Pre application advice - only charged if an application is subsequently submitted and an order made.
Community Services	Processing where no objection received
Community Services	Processing past point where an objection is received
Community Services	Advertising costs
Community Services	<b>Public documents</b>
Community Services	<b>All copies listed below, sent by post, are subject to £2 P&amp;P charge</b>
Community Services	Definitive Statement
Community Services	Confirmed Orders
Community Services	Policy statements
Community Services	<b>Documents/requests relating to statutory procedures</b>
Community Services	Completed user evidence forms
Community Services	Witness interview write ups
Community Services	Statutory declarations by Council officers [per hour]
Community Services	Certified true copy of Definitive Statement
Community Services	Certified true copy of Definitive Map - per copy A4
Community Services	Certified true copy of Definitive Map - per copy A3
Community Services	Certified true copy of Definitive Map - per copy 60x80cm
Community Services	GIS Maps - A4
Community Services	GIS Maps - A3
Community Services	GIS Maps - A2
Community Services	GIS Maps - A1
Community Services	GIS Maps - A0
Community Services	One-off Definitive Map searches, planning enquiries etc.
Community Services	Produce plan



<b>Directorate</b>	<b>Name of F&amp;C</b>
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Door Entry Systems
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): District Heating
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Communal Heating
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Communal Cleaning
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Communal Electric
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Window Cleaning
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): General Management for sheltered and mini schemes
SCHH	Service Charges (VAT n/a ) - per week ( 48 week basis): Staircase Lighting - General Dwellings
SCHH	Guest Rooms per night: Single
SCHH	Guest Rooms per night: Double
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings
SCHH	Community Alarm System : persons in council sheltered accommodation or disabled
SCHH	Community Alarm System : not in council sheltered accommodation (includes VAT)
SCHH	Guest Rooms per night: Laundry - per wash
SCHH	Guest Rooms per night: Laundry - per dry
SCHH	Garages - per week exclusive of rates (48 week basis): Council Tenant
SCHH	Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person

<b>Directorate</b>	<b>Name of F&amp;C</b>
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 3+
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties
SCHH	Service charges per week (VAT N/A: Water supply (where property not metered)
SCHH	Homeless Hostels: Scheme Manager
SCHH	Homeless Hostels: Communal Heating
SCHH	Homeless Hostels: Communal Electric
SCHH	Homeless Hostels: Heating & Domestic Hot Water
SCHH	Homeless Hostels: TV
SCHH	Homeless Hostels: Communal Cleaning
SCHH	Homeless Hostels: Window Cleaning
SCHH	Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)
SCHH	Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014
SCHH	Lifeline: Weekly rental
SCHH	Lifeline: Installation Cost
SCHH	Lifeline: Supply of additional pendant
SCHH	Lifeline: No fault call out fee
SCHH	Lifeline: Supply and fit key safe
SCHH	Lifeline: Lifeline One Call set up cost
SCHH	Lifeline: Annual subscription
SCHH	Outreach Service ( VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week
SCHH	Outreach Service ( VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week
SCHH	Outreach Service ( VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week
SCHH	Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)
SCHH	Consent for Cable Installations ( VAT n/a): Consent for Cable Installations (VAT n/a)
SCHH	Housing Act 2004 and Park Homes Enforcement ( VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per person)
SCHH	Housing Act 2004 and Park Homes Enforcement ( VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice
SCHH	Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years
SCHH	Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Single pitch

Directorate	Name of F&C
SCHH	Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Double pitch
SCHH	Traveller site pitch fees ( VAT n/a) - per week (52 weeks): Service charges
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Initial Licence Fee
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Amendment or transfer fee (per site/application)
SCHH	Park Homes Charges ( per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Annual fee
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)
SCHH	Park Homes Charges ( per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)
SCHH	Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)
SCHH	Private Sector Housing: Fee for technical assistance with a Renewals Grant - % of cost
SCHH	Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost
SCHH	Housing Solutions Land Charge Enquiries
SCHH	Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal
SCHH	Private Sector Housing: Immigration survey request - per survey
SCHH	Sheltered Housing: Sheltered Communal Lounge hire (per hour)
SCHH	Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)
SCHH	Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)
SCHH	Priory View Guest Rooms: Per night if only 1 night
SCHH	Priory View Guest Rooms: Per night for 2 or more nights
SCHH	Priory View Guest Rooms: Per hour to freshen up / wash etc.
SCHH	Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.
SCHH	Residential Care ( VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Day Opportunities and Day Care ( VAT n/a): Day Centres for Adults with Learning Disabilities (per day)
SCHH	Day Opportunities and Day Care ( VAT n/a): Day Centres for Adults with Mental Health Needs (per day)

Directorate	Name of F&C
SCHH	Day Opportunities and Day Care ( VAT n/a): Day and Social Centres for Older People (per day)
SCHH	Day Opportunities and Day Care ( VAT n/a): Travel to Day Centre (per journey)
SCHH	Domiciliary Care: Home Care (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)
SCHH	Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)
SCHH	Meals ( VAT n/a): Frozen meal (per meal)
SCHH	Meals ( VAT n/a): Hot meal (per meal)*
SCHH	Meals ( VAT n/a): Meals at day centres (per meal)*
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria
SCHH	Laundry Charges: Laundry Charges per washing load
SCHH	Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)
SCHH	Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)
SCHH	Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours
SCHH	Lettings (VAT n/a) - Side room/ Small Room: additional hour
SCHH	Lettings (VAT n/a) - Main Hall: up to 4 hours
SCHH	Lettings (VAT n/a) - Main Hall: additional hour
SCHH	Lettings (VAT n/a) - Kitchen: up to 4 hours

<b>Directorate</b>	<b>Name of F&amp;C</b>
SCHH	Cost per Social Work hour: Cost per Social Work hour
SCHH	Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)
SCHH	Weekly price per bed: Abbotsbury
SCHH	Weekly price per bed: Allison House
SCHH	Weekly price per bed: Ferndale
SCHH	Weekly price per bed: Greenacre
SCHH	Weekly price per bed: The Birches
SCHH	Weekly price per bed: Westlands
SCHH	Other Local Authority Weekly Price Per Bed: Abbotsbury
SCHH	Other Local Authority Weekly Price Per Bed: Allison House
SCHH	Other Local Authority Weekly Price Per Bed: Ferndale
SCHH	Other Local Authority Weekly Price Per Bed: Greenacre
SCHH	Other Local Authority Weekly Price Per Bed: The Birches
SCHH	Other Local Authority Weekly Price Per Bed: Westlands
SCHH	Deferred Payment Agreement: Set up costs (inc VAT)
SCHH	Deferred Payment Agreement: Annual Admin (inc VAT)
SCHH	Brokerage Fee for Self Funders: Admin fee (inc VAT)
Public Health/SCHH	Educational Supervision/ per Registrars (Public Health)

<b>Directorate</b>	<b>Name of F&amp;C</b>
Children's Services	Music Service VAT (n/a)
Children's Services	School Transport- Concessions & Post 16 bus pass: per term
Children's Services	School Transport- Concessions & Post 16 bus pass: half term
Children's Services	School Transport- Concessions & Post 16 bus pass: year
Children's Services	School Transport: Replacement Bus Pass

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**Appendix E – Largest sources of Fees and Charges income (2015/16)**

<b><u>Directorate</u></b>	<b><u>Description</u></b>	<b><u>2014/15 Budget</u></b> <b><u>£'000</u></b>	<b><u>2015/16 Budget</u></b> <b><u>£'000</u></b>	<b><u>Comments</u></b>
Regeneration	Planning Application Income	1,660	1,883	To be reviewed in Phase 2.
Community Services	Parking Income	1,653	1,215	Reviewed in Phase 1
Regeneration	Albion Archaeology	1,392	1,690	To be reviewed in Phase 2.
Social Care, Health & Housing	Residential Contributions (Learning Disability Packages)	1,777	1,901	Reviewed in Phase 1
Social Care, Health & Housing	Homecare & Daycare Contributions	993	977	Reviewed in Phase 1
Improvement & Corporate Services	Rental Income: Shops, Shopping Centres & Offices.	750	656	To be reviewed in Phase 2.
Regeneration	Building Control Income	720	720	To be reviewed in Phase 2.
Improvement & Corporate Services	Schools Network Income	714	753	To be reviewed in Phase 2.

<u>Directorate</u>	<u>Description</u>	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>	<u>Comments</u>
		<u>£'000</u>	<u>£'000</u>	
Improvement & Corporate Services	Registrars	615	615	Reviewed in Phase 1
Children's Services	Music Service Operations	606	633	To be reviewed in Phase 2
Community Services	Household Waste	595	445	Reviewed in Phase 1
Improvement & Corporate Services	Rent Income (Farm Estates)	570	700	To be reviewed in Phase 2
Community Services	Service Transport - Fleet	525	190	To be reviewed in Phase 2
Social Care, Health & Housing	Nursing Care Contributions	519	446	Reviewed in Phase 1
Social Care, Health & Housing	Residential Contributions	502	829	Reviewed in Phase 1
Improvement & Corporate Services	Local Land Charges (Legal & Democratic Services)	429	429	To be reviewed in Phase 2
Community Services	Licencing Charges	425	425	Premises Licences were reviewed in Phase 1 / Others will be reviewed in Phase 2
Corporate Resources	Court Costs Income	414	414	To be reviewed in Phase 2
<b><u>Total</u></b>		<b><u>14,859</u></b>	<b><u>14,921</u></b>	



**Central Bedfordshire Council**

**EXECUTIVE**

6 October 2015

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**Determination of Proposal to Commission New Middle School Places in Leighton Buzzard**

Report of: Cllr Mark Versallion, Executive Member for Education and Skills  
(mark.versallion@centralbedfordshire.gov.uk)

Advising Officer: Sue Harrison, Director of Children's Services  
(sue.harrison@centralbedfordshire.gov.uk)

**Key Decision**

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**Purpose of this report**

1. To report the outcome of the consultation undertaken with the support of the Council by the Governing Body of Leighton Middle School on the proposal to provide new middle school places from September 2016. The school referred to within the report serves the Wards of Leighton Buzzard South, Leighton Buzzard North, Linslade, Eaton Bray, Heath and Reach.
2. To provide the Council's Executive with the school's business case for expansion and to recommend approval of the proposal and commencement of the capital project.
3. To delegate authority to the Director of Children's Services, in consultation with the Executive Member for Education and Skills, to approve contractual arrangements to undertake the required capital works for the proposed project within this report.

**RECOMMENDATIONS**

1. **to approve the proposal to expand Leighton Community Middle School from a 4 form of entry (480 place) middle school for pupils aged 9 to 13 to a 5 form of entry (600 place) middle school for pupils aged 9 to 13, increasing the school's published admission number from 120 to 150 with effect from 1 September 2016, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 January 2016; and**

- 2. delegate authority to the Director of Children’s Services, in consultation with the Executive Member for Education and Skills, to approve contractual arrangements to undertake capital works required to deliver the proposed project in this report.**

### **Children’s Services Overview and Scrutiny**

4. On the 15 June 2015 Children’s Services Overview and Scrutiny Committee were consulted on a draft report to the Council’s July Executive which set out the background of forecast demographic growth in Leighton Linlade from September 2015. The report provided a recommendation to support the commencement of consultation on the proposed expansion of Leighton Community Middle School.
5. The Committee indicated its support for the recommendation to commence consultation and Committee members were subsequently provided with the consultation documents produced by the school’s Governing Body.

### **New Middle School Places in Leighton Buzzard**

6. On the 7 July 2015 the Council’s Executive received the report setting out the background of forecast demographic growth in Leighton Linlade from September 2015.
7. The Executive considered the report and approved the recommendation to support the commencement of consultation by the Governing Body of Leighton Community Middle School to expand from its current capacity of 480 places to provide 600 places from September 2016.
8. The Executive also invited the school to prepare a business case to illustrate how its expansion would comply with the Council’s Policy Principles for Pupil Place Planning in Schools.
9. In response to the Executive decision, the school’s consultation commenced on the 8 July. Consultees included;
  - Leighton Middle School Staff
  - Leighton Middle School governors
  - Local residents
  - General public
  - Head teachers of all Leighton Buzzard & Linlade Schools
  - Head teachers and Chairs of Governors of all other Central Bedfordshire schools and academies
  - All CBC Ward Members
  - Leighton Linlade Town Council
  - The Church of England and Roman Catholic Dioceses
  - The local MP.

10. Consultation materials and the school's summary of responses received are attached at Appendix A to this report. A public meeting was also facilitated by the school, Council officers and members of the architectural design team and a press release was published in the local newspaper.
11. The consultation concluded on the 7 August 2015 and received 82 responses in total of which 75 respondents indicated support.
12. Although the majority of respondents to the proposal were supportive, those that were not raised concerns in relation to transport, the proximity of the school to the current area of housing development to the south east of the town, the impact it may have on the character of the school, the timeframe for the expansion project and the potential disruption of construction works.
13. If the proposed expansion is approved, the construction programme will be defined in partnership with the school to minimise any disruption to the education of children currently attending Leighton Middle. The character of the school, both in educational and architectural terms will be protected and enhanced by the design of new facilities that take account of educational principles and the desire to reinforce and align with the curriculum model currently in place.
14. The Council's Conservation Officer and other Planning Officers have been engaged throughout the feasibility and design stages of the proposal and their input will ensure that the new build is sympathetic and minimises impact on the conservation area within which the school is located and the town centre.
15. Leighton Middle School serves a catchment area that includes the housing growth area in the south east of the town. Throughout the consultation it has been made clear that it is increases in the local demographic that is driving the need for more school places and these local children could walk, although parents may chose to drive as a result of work or other family commitments.
16. Section 508A of the Education Act 1996 (as amended by the Education and Inspections Act 2006) places a duty on local Councils and on schools through their own Travel Plans, to promote the use of sustainable transport on the home to school journey. The School's Travel Plan is currently being revised as is ordinarily a requirement of the process to secure planning approval for any school expansion.
17. The new Travel Plan would be implemented to reduce the number of vehicle trips to the school site by encouraging and/or developing alternative travel options and to raise awareness about travel issues such as air pollution and road safety.

18. The Council's Highways Officers have assisted in the development of the proposal and a range of highways measures will be proposed to improve necessary vehicle and pedestrian routes to the school site. A traffic impact assessment has also been commissioned to inform the mitigation measures that will be recommended. These will support the planning application that will be submitted for the proposal, if the recommendation of this report is approved by the Council's Executive.
19. The School's Governing Body has provided its own reaction in Appendix A to the main issues that arose from respondents that were not in support of the proposed expansion. The business case that the Governing Body has also prepared attached at Appendix B also reflects on related issues.
20. On conclusion of the consultation, and in consideration of the matters arising, the School's Governing Body has confirmed its support for the proposal and continues to work with the Council in developing the design proposal for the new facilities.

### **Reasons for Decision**

21. The proposal set out in this report represents the commissioning of new school places required by the Council to ensure it continues to comply with its legal obligation to meet the needs of the local demographic.
22. The proposal and consultation has followed the process required by DfE guidance on Governing Body proposals to make changes to maintained schools.
23. The School has submitted a business case which has been evaluated by Council officers and is provided at Appendix B attached to this report. The proposal complies with the Council's Policy Principles for Pupil Place Planning in Schools and the school's ambition is aligned with the Council's Partnership Vision for Education 2015-2019.
24. If approved, the project will be procured through a design and build contract but is already indicated at Royal Institute of British Architects Plan of Works Stage 4 to be able to be fully externally capital funded through the Council's New School Places Programme, as set out in the financial implications section of this report.

### **Council Priorities**

25. The report supports Central Bedfordshire's Medium Term Plan: Delivering your priorities – Our Plan for Central Bedfordshire 2012- 2016 and the specific priority of Improved Educational Attainment.

## Legal Implications

26. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient primary and secondary school places to provide appropriate education for pupils in its area. S14A of the Education Act 1996 imposes a duty to consider representations about the exercise by local authorities of their functions from the parents of qualifying children in relation to the provision of primary and secondary education. Qualifying children include all those of compulsory school age or under.
27. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, of school places and includes duties to consider parental representation, diversity and choice, duties in relation to high standards and the fulfilment of every child's educational potential and fair access to educational opportunity.
28. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2013.
29. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in January 2014 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
30. This guidance can be viewed at:  
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
31. As a consequence of changes introduced by these 2013 Regulations (at Schedule 2, paragraph 12) and Statutory Guidance, Governing Bodies are now able to propose to make a range of changes to their schools without following a formal statutory process. These include significant expansion such as that proposed to Leighton Middle School.
32. Governing Bodies are required to adhere to the usual principles of public law: they must act rationally; they must take into account all relevant considerations; and they must follow a fair procedure. The Governing Body of Leighton Middle School has liaised closely with the Local Authority and has been supported throughout the consultation with parents and other interested persons, to gauge demand for the proposed change and provide them with sufficient opportunity to give their views.

33. The Governing Body must have complied with its duty to ensure that it has suitable accommodation and to secure capital funding. If approval for commencement of the project and related expenditure is given by the Council Executive, it must ensure that it obtains any consents necessary for making changes to land and buildings, including Planning consents, before the changes can be implemented. Once the changes have been implemented, the Governing Body must inform the Secretary of State.
34. The relevant officers have confirmed that the Council has complied with the legal process with regard to the proposals set out in this report and the information supplied supports this position.

### **Financial Implications**

35. The New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) although the Council's approved programme also reflects a significant capital contribution that the Council would be required to provide from its own resources of approximately £2.1M in 2015/16, £7.3M in 2016/17, £3.5M in 2017/18 (reduced from £18.3M following the DfE announcement in late February 2015 of the Basic Need allocation to the Council for 2017/18) and £11.8M in 2018/19.
36. The revenue implications of the forecast expenditure (MRP and Interest) based on the approved programme and assuming that spend will occur evenly in each year is £97k in 2015/16, £517k in 2016/17, £970k in 2017/18 and £1,652k in 2018/19.
37. The Council's School Organisation Plan has now been subject to its annual review and the New School Places Programme has likewise been reviewed. The outcome of this exercise now forecasts a revised programme 2015/16 to 2018/19 with gross expenditure of £25.7M (nil net) in 15/16, £17M (£1.4M net) in 2016/17, £37.7M (3.7M net) in 2017/18 and £29M (£17M net) in 2018/19.
38. The DfE allocation of Basic Need for 2018/19 will not be known earlier than February 2016. However, on the basis of the methodology used by the EFA to calculate the 2017/18 allocation of Basic Need Grant and our current growth forecasts, the Council may expect to receive an allocation of Basic Need Grant in 18/19 of approximately £17m, which is £11m more than is currently assumed within the programme.
39. The Council will continue to ensure that all opportunities are taken to increase income and to seek alternative funding sources for new build and expansions of existing school buildings.

40. The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the Dedicated Schools Grant (DSG) and is based primarily on the numbers of pupils attending and will increase accordingly in an expanded school.
41. Where necessary and where Schools and Academies are undertaking significant expansion on commission from the Council additional revenue support for relevant costs can be accessed on application through the DSG funded Growth Fund established by the Schools Forum.
42. Capital expenditure within the New School Places Programme is subject to the Council's Code of Financial Governance. Expenditure to commission feasibility studies and design work required for projects within this rolling programme has been approved by the Executive Member for Children's Services, in consultation with the Director of Children's Services as required by the Council's constitution.

### **Procurement**

43. The tendering and approval process for awarding the construction contract will be in accordance with the Council's Code of Procurement Governance and the thresholds indicated in section 5 of the Council's constitution.
44. The expansion of Leighton Community Middle School will be procured through a NEC – C Target Cost contract and the project will be managed by the Council's Assets Team.
45. A delegation is proposed to the Director of Children's Services, in consultation with the Executive Member for Education and Skills, to approve contractual arrangements to undertake capital works required to deliver the proposed project in this report.

### **Equalities Implications**

46. The consultation and decision making process set out in regulation for proposals to expand Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
47. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

48. This statutory duty includes requirements to:
- i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
49. As commissioner of the new school places that will be provided through the proposal of Leighton Middle School the Council has considered that there are no discrimination issues that arise from the change being proposed.

### **Risk Management**

50. The proposal to commission new middle school places and to allocate related capital investment outlined in this report implements the identified need to manage demographic growth in the previously published School Organisation Plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places.

Key risks of failing to implement the School Organisation Plan and the New School Places Programme include:

- Failure to discharge legal and statutory duties/guidance.
- Failure to deliver the Council's strategic priorities
- Reputational risks associated with the non delivery of required school places.
- Inability of schools to recruit suitable additional staff
- Failure to secure planning consents
- Financial risks, including;  
Non realisation of anticipated Section 106 monies and anticipated levels of government grant.  
Potential for overspend on any project within the programme.

### **Appendices**

The following Appendices are attached

Appendix A – Consultation documents and summary of responses

Appendix B – Business case



head teacher Mrs Anne Thompson  
website [www.leighton.beds.sch.uk](http://www.leighton.beds.sch.uk)  
email [leighton@cbc.beds.sch.uk](mailto:leighton@cbc.beds.sch.uk)

our reference AT/mh/  
date July 2015



Dear Parent/ Carer/Local Resident/  
Local Stakeholder

Church Square  
Leighton Buzzard  
Bedfordshire  
LU7 1EX

Tel: 01525 374907  
Fax: 01525 854370

### **Proposed Expansion of Leighton Middle School**

You may already be aware that demand for school places in Leighton Buzzard Middle Schools is increasing. The school's Governing Body, as part of the Council's strategy to meet this demand, proposes to expand our school from a four form entry to a five form entry middle school. This expansion is expected to start with the addition of a Year 5 class for September 2016 – our admission number in that year would be 150 pupils – with the proposed building works due for completion to allow the first extra class to be received in September 2016.

Architects appointed by the Local Authority have been working closely with the school to develop the design.

The school's Governing Body are carrying out a consultation regarding the proposed expansion. The Council's Executive has indicated its support for the consultation.

Attached are some frequently asked questions which we hope will answer some of the questions you may have regarding the proposal and there is also a questionnaire which we would encourage you to complete and return to the school by Friday 7<sup>th</sup> August. All of the responses received at the conclusion of the consultation will be considered by the Governing Body who will decide whether to continue to progress with the proposal.

If the School's Governing Body decides to proceed, a copy of the outcome of the consultation will be provided to the Council who will decide on 6<sup>th</sup> October whether to commit the funding required.

You are invited to an informal, drop-in consultation event for parents, the local community and any other interested parties to be held at Leighton Middle School on Monday 13<sup>th</sup> July between 3:00pm and 7:00pm.

The proposed design drawings for the new buildings required by the proposed expansion will be on display at this meeting to provide information about the project and to collect views of the proposed plans prior to a planning application being submitted. The architect and Council representatives will be available throughout to answer questions; the Head Teacher and some school governors will also be available.



*'Our aim is to create a happy school where every member feels valued and able to achieve personal excellence.'*



We hope you will be able to attend this event and also respond to our consultation which closes on Friday 7<sup>th</sup> August 2015.

If you have any queries regarding the proposed expansion and are unable to attend the meeting on 13<sup>th</sup> July please contact us via the School Office or the school email: [leighton@cbc.beds.co.uk](mailto:leighton@cbc.beds.co.uk)

Yours sincerely

Anne Thompson

Head Teacher

Fiona Dry

Chair of Governors



*'Our aim is to create a happy school where every member feels valued and able to achieve personal excellence.'*





**CONSULTATION DOCUMENT ON A PROPOSAL TO EXPAND LEIGHTON MIDDLE SCHOOL BY 30 CHILDREN PER YEAR GROUP FROM SEPTEMBER 2016 (ONE ADDITIONAL CLASS IN YEAR 5 IN THE FIRST YEAR)**

**PURPOSE OF THIS CONSULTATION DOCUMENT**

The purpose of this document is to provide information relating to the proposal of the Governing Body of Leighton Middle School to expand from a capacity of 480 children aged 9 - 13 to 600 children aged 9 – 13 to meet local demand from September 2016; an increase in intake from 120 to 150 places.

**BACKGROUND**

Leighton Middle School provides well for all of its pupils. Local data shows that children achieve well in our school and that standards achieved at the end of both Key Stage 2 and Year 8 are good. OFSTED graded the school as Good overall in December 2013. Leighton Middle School is a popular school and is regularly oversubscribed.

**PROPOSAL**

The Governing Body has requested Central Bedfordshire Council consider its request to expand the intake by one class per year group across the school, beginning in September 2016 with an additional 30 Year 5 places provided.

It is proposed that there would be a phased period of implementation starting in September 2016:

September 2016 – An additional 30 places provided in Year 5 to meet local demand.

September 2017, 2018 and 2019 additional classes as the 2016 Year 5 moves through the School.

**SCHOOL CAPACITY**

The current capacity of Leighton Middle School is 480 children from Year 5 – Year 8.

The proposed capacity is 600 children from Year 5 – Year 8.

This proposal would involve the provision of additional classrooms and facilities for the increased size of school proposed.

Any buildings required for these changes would be subject to the normal process of application for planning permission, which would include a separate consultation with local residents, the Highways Agency and other interested parties.

**OBJECTIVES OF PROPOSAL**

- To meet local demographic demand for school places in the future
- To meet parental demand for the school, evident in sustained levels of over subscription
- To expand an already highly regarded, successful school

**TIMELINE**

Action	Date
Consultation starts	8 <sup>th</sup> July 2015
Informal drop-in consultation event	13 <sup>th</sup> July 2015
Consultation ends	7 <sup>th</sup> August 2015
Report on outcome of consultation considered by the Governing Body in its decision whether to proceed	12 <sup>th</sup> August 2015

Council Executive consider consultation outcome and determine funding for proposed expansion	6 <sup>th</sup> October 2015
Proposed implementation	1 <sup>st</sup> September 2016

Attached to this proposal is a Consultation Response Form. Please complete the form and return it to the address provided.

Alternatively, responses to the consultation can be made by e-mail to:  
[leighton@cbc.beds.sch.uk](mailto:leighton@cbc.beds.sch.uk)



**Leighton Middle School Consultation Response Form**

Please read the consultation document and tell us what your views are. The questions on this form are provided to help you do so, but you do not have to respond to all of them. If you prefer not to use this form, you can also put your views in a letter.

Letters and forms should be returned to Leighton Middle School, Church Square, Leighton Buzzard, LU7 1EX or responses can be sent by e-mail to: [leighton@cbc.beds.sch.uk](mailto:leighton@cbc.beds.sch.uk)

**All responses must be received by Friday 7<sup>th</sup> August 2015**

**Questions relating to the proposal**

How much do you agree with the following statements? Please tick as appropriate.

1a) I support the proposed expansion of Leighton Middle School.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know

1b) I support the timescale plan of the expansion of Leighton Middle School.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know

1c) I support the change in admissions number for Leighton Middle School.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know

Further comments:

**Are you responding as an individual or on behalf of an organisation?**

	<b>Please tick</b>
<b>Individual</b>	
<b>Organisation – please specify</b>	

Optional information -

Name	
Address	
Postcode	

**If you are responding as an individual, please tell us a little bit about yourself.**

The following information will help us when considering your opinions and to make sure that we are getting views from all sections of the community. All the questions are optional, and you can give as little or as much information as you wish.

**Please tell us if you fall into any of the following categories (please select all that apply)**

	Tick all categories that apply	Additional information
Pupil( please state which school and which year group)		
Parent/ carer of child / children (please state which school/s )		
Parent/ carer of preschool child / children		
School Governor (please state which school)		
School Staff( please state which school)		
Other please specify		

**Gender**

Male	Female	Transgender	Prefer not to say

**Age**

Under 18	18 - 24	25- 34	35- 44	45- 54	55- 64	65 and over

	<b>Yes</b>	<b>No</b>
Do you consider yourself a disabled person		

**Ethnic Group**

	Tick as appropriate
<b>White British</b>	
<b>White Irish</b>	
<b>White other – please specify</b>	
<b>Black or Black British Caribbean</b>	
<b>Black or Black British African</b>	
<b>Black or Black British other – please specify</b>	
<b>Mixed White and Black Caribbean</b>	
<b>Mixed White and Black African</b>	
<b>Mixed White and Asian</b>	
<b>Mixed other – please specify</b>	
<b>Asian Indian</b>	
<b>Asian Pakistani</b>	
<b>Asian Bangladeshi</b>	
<b>Asian other – please specify</b>	
<b>Chinese</b>	
<b>Other – please specify</b>	

Data Protection Act 1998 please note that your personal details supplied on this form will be held and/or computerised by Leighton Middle School for the purpose of the consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

head teacher Mrs Anne Thompson  
website www.leighton.beds.sch.uk  
email leighton@cbc.beds.sch.uk

our reference AT/mh/  
date 10<sup>th</sup> August 2015



Central Bedfordshire Council

Church Square  
Leighton Buzzard  
Bedfordshire  
LU7 1EX

Tel: 01525 374907  
Fax: 01525 854370

Dear Sirs

As requested by Central Bedfordshire Council, the Governing Body of Leighton Middle School was pleased to carry out a consultation on the proposed expansion of Leighton Middle School from 480 places to 600 places, from 4 forms of entry to 5 forms of entry.

Below is a summary of how the consultation was carried out and the responses that were received.

- The consultation was carried out between 8 July 2015 and the 7 August 2015.
- A copy of the consultation document was given to all parents/carers and staff members at the school.
- A copy of the consultation document was posted on the school website.
- A press release appeared in the Leighton Buzzard Observer which was also reproduced on the school website.
- The consultation was posted in Central Essentials.
- A 'drop-in' meeting was held in the school on Monday 13 July between 3.00 pm and 7.00 pm which was attended by over 30 school governors, parents and residents.
- 82 responses to the consultation were received in total.
- Of the 82 responses received – 4 were from governors, 60 from parents/carers, 9 from staff, 8 from 'others', including local residents and 1 was from the Chair of the Leighton Buzzard branch of Mencap, which was in support of the proposal.
- No responses were received from Governing Bodies of other local schools.
- Of the 82 responses received, 75 either agreed or strongly agreed with the proposed expansion of the school and 7 either disagreed or strongly disagreed with it.
- The comments within the 75 supportive responses were all along similar lines, ie;
  - *This is a wonderful opportunity for Leighton Buzzard. The school is being considerate to the local area and to the 3 tier system.*
  - *We are short of middle school places and a number of children now are not getting their first choice of school. This will help to solve this problem.*
  - *This will help to meet parental choice and will address waiting lists.*
  - *This is positive action being taken to address the shortage of places.*
  - *You can always spot a Year 9 Leighton Middle Pupil.*
  - *This is an excellent school and should be expanded.*
  - *The school has great transport links.*



*'Our aim is to create a happy school where every member feels valued and able to achieve personal excellence.'*





- The comments expressed by those who were not in support of the proposed expansion include
  - *The illegal parking outside of the school will increase and may eventually cause an accident.*
  - *The noise and disruption during the build will impact upon the children.*
  - *The timescale for the expansion is too long.*
  - *The schools that are close to where the new houses are being built should be expanded instead.*
  - *The character of the school may be destroyed if it is enlarged.*

Representatives of the Governing Body have considered the concerns raised during the consultation and it is our opinion that all of these concerns can be managed by the school, the local authority and the contractor. The 'Highways Assessment' which is to be commissioned by Central Bedfordshire Council will help to identify any issues regarding travel and parking, and these will be addressed as part of the school's updated Travel Plan.

Governors were also pleased to read the overwhelmingly positive comments regarding both the school and the proposed expansion.

In conclusion, the Governing Body of Leighton Middle School are pleased to confirm their support for the proposed expansion of the school and look forward to working with Central Bedfordshire Council in order to deliver the additional places.

Yours faithfully



Anne Thompson  
Head Teacher



*'Our aim is to create a happy school where every member feels valued and able to achieve personal excellence.'*



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**Business Case for proposed school expansion  
for September 2016 implementation.**

**Leighton Middle School, Church Square, Leighton Buzzard,  
Beds LU7 1EX**

1	<p>The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.</p>
	<p>Leighton Middle School is geographically situated in the heart to of Leighton Buzzard. It enjoys a town centre location, whilst still enjoying a spacious park like campus. It is a maintained school that provides a good quality of education for pupils from across Leighton Buzzard, Linslade and the surrounding villages.</p> <p>The January 2015 Census shows that 42% of out our current pupils come to us from our catchment area but a higher proportion of pupils are drawn to the school from other areas of the town. As pupil numbers in Leighton Buzzard and Linslade increase, the number of pupils in our catchment area is increasing and the proportion of pupils coming to the school from our catchment area is also increasing. This means that in the future more pupils who attend the school are likely to live closer to the school.</p> <p>Currently, 64% of our pupils walk or cycle to school with 10% of our pupils using the school bus or other public bus services – 2014 Travel Survey. As pupil numbers in the town grow and the school expands, a more significant proportion of our pupils will come from our more immediate catchment area and so it is anticipated that the need for car journeys will decrease.</p> <p>Central Bedfordshire’s School Organisation plan shows that a significant amount of housing development in Leighton Buzzard is creating increased demand for school places across all phases of education in the South Leighton pyramid. From September 2016 additional middle school places will be essential.</p> <p>Section 76 of the Education and Inspections Act 206 places a duty on the local authority to promote sustainable modes of travel to meet the school travel needs in their area. Leighton Middle School’s central location means that walking routes and bus routes make access easy and sustainable.</p> <p>To identify ways in which the school can further improve the use of sustainable transport a Highways Assessment and a new School Travel Plan have been commissioned. The school is committed to encouraging cycling and each year more than half of our Year 6 pupils take Bike Ability courses.</p> <p>Our extended provision of Breakfast Club, Afterschool Club and other school clubs means that travel times are to some extent distributed beyond the normal school day.</p> <p>Section 38 of the Education and Inspections Act 2006 places the duty on governing bodies of maintained schools to promote community cohesion. By expanding the provision at Leighton Middle School children living in the same local community will be able to be part of the school community.</p> <p>Community ownership of the school is strong and if the school expands it will be developed further, as the expansion will mean improved facilities that will benefit both the school and the local community it serves. Currently, each year the school opens its doors to the wider community through a number of events:</p> <ul style="list-style-type: none"> <li>• Evening on the Lawns</li> <li>• Annual participation in Town Council Living History Days</li> <li>• Town Council events</li> <li>• Community Lettings</li> </ul>

	<ul style="list-style-type: none"> <li>• Bluebell Childcare – After School Club</li> <li>• Commercial lettings</li> <li>• Mencap summer play scheme</li> </ul> <p>We have strong community links with many local churches. The school buildings are used weekly by New Life Community Church; they use a range of our facilities for their weekly services. Our local parish church is also a significant partner for the school – occasional lettings of our School Car Park relate to the Parish Church. Expansion of our car park provision would therefore benefit the local community.</p>
2	<p>The need to create schools that are of sufficient size to be financially and educationally viable.</p> <p>The number of pupils requiring school places in the town will continue to grow as a result of housing development and demographic changes. The infrastructure to support the town growth is an immediate need identified in Central Bedfordshire’s Organisation Plan. To accommodate the first phase of required middle school places it is proposed that Leighton Middle School expand from 120 pupils in each year group to 150.</p> <p>The Governors and Senior Staff of the school wish to ensure that as a result of this expansion our school maintains its current distinctive ethos and maintains its high standards. We have considered the implications of this and we believe that this can be achieved. We believe that the expansion has the potential to enhance both educational and financial viability of the school.</p> <p>A 600 pupil school is better placed to provide a broad and balanced curriculum. Increasing teaching staff numbers means there is a greater opportunity to have a better balance of curriculum expertise within the staff group. It is also a more helpful pupil number for ensuring that the primary secondary balance of staff required in a middle school context is achieved.</p> <p>Physically, the expansion will create a purpose built Year 5 provision allowing the school to continue its practice of having a substantial proportion of the Year 5 experience built around primary practice. This enhances transition for pupils and ensures that pupil progress is maximised.</p> <p>Some specialist room provision, increased toilet provision and increased dining space is also envisaged in the expansion.</p> <p>A five form entry school will have economies of scale in terms of key roles – middle leaders will oversee larger teaching teams and year teams – thus providing greater value for money.</p> <p>Expansion will also ensure that there will be sufficient resources to enable the school to attract high calibre experienced staff to leadership roles. It will enable the school to recruit and maintain experienced teachers so that their expertise is not lost and that future performance is not compromised. When the current Head retires, it will make it more likely that the school will be able to attract experienced candidates to the school for the Headship role, which will help to ensure that the school and maintains its current success has a continued focus on improvement.</p> <p>The proposed expansion should increase the value for money that the school offers with, in some cases, existing personnel and resources covering the needs of 600 pupils without additional expenditure.</p> <p>The developments proposed on the site to accommodate the expansion will also upgrade an existing building on the site to current building regulation requirements, which will be a potential cost saving in terms of capital expenditure in the future.</p>
3	<p>The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.</p>

**Leighton Middle School is a good school** evidence for this is found in Ofsted 2013 and Challenge Partner Quality Assurance Reviews 2014 and 2015.

Data outcomes also support the fact that Leighton Middle School remains a good school.

End of Year Six Data

	2013		2014		2015	
Percentages	Level 4+	Level 5 +	Level 4+	Level 5+	Level 4+	Level 5+
English	Reading 89 Writing 84	Reading 59 Writing 24	Reading 91 Writing 92	Reading 65 Writing 46	Reading 95 Writing 97	Reading 56 Writing 58
Maths	84	39 (11 level 6)	92	49 (14 Level 6)	87	45 ( 15 Level 6)
Science	92	42	97	51	97	67

Percentage	2013	2014	2015
Achieving Level 4+ in Reading, Writing and Maths	72%	86%	85%
Making expected progress in Reading	88%	91%	95%
Making expected progress in Writing	90%	96%	97%
Making expected progress in Maths	85%	91%	86%

End of Year Eight Data

	2013		2014		2015	
Percentages	Level 5 +	Level 6+	Level 5+	Level 6+	Level 5+	Level 6+
English	Reading 93 Writing 88	Reading 69 Writing 45	Reading 92 Writing 83	Reading 74 Writing 52	Reading 92 Writing 88	Reading 78 Writing 49
Maths	92	76	91	81	95	79
Science	97	74	97	81	100	80

Leighton Middle School Pupils' GCSE performance

See section 6

**Leighton Middle School is an extremely popular** school. Over many years Leighton has been oversubscribed.

	Intake year 2012	Intake year 2013	Intake year 2014	Intake year 2015
PAN	120	120	120	120
First choices	138	142	174	199
Difference	18	22	54	79

**4 The potential to further promote and support robust partnerships and learning communities**

Leighton Middle School is an active member of the effective LC2 learning community. LC2 has a leadership steering committee, strategic plan and paid employees.

The Head Teacher has been an active member of the leadership steering group since it has been established.

The partnership provides:

1. A programme of CPD for the local area including leadership development and NQT training.
2. Regular liaison opportunities for Middle/Upper and Middle /Lower schools to assist with transition and to ensure curriculum progression within the community.
3. Governor liaison and training.
4. Clarity on transition arrangements and programmes for pupils.
5. Opportunities for joint learning events and foci – G and T workshops, Year of Reading, Year of the Arts.
6. Support for SENCOs.
7. An active and effective School Sports Partnership led by Vandyke Upper School
8. Additional welfare support for pupils – counselling and Parent Support Workers
9. The opportunity for joint procurement on services and contracts

Leighton Middle School belongs to the national organisation, Challenge Partners. Challenge Partners is a charity, owned and led by schools, who work together to lead school improvement. Each year as part of Challenge Partners our school has a Quality Assurance Review led by a Lead Inspector and senior leaders from our school take part in QARs in schools in other parts of the country. This enables us to challenge and develop our practice.

Leighton Middle School has a strong and experienced Governing Body who works closely with the school on improvement strategy. The Governing Body is drawn from a broad spectrum of the local community.

We believe that at Leighton Middle School we have strong capacity for self-improvement and supporting the improvement of others.

**5 The ambition to achieve a single phase of education 0 -19 and reduce school transfer points**

Leighton Middle School works closely with partner schools across Leighton Buzzard and Linslade through the LC2 partnership described above. Although this is a soft partnership it is set up with the intention of improving transition and driving forward standards.

**6 The need to support the Raising of the Participation Age (RPA).**

Leighton Middle School pupils are valued by the local upper schools who report that they arrive with high aspirations and embedded behaviour for learning strategies. Pupils are exceptionally well prepared for their transition to upper school and next stage of their education. In 2014 our two feeder upper schools achieved 58% & 57% A\*-C GCSE grades including English and Maths. 55% was the national average. Pupils from LMS achieved 64% & 68% respectively.

	<p>Leighton Middle School regularly offers work experience placements to upper schools in the town. With increased numbers and improved facilities it will be possible for us to expand our work with the local upper schools, offering more work experience placements for post 16 pupils. Currently, we are working with Cedars to explore more opportunities for their Sixth Form students to be involved in the life of our school.</p> <p>Expansion will also open the possibility of, working with, and training school based apprentices. This year we are seeking to recruit a sports apprentice – with an expanding school we would have more scope to develop our work in this area.</p>
7	<p>To seek opportunities to create inspirational learning environments for the school and to maximise community use.</p>
	<p>Through the expansion proposals the current provision for pupils on site will be greatly enhanced. The following outcomes will be achieved:</p> <ol style="list-style-type: none"> <li>1. A purpose built block for Y5 pupils to support transition – our current provision is cramped and undersized.</li> <li>2. An improvement to some substandard teaching accommodation to bring it into line with current recommendations.</li> <li>3. Toilet provision for an existing block of the site where no toilets are currently located.</li> <li>4. Improved size in outdoor hard surface play areas.</li> <li>5. Enhanced dining facility space – that can be used in a multipurpose manner.</li> <li>6. Additional car parking for staff.</li> <li>7. Improved size shape and space for two existing classrooms that will be moved in the development.</li> </ol> <p>Improvement to the physical environment will allow the school to build upon the current learning opportunities and allow the school to further enrich its provision for sports, the Arts and academic life.</p> <p>Leighton Middle School facilities are regularly used by the local community. In developing the existing provision this will benefit community use, particularly:</p> <ol style="list-style-type: none"> <li>1. Mencap Summer Play Scheme that operates from our dining room block; this block currently does not have access to toilets.</li> <li>2. Bluebell Child Care after school provision – again currently this provision operates out of the dining room block and so will greatly benefit from improved provision and toilets. This is part of our wrap around provision that greatly benefits the parent group.</li> <li>3. New Life Community Church – Sunday Services</li> <li>4. Other community lettings – Town Art Exhibitions, Musical Theatre High etc.</li> </ol>
8	<p>To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</p>
	<p>Parental Choice in the Leighton Buzzard is restricted by school place numbers. Over the past four years significant numbers of parents have not been able to access the school place of their first choice due to limited places at Leighton Middle School. Expanding the number of places at our school will increase parental choice.</p>
9	<p>To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools</p>
	<p>To support our vulnerable learners Leighton Middle School has a strong pastoral and welfare system. We employ a Pastoral and Behaviour Support worker who runs a small team. We support vulnerable pupils and work closely with struggling families in our school community.</p> <p>Our SEN team is also strong – we work closely with a range of agencies to ensure our pupils are well integrated and supported. Within the new development required for expansion we will consider the needs of pupils and the need for quiet, safe places to support wellbeing.</p> <p>Our breakfast, break time and out of hours provision will be expanded and enhanced by the</p>

planned improvement to our dining room capacity and facilities. Many of our vulnerable pupils take advantage of this provision and it supports their social and emotional well-being.

The proposed expansion will make our site and provision more accessible for the needs of those with physical disabilities. Accessible toilet facilities will be part of the planned work as will the consideration of steps and ramp access to areas of the site that are currently inaccessible. The proposed new block will also include a lift.

The needs of the hearing impaired and visually impaired pupils will be considered in the provision of new classroom space, decoration and furnishing.

All of the proposed developments will make our school more accessible to ensure pupils with needs are able to be accommodated in mainstream provision.



**Central Bedfordshire Council**

**EXECUTIVE**

6 October 2015

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**Special Educational Needs and Disabilities Capital Programme 2015/16**

Report of: Cllr Mark Versallion, Executive Member for Education and Skills  
(mark.versallion@centralbedfordshire.gov.uk)

Advising Officer: Sue Harrison, Director of Children's Service  
(sue.harrison@centralbedfordshire.gov.uk)

**Key Decision**

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**Purpose of this report**

1. This report seeks approval to commence capital expenditure on projects to provide specialist provision for hearing impaired pupils at Parkfields Middle and Toddington St George Church of England School and for pupils requiring social, emotional and mental health provision at Oak Bank School.

**RECOMMENDATIONS**

1. **to approve the commencement of capital expenditure as outlined within the report, to provide specialist provision for hearing impaired (HI) pupils at Parkfields Middle and Toddington St George Church of England School and for pupils requiring social, emotional and mental health provision (SEMH) at Oak Bank School.**

**Children's Services Overview and Scrutiny**

2. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 18 August 2015 and the Committee indicated its support for the recommendation set out within the report. The Committee expressed interest in the Council's Vision for Special Educational Needs and Disabilities that is currently being developed with stakeholders and is expected to be presented to the Committee in December 2015.

### **Pupil Forecasting and Capital Planning for Special Educational Needs and Disabilities**

3. Significant work has been undertaken over the past year to further develop and refine the Council's forecasting methodology for pupils with special educational needs and disabilities. This has been essential for the planning of services and school places in an area of significant demographic growth but also to better understand trends within specific categories and complexities of need.
4. To date the analysis has illustrated an increase in the prevalence of autistic spectrum condition and social communication difficulties (but no formal diagnosis) and social, emotional and mental health difficulties. We have also seen a rise in the number of children with very low incidence disabilities such as severe visual impairment, and a rise in the number of children with hearing impairments.
5. When the forecasts are complete, the outcome will inform the Council's Vision for Special Educational Needs and Disabilities that is currently being developed with stakeholders. This will itself inform a capital programme reflecting the challenge of making appropriate future provision for places in special schools and specialist provisions based in mainstream schools. It is anticipated that a further report reflecting this work will be brought to the Council's Executive in January 2015.
6. In the interim a number of feasibility studies have been undertaken on specialist provisions that the Local Authority currently commission from schools in Central Bedfordshire. Support has also been given to academies seeking to expand capacity, or address suitability issues through applications to the Education Funding Agency (EFA) Condition Improvement Fund. Further support has been provided to maximise other opportunities for capital funding as they arise, including the anticipated EFA Post 16 demographic growth capital fund.
7. If subsequently identified as priorities, a coherent capital programme could seek to further reduce the number of out of county placements and residential provision, address the need to commission Post 16 provision for young people with SEND through to the age of 25 as well as addressing the inefficiencies of existing split site arrangements, specifically at the Ivel Valley and Chiltern Area Special Schools.
8. Further development of these services also offers an opportunity to improve the revenue efficiency of the High Needs Block of Dedicated Schools Grant and also to the Council in respect of transport costs.

9. Local Authorities do not receive any capital grant from Government for core specialist provision required as a result of demographic growth but officers are currently developing proposals with a technical sub group of Central Bedfordshire's Schools Forum that could provide for a rolling programme of investment funded through Dedicated Schools Grant (DSG).
10. Ahead of the outcome of that proposal, on 26 January 2015, Schools Forum agreed to transfer any unspent balance of DSG from the High Needs Block allocation in 2014/15 and unspent reserves from previous years, totalling £1,581m, to support capital development in specialist provisions in 2015/16.
11. The Schools Forum decision was subject to approval by the Secretary of State. Approval of the Council's application for a disapplication of the School and Early Years Finance Regulations to allow the use of this Dedicated Schools Grant for the capital purposes set out in this report has now been received.

### **Central Bedfordshire's Services for Children with Hearing Impairments**

12. The Council commissions specialist services for children with hearing impairments through a contract with Harlington Area School Trust (HAST). This includes specialist provision based at Toddington St George Church of England School, Parkfields Middle School, and Harlington Upper School which were in existence under the former County Council. The service and performance measures are defined within the current contract which commenced in April 2012 and was amended and extended in April 2014.
13. Parkfields Middle School is a Foundation School and both Toddington St George Church of England School and Harlington Upper School are Academies.
14. The current contract secures school based provision within these 3 schools for 20 pupils with statements of special educational needs or education, health and care plans and it also provides an outreach peripatetic service from birth/identification for Central Bedfordshire.
15. School based provision for hearing impaired pupils is not an "add-on" but a fully integrated provision operating within mainstream education. Pupils with hearing impairments are encouraged to participate in all aspects of the life of each school, alongside their hearing peers enabling them to access the National Curriculum as well as broader learning opportunities, and achieve their full potential.
16. Children with hearing impairments often have a complex range of additional emotional and physical needs including mobility disabilities. Some subjects may be taught in normal timetabled lessons and some in one to one and smaller groups, depending on the pupil's needs.

Breakfast, break and lunchtime sessions need to be supported appropriately and space for pastoral support and for specialist teaching staff and teaching aids are essential. As a result both Toddington St George and Parkfields have dedicated space available to support the specialist provision.

17. The Council's contract with HAST requires that the service is continually reviewed and improved with a particular focus on communication, efficiencies, environment equalities and quality standards.
18. Since 2014 accommodation on both school sites has been reviewed by the Council. This is as a result of the removal of a temporary unit at Parkfields that had reached the end of its design life, and a building condition report on a similar unit at Toddington St George that is uneconomical to repair and also now requires replacement.
19. Existing specialist accommodation at Parkfields has also become increasingly unfit for purpose as a result of a number of factors including:
  - the diverse location of the main areas now used specifically for special educational needs and disabilities which impacts on the teaching and learning of vulnerable pupils and communication between the school's specialist staff
  - an increase in the additional needs of hearing impaired pupils
  - varied group sizes from 1:1 up to 1:5 needing teaching space at the same time
  - an increase in access requirements
  - the suitability of the main areas used specifically for special educational needs and disabilities which have poor acoustics and are undersized
  - pressure on facilities and the ability for the site to meet the welfare needs of the pupils and staff
  - pressures on non specialist teaching space within the school which is undersized and adds generally to site overcrowding.

Demographic growth in Central Bedfordshire is also forecast to require an increase in specialist provision, including services for hearing impaired learners.

20. Working with their appointed education capital consultants and with support from the Council, each school has commissioned feasibility studies to develop cost estimated design proposals. These reference Building Bulletin 102 which provides specific information and guidance about designing schools for disabled children and children with special educational needs. An analysis of the suitability and capacity of existing provision on each site has also been undertaken to identify deficiencies that can be addressed through capital investment to future proof each for potential growth.

21. Parkfields Middle School has now secured planning approval for a new fully accessible classroom block comprising of classrooms, group and staff rooms. The feasibility study for Toddington St George has concluded the need for a new building that is broadly equivalent in floor area and use to that provided in the existing temporary unit that is now in need of replacement.
22. Parkfields and Toddington St George are adjacent school sites and if these projects are progressed on a similar timescale could offer a good opportunity for a joint procurement exercise which the schools, with the support of its professional advisors and of the Council, have indicated they intend to take forward.
23. The governance of each project will be provided through a board that will include Council officers from the School Organisation & Capital Planning Team who will control the release of funding aligned with the achievement of key project milestones.

#### **Oak Bank School (Academy)**

24. Oak Bank School is the Council's commissioned school for children with social, emotional and mental health difficulties (SEMH). It has recently been judged as 'Outstanding' by Ofsted (July 2015).
25. The Council currently commissions 66 places from Oak Bank School. Historically pupil numbers fluctuate throughout the academic year, being at their lowest at the start of the autumn term increasing through to the end of the summer term in the next calendar year.
26. Oak Bank will start the autumn term in September 2015 with at least 66 pupils on roll, an increase of approximately 16 pupils at the same point in previous years. Current forecasts suggest that the school will be accommodating approximately 80 pupils by the end of the summer term 2016, increasing in subsequent years to 90 pupils in 2019.
27. With reference to Building Bulletin 102 an analysis of the suitability of existing provision on the school's site has been undertaken to identify deficiencies in model accommodation requirements for Oak Bank School based on forecast student numbers of 90.
28. Working with the school's appointed education capital consultants and with support from the Council, feasibility studies have been commissioned by the school that focus on delivery of a range of additional teaching spaces, specialist science and design technology classrooms, improved sports and dining provision and additional toilets.

29. Significant elements of this range of new and refurbished provision to expand the school's existing facilities and floor space to address overcrowding and a lack of specialist facilities have been included in recently approved planning applications submitted by the academy as part of its fully costed, but unsuccessful application to the Education Funding Agency (EFA) for funding through the 2015/16 DfE Condition Improvement Fund (CIF).
30. Limited funding has meant that most successful applications for 2015/16 CIF funding were awarded by the EFA to projects that address building condition issues including refurbishing or renewing roofs, windows or toilet areas and/or compliance issues such as fire protection systems, electrical upgrades or asbestos removal.
31. As a result of the design work undertaken for the planning applications the school and its consultants are aware of the affordability of the range of provision that can be achieved within the capital funding available.
32. The school intend, with the support of the Council, to directly procure the project through a design and build contract which will be governed through a project board that will include Council officers from the School Organisation & Capital Planning Team who will control the release of funding to the achievement of key project milestones.

### **Reasons for Decision**

33. The proposed projects in this report support the Council's Policy Principle of investment in successful schools as all three are rated as outstanding by Ofsted.
34. Completion of the 3 projects outlined within this report will enable the Council to continue to comply with its legal obligation to secure sufficient primary and secondary school places to provide appropriate education for pupils in its area.
35. Feasibility study estimates have indicated that the 3 projects outlined in this report are affordable within the total capital funding available. The governance arrangements for each project will ensure that financial and non financial risks are managed locally but overseen by Council officers who will hold an overarching contingency sum.

### **Council Priorities**

36. The report supports Central Bedfordshire's Medium Term Plan: Delivering your priorities – Our Plan for Central Bedfordshire 2012-2016 and the specific priority of Improved Educational Attainment.

### **Legal Implications**

37. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient primary and secondary school places to provide appropriate education for pupils in its area. Under this section, the schools will not be regarded as sufficient unless they are sufficient in equipment to provide the opportunity of appropriate education for all pupils. The section also contains a duty to have regard to the need for securing that special educational provision is made for pupils who have special educational needs.
38. S14A of the Education Act 1996 imposes a duty to consider representations about the exercise by local authorities of their functions from the parents of qualifying children in relation to the provision of primary and secondary education. Qualifying children include all those of compulsory school age or under.
39. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, of school places and includes duties to consider parental representation, diversity and choice, duties in relation to high standards and the fulfilment of every child's educational potential and fair access to educational opportunity.
40. Under the Equality Act 2010, the Local Authority has a duty to make reasonable adjustments to prevent discrimination against people with protected characteristics such as a disability; it also imposes a duty on Councils to prepare written accessibility strategies to increase disabled pupils' access to the school curriculum and buildings.
41. Following the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, governing bodies of all categories of mainstream school can now agree to an enlargement of premises without following a formal statutory process. As a foundation school, the governors of Parkfields Middle School will be able to make this change. Toddington St George's School and Oak Bank School, as Academy schools, will need to seek approval of the Secretary of State for any enlargement of their premises.
42. It is noted that Secretary of State's approval has been obtained for the Schools Forum decision to use the Dedicated Schools Grant for capital purposes.

### **Financial Implications**

43. The Council has secured approval from the Secretary of State to its application for a disapplication of the School and Early Years Finance Regulations to allow the use of Dedicated Schools Grant for the capital purposes set out in this report.

44. This implements the decision of the Schools Forum on 26 January 2015, to transfer any unspent balance of Dedicated Schools Grant from the High Needs Block allocation in 2014/15 and unspent reserves from previous years, totalling £1,581m, to support capital development in specialist provisions in 2015/16. There is no net capital cost to the Council of the projects outlined in this report.
45. In year, the Council's constitution enables Executive to approve expenditure on Capital Schemes such as those within this report that have not previously been included in the Capital Programme, but which were included in the Reserve list approved by Council when setting the Capital Programme or are schemes with gross expenditure budgets exceeding £499,999 which are to be funded in full from external sources.
46. Approval is subject to the production of Outline and Detailed Business Cases and confirmation that the revenue cost of such schemes can be accommodated from within the approved revenue budget for the Capital Programme in the relevant financial year, as confirmed by the Chief Finance Officer and the Executive Member for Corporate Resources.
47. The day to day running costs of specialist school provision is met through revenue funding which is made available on commission by the Council to each school as part of the High Needs Block of the Dedicated Schools Grant (DSG). The Council applies for increases in this revenue funding required as a result of growth in commissioned places through its annual data return to the EFA.
48. The Hearing Impairment service contract price is currently based on 20 children placed within the specialist provisions. Increases in the number of children admitted above that number with agreement of the Council and the HAST Board are funded through the High needs Block of the DSG.
49. This capital expenditure is subject to the Council's Code of Financial Governance and the projects outlined in this report are combined within an approved outline and detailed business case, as required by the Council's constitution.

### **Equalities Implications**

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



51. This statutory duty includes requirements to:
- i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
52. As commissioner of the new school places that will be provided through the proposed expansion of Oak Bank School the Council has considered that there are no discrimination issues that arise from the change being proposed.
53. The proposals to enhance specialist provision for hearing impaired pupils will help to promote equality of opportunity and improve outcomes for a vulnerable pupil group.

### **Risk Management**

54. The proposals, project governance arrangements and allocation of related capital investment outlined in this report for the commissioning of the new school places at Oak Bank School implements the identified need to manage demographic growth and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places.
55. The proposals, project governance arrangements and allocation of related capital investment outlined in this report for the specialist provision for Hearing Impairment at Toddington St George Church of England School and Parkfields Middle School ensures that children who are deaf or have significant hearing impairments who require specialist provision continue to have their needs met in Central Bedfordshire, thus mitigating the risk of out of authority placements.
56. Key risks include:
- Failure to discharge legal and statutory duties/guidance.
  - Failure to deliver the Council's strategic priorities
  - Reputational risks associated with the non delivery of required school places.
  - Inability of schools to recruit suitable additional staff
  - Failure to secure planning consents
  - Financial risks, including the potential for overspend on any project within the programme

### **Appendices**

None.

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Central Bedfordshire Council

EXECUTIVE

6 October 2015

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**Consultation on the Council's Admission Arrangements for the Academic Year 2017/18**

Report of Cllr Mark Versallion, Executive Member for Education and Skills ([mark.versallion@centralbedfordshire.gov.uk](mailto:mark.versallion@centralbedfordshire.gov.uk))

Advising Officers: Sue Harrison, Director of Children's Services ([sue.harrison@centralbedfordshire.gov.uk](mailto:sue.harrison@centralbedfordshire.gov.uk)) and Rob Parsons, Head of Service, School Organisation, Admissions and Capital Planning ([rob.parsons@centralbedfordshire.gov.uk](mailto:rob.parsons@centralbedfordshire.gov.uk)).

**This report relates to a Key Decision**

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**Purpose of this report**

1. To approve the commencement of the Council's consultation on admission arrangements as it is the admissions authority for Community and Voluntary Controlled schools to ensure the statutory requirements for admissions consultation is met.
2. Outline the proposed changes to the admission arrangements for two Community schools.
3. To delegate authority to the Director of Children's Services, in consultation with the Executive Member for Education and Skills, to determine the Council's admission arrangements for the academic year 2017/18 at the outcome of the Council's consultation period.

**RECOMMENDATIONS**

The Executive is asked to:

1. **approve the commencement of consultation for the proposed changes to the Council's admission arrangements for the academic year 2017/18.**

**The proposed changes to the Council's admission arrangements include:**

- **the removal of the feeder school criteria in the admissions policy for Leighton (Community) Middle School; and**

- **an amendment to the catchment area at Houghton Regis (Community) Primary School to include all housing in a recent local housing development known as Tilia Park.**

- 2. delegate authority to the Director of Children's Services, in consultation with the Executive Member for Education and Skills, to determine the Council's admission arrangements for the academic year 2017/18 at the outcome of the Council's consultation period.**

### **Overview and Scrutiny Comments/Recommendations**

4. The Council's proposed Admission Arrangements for the academic year 2017-18 will be considered by the Children's Services Overview and Scrutiny Committee on 20 October 2015 as a consultee to the process if the Executive approve the recommendations of this report.

### **Issues**

5. The Council has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in the local authority's area for all children being admitted into the normal year of entry and only one offer of a school place is made.
6. The Co-ordinated Admissions Scheme for the academic year 2017/18 fulfils this requirement, setting out the timeframes for processing admission applications.
7. In addition, as the Council is the admission authority for Community and Voluntary Controlled schools, it must also undertake consultation on its own admission arrangements where changes are proposed. The admission policy for these schools sets out the criteria in which applications will be considered if the school is oversubscribed. This report explains the rationale for the proposed changes for two Community schools admissions criteria.

### **Central Bedfordshire Council's Co-ordinated Admissions Scheme Academic Year 2017-18**

8. Legislation contained within the School Standards and Framework Act 1998 requires Local Authorities to have a co-ordinated admissions scheme for their area where parents can apply on a common application form for a place in the normal year of entry at a school or an academy.

9. The Council is required to co-ordinate the admissions for children in their area so that only one offer of a school place is made per prospective pupil. The co-ordinated admissions scheme must be formulated by 1 January in the relevant determination year and must be consulted on with the admission authorities in the area if it is substantially different from the previous year.
10. Central Bedfordshire's Co-ordinated Admissions Scheme sets out the arrangements and timetable by which applications will be processed. The scheme details the processes and procedures that the Council and other admissions authorities need to work to in order to process the applications by the offer date for the normal year of entry at a school or academy.
11. The Council acting as the local authority must have a co-ordinated admissions scheme in place for all maintained schools and academies in the area.
12. Admissions for the normal year of entry for Secondary schools (which in Central Bedfordshire includes Upper and Secondary schools) are subject to a national closing date of 31 October for receipt of applications and a national offer date of 1 March.
13. Admissions for the normal year of entry for Primary schools (which in Central Bedfordshire include Lower, Primary and Middle schools) are subject to a national closing date of 15 January and a national offer date of 16 April.
14. The proposed co-ordinated scheme for 2017/18 is attached for Lower, Primary and Middle at Appendix 1 and the proposed co-ordinated scheme is attached for Secondary, Upper and the University Technical College at Appendix 2.
15. The proposed co-ordinated scheme is not substantially different from the previous year's and has been updated with the relevant dates for the academic year 2017/18. This scheme therefore is not subject to formal consultation as per the requirements of the School Admissions Code but will be circulated for information to all relevant parties and is attached at Appendix 1 and 2.

#### **Admission Arrangements for Community and Voluntary Controlled schools**

16. Admission arrangements are the procedures and processes that determine how children will be admitted to a school and include the admission criteria which will be applied if more applications are received than there are places available.

17. The School Admissions Regulations 2012 require Admission Authorities to consult where changes are proposed on their admission arrangements, including any supplementary information form that will apply for admission applications for the following academic year. The confirmation of Religious Affiliation form is a supplementary form to the Council's common application form for point of entry admissions and is attached at Appendix 5 for information. The Religious Affiliation form is for all Central Bedfordshire schools who prioritise applicants on faith grounds for both Voluntary Controlled and Voluntary Aided schools.
18. For admission arrangements determined in 2016 for entry in September 2017, consultation must be for a minimum of 6 weeks and must take place between 1 October 2015 and the 31 January 2016. The Admission Arrangements must then be determined by 28 February 2016. The Council will conduct its consultation between the 12 October 2015 and 23 November 2015 to gather the views of all consultees.
19. Admissions Authorities are required to consult with the following parties:
  - i. parents of children between the ages of two and eighteen;
  - ii. other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions;
  - iii. all other admission authorities within the relevant area;
  - iv. the Governing Bodies of Community and Voluntary Controlled schools;
  - v. adjoining neighbouring local authorities;
  - vi. the body or person representing religious denomination schools.
20. From 2017/18 changes are proposed to the admissions criteria of two Community schools in Central Bedfordshire, which are Leighton Middle School and Houghton Regis Primary.

**Leighton Middle School – proposed changes to the schools admission criteria**

21. Leighton Middle School is a four form entry school serving pupils from the ages of 9 -13 in the centre of Leighton Buzzard. It is a popular and successful school and has been subject to a recent consultation to expand by increasing its capacity by a form of entry in order to meet the growing demands from its catchment area due to housing development in the south Leighton area.
22. Leighton Middle School's admissions criteria currently deviates from the standard admissions policy in operation for most of Central Bedfordshire's Community and Voluntary controlled schools and includes a criterion that gives priority to children who have previously attended a number of named local Lower Schools for a period of 3 years or more.

23. The admissions criteria for Leighton Middle School is detailed below:
1. All 'looked after' children or children who were previously 'looked after'.
  2. Children living in the catchment area with siblings at the school.
  3. Children living in the catchment area.
  4. Other children with siblings at the school.
  5. Children who have spent a significant time (3 years or more) in a Leighton Buzzard/Linslade/Hockliffe school, i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St. George's, St. Leonard's, Stanbridge and Hockliffe Lower Schools.
  6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address.
24. This criterion has been in existence for many years. The south Leighton catchment area for the school has seen significant housing development which is due to continue until around 2020. As such, families that move to the area may be disadvantaged in applying for a middle school place if they are out of catchment. Removing this criterion therefore would address the current inconsistency for out of catchment applicants and would also align the school's admission criteria with the majority of the Council's admission arrangements in its schools.
25. It is therefore proposed to remove criterion 5 which prioritises children based on their feeder school and length of attendance in order to standardise the policy and make it fairer and more equitable, which Leighton Middle School are also in support of.
26. As the admissions authority for Community and Voluntary Controlled schools, the Council continually monitors the effectiveness of its admission arrangements and will review school catchments in areas of significant demographic change to ensure they remain reflective of the school's local community. If alterations to existing catchment areas are required the Council must consult on proposed changes within the required admissions consultation timeframes, as set out in paragraph 19 each year.
27. The trajectory of housing development in the south of Leighton Buzzard requires the existing catchment areas for the Council's schools, including Leighton Middle School to be reviewed. This is a complex process of demographic analysis that requires consideration of the arrangements of other admission authorities in the area (i.e Academies, Voluntary Aided and Foundation Schools) and of the possible school transport implications for pupils. The outcome of this review will be undertaken to inform potential changes from 2018/19.

### **Houghton Regis Primary School**

28. Houghton Regis Primary School, is a one and a half form entry primary school serving pupils between the ages of 4 and 11 in the south Houghton Regis area.
29. The school's catchment area includes a recent housing development, Tilia Park. The majority of this development falls into the catchment area for Houghton Regis Primary although a small proportion of this falls into the catchment area for Beecroft Primary.
30. The catchment lines were drawn prior to the construction of the housing development and in order to extend equity to all those living within this new development it is propose to amend the catchment line to include the area within the catchment of Houghton Regis Primary School, which the school are in support of. The proposed catchment area is attached at Appendix 4.

### **Future considerations: Prioritising children in receipt of Early Years, Pupil and Service Premium**

31. The School Admissions Code was revised in December 2014 and gave all admission authorities the freedom to give priority within their admission arrangements to children eligible for the Early Years Pupil Premium, Pupil Premium and Service Premium. Previously this option was only available to academies.
32. Primary phase state funded schools can also now give priority to those eligible for the Early Years Pupil Premium (EYPP), Pupil Premium (PP) or Service Premium (SP), who are in a nursery class which is part of the school or are attending a nursery which is established and run by the school.
33. In order to fully explore and debate the potential for use of these new freedoms within its admission arrangements the Council will consult informally with its own schools and all other admission authorities in Central Bedfordshire during the course of the next academic year through school pyramid and other meetings already arranged to discuss school organisation and admissions issues.
34. The outcome will enable the Council to consider whether it wishes to prioritise pupils eligible for one of the three premiums within its admission arrangements for Community and Voluntary Controlled schools from 2018/19.



### **Reason for Decision**

35. As outlined above, the Council is required to consult on changes to its admission arrangements where these are proposed and is required to consult within the statutory timescales set out in the School Admissions Code. A decision is therefore required from the Executive to approve the commencement of the Council's consultation on the proposed changes to the admission arrangements for Leighton Middle School and Houghton Regis Primary School.

### **Council Priorities**

36. The Council's co-ordinated admissions scheme and admission arrangements for Community and Voluntary schools supports the Council's priority to improve educational attainment.

### **Corporate Implications**

### **Legal Implications**

37. The School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012 set out the requirement for Local Authorities to have co-ordinated admissions schemes for their areas. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period.
38. As the scheme proposed is not substantially different from the previous year's scheme, it is appropriate for this not to be subject to consultation.
39. The Council as an Admission Authority must also determine its admissions arrangements annually by the 28 February each year, for implementation in September of the following year.
40. The Executive is asked to approve the commencement of consultation for the proposed changes to the Council's admission arrangements for the academic year 2017/18.
41. The proposed changes relate to oversubscription criteria. Oversubscription criteria must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

42. With regard to the proposed change to the catchment area of Houghton Regis Primary School, catchment areas must be designed so that they are reasonable and clearly defined.
43. With regard to feeder schools, the selection (and following this, the deselection) of a feeder school or schools as an oversubscription criterion must be transparent and made on reasonable grounds.
44. With regard to oversubscription criteria in general, it is for the Council to decide which criteria would be most suitable to the school according to the local circumstances.
45. If an Admissions Authority proposes to make amendments to its arrangements (with the exception of certain changes to Published Admissions Numbers), it must consult with interested parties between the 1 October and the 31 January for a minimum of 6 weeks of the year before the arrangements apply. With regard to the changes proposed, consultation should commence from 1 October 2015.
46. The changes proposed to Leighton Middle School and Houghton Regis Primary School are changes subject to consultation.
47. Consultation must include the parties listed in paragraph 16 above. For the duration of the consultation period, the Council must publish a copy of its full proposed admission arrangements on its website together with details of the person within the Council to whom comments may be sent and the areas on which comments are not sought. The Council must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed at paragraph 20 above, inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.
48. The Council will fulfil its statutory responsibilities above by consulting within the timescales set out. Feedback from all consultees will be reported in January 2016 to the Director of Children's Services to whom delegated authority is recommended, in consultation with the Executive Member for Education and Skills, to determine the Council's admission arrangements for the academic year 2017/18.
49. Once the Council has determined its admission arrangements, it must notify the appropriate bodies, that is, all other admission authorities within the relevant area, the governing body where it is not the admission authority and the religious representative of schools with a religious character.
50. The Council must publish a copy of the determined arrangements on its website, displaying them for the whole offer year.

### **Financial Implications**

51. Not applicable.

### **Equalities Implications**

52. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
53. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the consultation on the Admissions Arrangements the Council will carry out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

### **Conclusion and next Steps**

54. It is a necessary requirement for the Council to consult on its admission arrangements where changes are proposed and to formulate a co-ordinated scheme for admission by 1 January in the determination year.
55. The proposed co-ordinated admissions scheme has been drawn up with regard to the national closing and offer dates for the academic year of 2017/18, taking into account the necessary timescales to process and allocate places working with the schools and academies in Central Bedfordshire to meet the deadlines
56. The next steps are for the Council to undertake the consultation within the statutory timeframes engaging with all the relevant parties to ascertain views on the proposed admission arrangements for Community and Voluntary Controlled schools of which the Council is the admissions authority for.
57. Responses to the consultation will be reported in January 2016 to the Director of Children's Services to whom delegated authority is recommended, in consultation with the Executive Member for Education and Skills, to determine the Council's admission arrangements for the academic year 2017/18. As a result, the Council's admission arrangements will be determined before 28 February 2016 as required by the regulations.

## **Appendices**

The following Appendix is attached through an electronic link:

Appendix 1 – Lower, Primary and Middle 2017/18 co-ordinated admissions scheme.

Appendix 2 – Secondary and Upper 2017/18 co-ordinated admissions scheme.

Appendix 3 – Proposed Community and Voluntary Controlled schools Admissions Policy and PANs 2017/18.

Appendix 4 – Houghton Regis Primary School - proposed catchment area from September 2017.

Appendix 5 – Confirmation of Religious Affiliation form.

## **Background Papers**

The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

- (i) Equality Impact Assessment.

## **CO-ORDINATED SCHEME FOR ADMISSIONS TO: LOWER, PRIMARY AND MIDDLE ACADEMIES AND SCHOOLS**

### **ACADEMIC YEAR 2017/2018**

#### **1. Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all academies and maintained schools in their area.
- 1.2 A school is here defined as any academy or maintained community, foundation, trust, voluntary aided or voluntary controlled school in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for academies is the academy trust. For foundation, trust and voluntary aided schools, the admission authority is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle academies and schools for admissions in the Central Bedfordshire Council area from September 2017.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
  - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

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1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

**2. The Scheme**

- 2.1. This scheme is for admissions in the normal year of entry for:
  - a) Lower Academies and Schools
  - b) Primary Academies and Schools
  - c) Middle Academies and Schools
- 2.2. There will be a standard form known as the Common Application Form (CAF) available for parents of children living in Central Bedfordshire to apply online or by completing a hard copy application form.
- 2.3. The CAF will be used for the purposes of admitting children into the first year of a:
  - Lower or Primary academy/school (Year R), or
  - Middle academy/school (Year 5).
- 2.4. The CAF will enable parents/carers to:
  - express a preference for up to 3 academies/schools
  - rank their preferences
  - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
  - a) the academies and schools in Central Bedfordshire
  - b) dates of open evenings (where applicable)
  - c) published admission numbers and admissions criteria
  - d) how to complete an application
  - e) how places are allocated
  - f) timetable for the application and allocation process
  - g) school transport
  - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary Academy/School (Year R):**
  - 2.6.1 Parents of all children born between **01/09/12 and 31/08/13** and living in Central Bedfordshire will be able to apply for an academy or school place online or by completing a hard copy of the Common Application Form (CAF). The CAF will be available from any local lower or primary

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academy/school, from the School Admissions Team or it can be downloaded from the Council website.

- 2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower academy/school in another Local Authority must apply online or complete the hard copy of the CAF.
- 2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.
- 2.6.4 **Deferred Entry:** Parents of children offered a place for admission in the reception year are offered a full time place to commence in the September following their child's fourth birthday. However parents may defer the admission of their child until later in the academic year or until their child becomes of statutory school age or request that their child takes up their place part time until they reach statutory school age. A place cannot be deferred beyond statutory school age nor beyond the academic year for which the place was offered. Therefore the following will apply, according to the child's date of birth for deferring entry to the Reception year:

<b>Child born:</b>	<b>Term which place can be deferred until:</b>
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring term (January)
1 <sup>st</sup> January – 31 <sup>st</sup> March	Summer term (April)
1 <sup>st</sup> April – 31 <sup>st</sup> August	Summer term (April)

**2.7. Delayed admission for summer born children (those born between 1 April and 31 August).**

- 2.7.1 Parents/carers can also request that their Summer born child is admitted to Reception in that year rather than to Year 1. However, parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the admission authority for the school in consultation with the Headteacher.
- 2.7.2 Parents/carers of Summer born children should make their application for a school place on the Common Application Form (CAF) by 15 January if their child will be 4 years old by 31<sup>st</sup> August of that year. They should make clear on the form that they wish to defer entrance to school for a year. They should apply for both entrance to their child's normal age group (Year R) and for entrance out of the year group.
- 2.7.3 In line with the School Admissions Code December 2014 ("the Code"), the Council, as the admission authority for Community and Voluntary Controlled Schools, will consider a request on the basis of the individual circumstances of the case and the best interests of the child. To this end, the Council will liaise with the Headteacher and must take account of their professional opinion on the case. The Council will also take account of the parents'/carers' view. A written request, sent together with the CAF should be made by the parents/carers for the attention of the Admissions Manager

and should include the parents'/carer's reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including whether they would have been in a lower age group had they been born on their due date. Once determined, the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.

- 2.7.4 For schools which control their own admissions (Foundation, Trust or Voluntary Aided), parents/carers need to make their request in writing, separately from the CAF, directly to the Headteacher and Governing Body of the school. The request should include such details as are outlined above. The Governing Body, along with the Headteacher, will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the Code. For Academies, parents/carers need to make their request in writing directly to the Academy Trust via the Principal. Academies must also follow the Code in making a decision.
- 2.7.5 Where the parents'/carers' request for a school place outside the normal age group is successful, the parents/carers can withdraw their application for a place within the normal age group. They will have to make a fresh application during the admissions round the following year. Where the request for a place outside the normal age group is unsuccessful, they may decide to continue with their application for a place within the normal age group or may withdraw it and make an in year application for admission to year one for the September following the child's fifth birthday.
- 2.7.6 Where a parent has more than one preferred school in their application, the relevant admission authorities will each consider the request and make their decision individually. There is no guarantee that all will come to the same decision.
- 2.7.7 Again at a future application or transfer point the decision to admit a child out of their normal age group rests with the admission authority and there is no guarantee they will come to the same decision as an earlier authority may have.
- 2.7.8 As set out above, if a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at a particular school and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.



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**2.8 Admission into the normal year of entry into a Middle Academy/  
School (Year 5)**

- 2.8.1 Parents of all children living in Central Bedfordshire and attending a lower academy/school in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.8.2 Parents of children attending a lower academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.8.3 Parents of children living in Central Bedfordshire but not attending a lower academy/school, in the Local Authority area and who wish to apply for a middle academy/school place may make their application online or obtain a hard copy of the CAF and the Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

**2.9. Admission of children outside their normal age group**

- 2.9.1 Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.
- 2.9.2 Where the preference is for a Community or Voluntary Controlled school the request should be made in writing for the attention of the Admissions Manager. The Council will liaise with the Headteacher accordingly and will support their professional opinion on the case. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.
- 2.9.3 For own admission schools (Foundation, Trust or Voluntary Aided) parents/carers need to make their request in writing to the Headteacher and Governing Body of the school who will then consider the request, making their decision on what they determine as in the best interests of the child. For Academies parents/carers need to make their request in writing to the academy trust via the Principal.
- 2.9.4 Requests which have been granted must be followed up by a formal application using the appropriate paper CAF within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

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**3. Timetable for admissions into Lower, Primary and Middle academies and schools**

**Lower/Primary:**

- 3.1. In **September 2016**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2017**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

**Middle transfer:**

- 3.3. In **September 2016** information is sent to parents of all children in Year 4 attending a lower academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and hard copies of the CAF are to be returned to the School Admissions Team by **15 January 2017**. If the child is attending a lower academy/school in Central Bedfordshire a hard copy CAF can be returned via the lower academy/school who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

**Lower, Primary and Middle admissions**

- 3.5. By **10 February 2017** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each academy, foundation, trust school or voluntary aided school of every nomination that has been made for that academy or school. Applications for places in other Local Authority academies/schools are sent to those authorities.
- 3.6. By **10 March 2017** the admission authority for each academy, foundation, trust or voluntary aided school will consider all applications, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process the ranked lists against the ranked lists of other academies and schools nominated and:
  - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.

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- where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference
- 3.8. Between **13 March 2017 and 22 March 2017** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 3.9. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 3.10 On **13 April 2017** all middle academies and schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **18 April 2017** (as this is the next working day after the national offer day of 16 April) the School Admissions Team will notify parents of children living in Central Bedfordshire of the outcome of their application, including those who have applied for a place in another Local Authority academy or school. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.12 By **2 May 2017** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13 By **2 May 2017** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

#### **4. Late Applications**

- 4.1 The national closing date for applications in the normal admissions round is **15 January 2017**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 18 April will be processed as part of the initial late allocation round and will be logged onto the database by **2 May 2017**.

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- 4.3. The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that academy or school by **2 May 2017**.
- 4.4. Applications for places in other Local Authority academies or schools will be sent to those authorities by **2 May 2017**.
- 4.5. By **12 May 2017** the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other academies or schools nominated and:
  - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
  - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference.
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 4.9. On **5 June 2017** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 19 April will be processed from **6 June 2017**.

## 5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list maintained by the admission authority to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2017/18** for Community and Voluntary controlled schools. Waiting lists for academies and schools who are their own admission authority (Foundation, Trust and VA) may operate different waiting list arrangements. Allocation will be on the basis of the published oversubscription criteria. Priority will not be given to children based on the date their application was received or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

## 6. In-year Admissions (applications received on or after 1 September)

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools (Foundation, Trust and Voluntary-Aided schools) who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 academies or schools and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school who has opted out of the local authority's in-year co-ordination scheme will be forwarded to that academy or school to process.
- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme)

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will be required to determine the child's application and notify the parent and local authority of the outcome.

- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school which has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions).

**Timetable for Co-ordinated Admissions to:  
Lower, Primary and Middle Schools and Academies for academic year 2017/18**

<b>September 2016</b>	Information about the Starting School and Middle Transfer process issued.
<b>15 January 2017</b>	National closing date for receipt of applications.
<b>10 February 2017</b>	By this date details of applications to be sent to academies, foundation, trust and voluntary aided schools. Applications for places in other Local Authority academies and schools sent to those authorities.
<b>10 March 2017</b>	By this date, academies and foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants.
<b>13 March – 22 March 2017</b>	Between these dates information to be exchanged with other Local Authorities on potential offers.
<b>13 April 2017</b>	Information on pupils to be offered places will be available to schools and academies via the School Admissions Module.
<b>18 April 2017</b>	Notification to be sent to parents living in Central Bedfordshire on the offer made to their child.
<b>2 May 2017</b>	Date by which parents reject the offer of a place if not required.
<b>2 May 2017</b>	Late applications received between 16 January and 18 April 2017 will be logged onto the database by this date.
<b>2 May 2017</b>	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy and applications for places in other Local Authority academies/schools will be sent to those authorities.
<b>12 May 2017</b>	By this date, academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants in the initial late allocation round.
<b>5 June 2017</b>	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
<b>6 June 2017</b>	Late applications received on or after 19 April will be processed from this date.

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO:  
SECONDARY AND UPPER ACADEMIES AND SCHOOLS AND THE  
UNIVERSITY TECHNICAL COLLEGE**

**ACADEMIC YEAR 2017/2018**

**Section 1**

**Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all academies and maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is here defined as any academy or maintained community, foundation, trust, voluntary-aided or voluntary controlled school in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for academies is the academy trust. For foundation, trust and voluntary aided schools, the admission authority is the governing body.
- 1.4 This scheme will apply to all secondary and upper academies and schools and the University Technical College in the Central Bedfordshire Council area from September 2017.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
  - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

## Appendix 2

### 1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference academy or school available for another pupil.

## Section 2

### The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
  - a) Secondary Academies and Schools
  - b) Upper Academies and Schools
  - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF) available for parents of children living in Central Bedfordshire to apply online or by completing a hard copy application form.
- 2.3. The CAF will be used for the purposes of admitting children into the first year of a:
  - Secondary academy/school (Year 7), or
  - Upper academy/school (Year 9), or
  - University Technical College (Year 10)
- 2.4. The CAF will enable parents/carers to:
  - express a preference for up to 3 academies/schools
  - rank their preferences
  - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
  - a) the academies and schools in Central Bedfordshire
  - b) dates of open evenings (where applicable)
  - c) published admission numbers and admissions criteria
  - d) how to complete an application
  - e) how places are allocated
  - f) timetable for the application and allocation process
  - g) school transport
  - h) who to contact for advice

Appendix 2

**2.6. Admission into the normal year of entry into a Secondary academy/school (Year 7)**

2.6.1 Parents of all children living in Central Bedfordshire and attending a primary academy/school, in the Local Authority area will receive the details about the transfer process and how to apply.

2.6.2 Parents of children attending a primary academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.

2.6.3 Parents of children living in Central Bedfordshire but not attending a primary academy/school, in the Local Authority area and who wish to apply for a secondary academy or school place may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

**2.7. Admission into the normal year of entry into an Upper academy/school (Year 9)**

2.7.1 Parents of all children living in Central Bedfordshire and attending a middle academy/school, in the Local Authority area will receive the details about the transfer process and how to apply.

2.7.2 Parents of children attending a middle academy/school, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.

2.7.3 Parents of children living in Central Bedfordshire but not attending a middle academy/school, in the Local Authority area and who wish to apply for an upper academy or school place may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

**2.8. Admission into the normal year of entry into a University Technical College (Year 10)**

2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at the University Technical College may make their application online or obtain a hard copy of the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

**2.9. Admission of children outside their normal age group**

2.9.1 Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

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- 2.9.2 Where the preference is for a Community or Voluntary Controlled school the request should be made in writing for the attention of the Admissions Manager. The Council will liaise with the Headteacher accordingly and will support their professional opinion on the case. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated to the parent(s)/carer(s) in writing and will include the reasons for the decision.
- 2.9.3 For own admission schools (Foundation, Trust or Voluntary Aided) parents/carers need to make their request in writing to the Headteacher and Governing Body of the school who will then consider the request, making their decision on what they determine as in the best interests of the child. For Academies parents/carers need to make their request in writing to the academy trust via the Principal.
- 2.9.4 Requests which have been granted must be followed up by a formal application using the appropriate paper CAF within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

### **3. Timetable for admissions into Secondary and Upper academies and schools and the University Technical College**

#### **Secondary:**

- 3.1. In **September 2016**, information is sent to parents of all children in Year 6 attending a primary academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and hard copies of the CAF are to be submitted to the School Admissions Team by **31 October 2016**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

#### **Upper:**

- 3.3. In **September 2016** information is sent to parents of all children in Year 8 attending a middle academy/school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and hard copies of the CAF are to be returned to the School Admissions Team by **31 October 2016**. If the child is attending a middle academy/school in Central Bedfordshire a CAF can be returned via the middle academy/school who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local

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Authority by this date.

**University Technical College:**

- 3.5. Completed online applications and hard copies of the CAF are to be submitted to the School Admissions Team by **31 October 2016**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

**Secondary, Upper and University Technical College transfer admissions**

- 3.6. By **2 December 2016** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each academy, foundation, trust school or voluntary aided school of every nomination that has been made for that academy or school. Applications for places in other Local Authority academies/schools are sent to those authorities.
- 3.7. By **9 January 2017** the admission authority for each academy, foundation, trust or voluntary aided school will consider all applications, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.8. The School Admissions Team will match the ranked lists against the ranked lists of other academies or schools nominated.
- where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the child.
  - where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference.
- 3.9. Between **23 January 2017 and 3 February 2017** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 3.10. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.

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- 3.11. On **27 February 2017** all Secondary and Upper academies and schools and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **1 March 2017** the School Admissions Team will notify parents of children living in Central Bedfordshire of the outcome of their application, including those who have applied for a secondary or upper academy/ school place or a place at a University Technical College in another Local Authority. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.13. By **15 March 2017** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **15 March 2017** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

#### **4. Late Applications**

- 4.1 The national closing date for applications in the normal admissions round is **31 October 2016**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 1 March will be processed as part of the initial late allocation round and will be logged onto the database by **15 March 2017**.
- 4.3. The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that academy or school by **15 March 2017**.
- 4.4. Applications for places in other Local Authority academies/schools will also be sent to those authorities by **15 March 2017**.
- 4.5. By **27 March 2017** the admission authority for each academy, foundation, trust and voluntary aided school will consider all their initial late applications for their academy or school, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
  - where the child is eligible for a place at only one of the nominated academies or schools, that academy or school will be allocated to the

Appendix 2

child.

- where the child is eligible for a place at two or more of the nominated academies or schools, they will be allocated a place at whichever of these is the highest ranked preference

- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire academy or school) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated academies or schools, the child will be allocated a place at the nearest appropriate academy or school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the academies or schools that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular academy or school over those who have not.
- 4.9. On **24 April 2017** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority academy or school where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 2 March will be processed from **25 April 2016**.

## 5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference academy or school or at any of their preferred academies or schools are kept on a waiting list maintained by the admission authority to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2017/18** for Community and Voluntary controlled schools. Waiting lists for academies, foundation, trust and Voluntary aided schools may operate different waiting list arrangements. Allocation will be on the basis of the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, must take precedence over those on a waiting list.

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**6. In-year Admissions (applications received on or after 1 September)**

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools (foundation, trust and voluntary aided) who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 academies or schools and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority schools who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school who has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.
- 6.7. All academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.



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- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at:  
[www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions).

**Timetable for Co-ordinated Admissions to:  
Secondary and Upper Academies and Schools and the University Technical College for  
academic year 2017/18**

<b>September 2016</b>	Information about the admission process issued.
<b>31 October 2016</b>	National closing date for receipt of applications.
<b>2 December 2016</b>	By this date details of applications to be sent to academies, foundation, trust and voluntary aided schools. Applications for places in other Local Authority schools and academies sent to those authorities.
<b>9 January 2017</b>	By this date academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants.
<b>23 January – 3 February 2017</b>	Between these dates information to be exchanged with other Local Authorities on potential offers.
<b>27 February 2017</b>	Information on pupils to be offered places will be available to academies and schools via the School Admissions Module.
<b>1 March 2017</b>	Notification to be sent to parents living in Central Bedfordshire on the offer made to their child.
<b>15 March 2017</b>	Date by which parents reject the offer of a place if not required.
<b>15 March 2017</b>	Late applications received between 1 November 2016 and 1 March 2017 will be logged onto the database by this date.
<b>15 March 2017</b>	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
<b>27 March 2017</b>	By this date academies, foundation, trust and voluntary aided schools provide the School Admissions Team with ranked lists of applicants in the initial late allocation round.
<b>24 April 2017</b>	Notification to be sent to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
<b>25 April 2017</b>	Late applications received on or after 2 March will be processed from this date.

## Community and Voluntary Controlled schools Determined Admission Arrangements for Academic Year 2017/18

### Central Bedfordshire Council - Standard Admissions Policy

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The Community and Voluntary Controlled (VC) schools listed below operate the above standard admissions policy:

School	Phase	Published Admissions Number (PAN)
Aspley Guise	Lower	27
Beaudesert	Lower	55
Caddington Village	Primary	60
Caldecote VC	Lower	24
Campton	Lower	22
Chalton	Lower	15
Clipstone Brook	Lower	75
Doverly Down	Lower	30
Dunstable Icknield	Lower	60
Everton	Lower	10
Fairfield Park	Lower	60
Flitwick	Lower	60
Greenleas (Derwent Road)	Lower	60
Greenleas (Kestrel Way)	Lower	60
Hawthorn Park	Primary	60
Haynes	Lower	24
Heathwood	Lower	30
Hockliffe	Lower	15
Houghton Conquest	Lower	20
Houghton Regis	Primary	45
Husborne Crawley	Lower	12
Kensworth VC	Primary	15
Kingsmoor	Lower	45

Lawnside	Lower	60
Leedon	Lower	90
Linslade	Lower	45
Maulden	Lower	30
Ramsey Manor	Lower	58
Ridgmont	Lower	15
Roecroft	Lower	90
Russell	Lower	90
Shefford	Lower	90
Shillington	Lower	30
Silsoe VC	Lower	45
Slip End	Primary	24
Southcott	Lower	60
Southill	Lower	15
Stanbridge	Lower	24
St. George's	Lower	30
Stondon	Lower	30
St. Swithun's VC	Lower	30
Studham VC	Lower	15
Swallowfield	Lower	58
Templefield	Lower	60
The Mary Bassett	Lower	60
Thomas Johnson	Lower	18
Thornhill	Primary	30
Tithe Farm	Primary	60
Totternhoe	Lower	29
Watling	Lower	30
Woburn	Lower	12
Burgoyne	Middle	90
Leighton	Middle	120

The following Voluntary Controlled schools operate a variation to the standard admissions policy above and their admissions criteria is detailed below:

<b>Dunton VC Lower School</b>	<b>PAN: 15</b>
<ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol>	

<b>St. Andrew's VC Lower School</b>		<b>PAN:</b> 150 (West = 90, East = 60)
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

<b>Wrestlingworth VC Lower School</b>		<b>PAN:</b> 13
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

<b>Edward Peake VC Middle School</b>		<b>PAN:</b> 150
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

\*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

#### Notes:

#### **Pupils with a Statement of Special Education Needs or Education, Health and Care Plan.**

In accordance with the Education Act 1996, children with a Statement of SEN or Education, Health and Care Plan are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Education Needs or Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without a Statement of Special Education Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-

year process, pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan are required to be admitted to the school which is named on the statement or Plan, even if the school is full.

### **Fair Access Protocol**

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of co-ordinated admissions (i.e. those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable are offered a suitable school place. Pupils identified for admission through the Fair Access Protocol will be admitted even if the school is full.

### **Admissions Criteria**

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

### **Definitions of Admissions Criteria:**

#### **'Looked after' children**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

#### **Previously 'looked after' children**

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

#### **Catchment area**

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on school catchment areas.

#### **Sibling**

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

**Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address**

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point.

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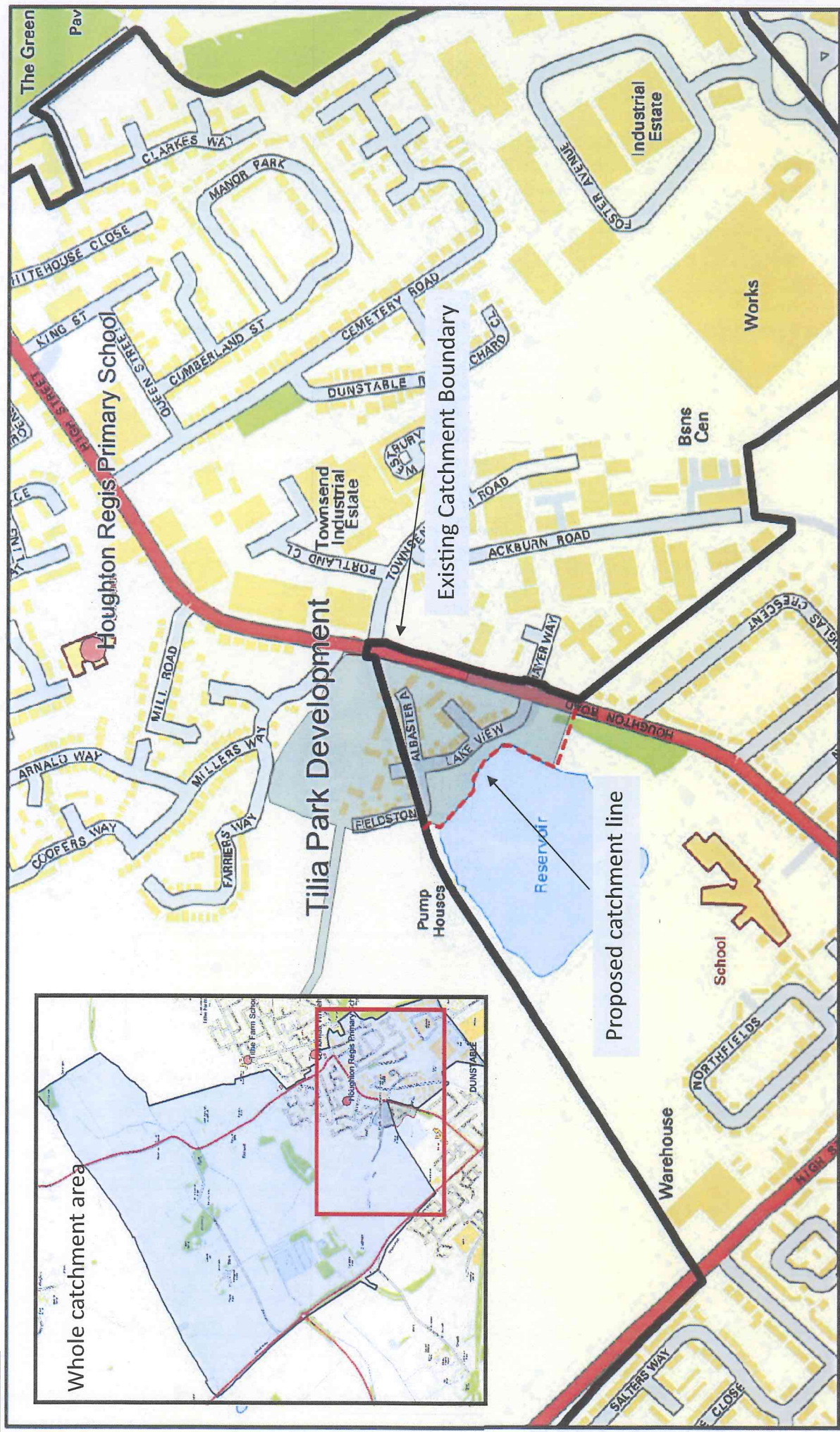




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Houghton Regis Primary School Catchment Area  
and the Tilia Park Development

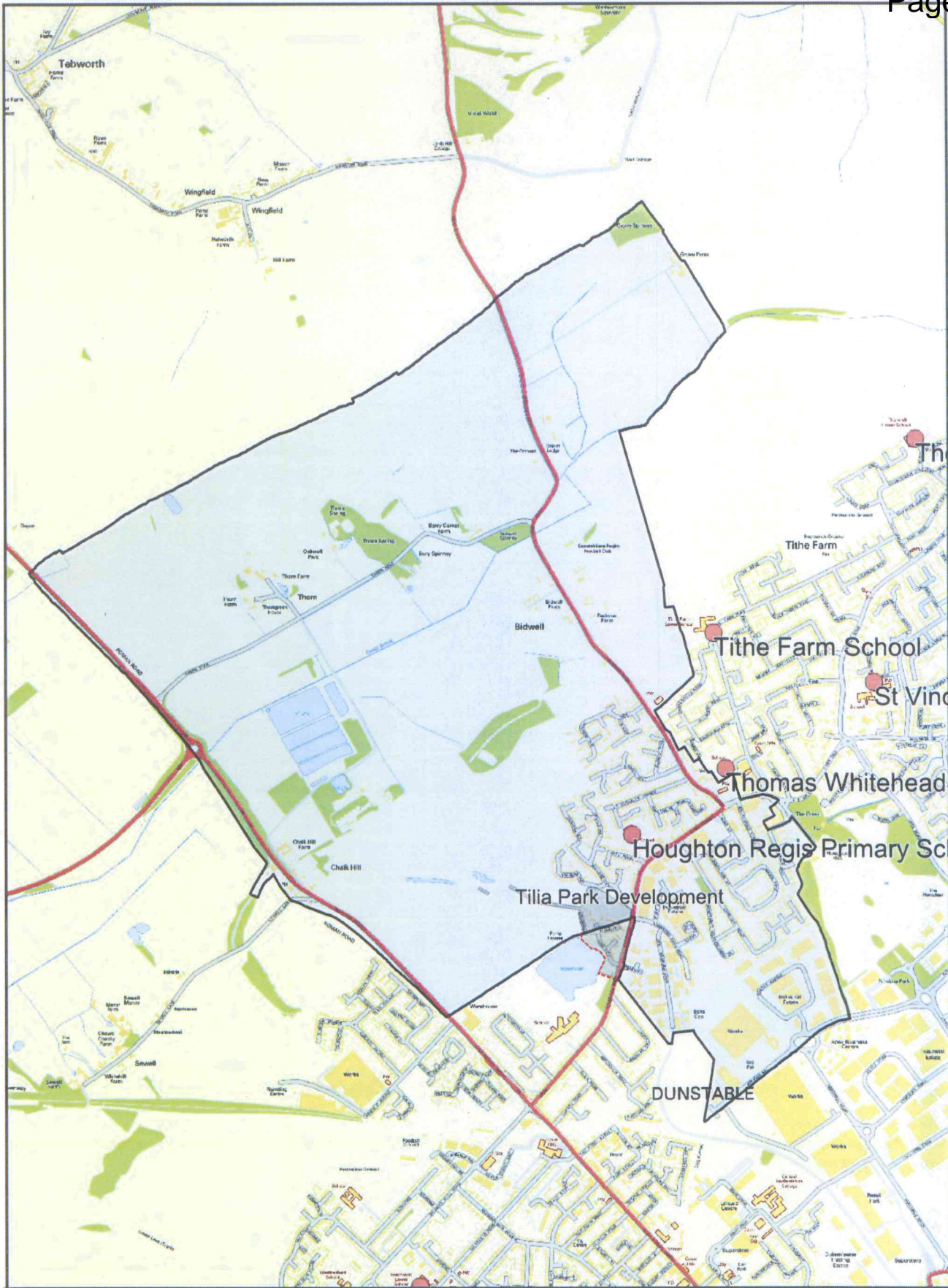
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Appendix 4

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Houghton Regis Primary Catchment area



Date: 04 September 2015

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**Confirmation of religious affiliation – Church of England Schools**

Please complete this form if you are applying for the any of the following schools  
**on religious/faith grounds:**

Manshead School, Edward Peake CofE Middle, Henlow CofE Academy, Holywell Middle, Ashton St. Peter’s Primary, Clifton All Saints Academy, Dunton Lower School, John Donne Lower, Meppershall CofE Academy, Northill Lower, Pulford Lower, St. Andrew’s Lower (both East and West), St. Leonard’s Lower, St. Mary’s CofE Academy, St. Mary’s Lower (Clophill), Sutton Lower, Thomas Whitehead Primary, Wrestlingworth Lower

**To be completed by the parent/carer:**

Child’s surname \_\_\_\_\_ Child’s name \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

School preferences (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**To be completed by Priest, Minister or Faith Leader:**

I can confirm that (name(s) of parent/carer) \_\_\_\_\_

Is/are a member/practising member of the following congregation/place of worship and meets the criteria for admission to \_\_\_\_\_ (name of school/s)

Name of priest/minister/faith leader \_\_\_\_\_

Name of congregation/place of worship \_\_\_\_\_

Christian denomination or religious faith \_\_\_\_\_

Signature of priest/minister/faith leader \_\_\_\_\_

Date \_\_\_\_\_

**Return this completed form to the School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or email it to: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)**



**Confirmation of religious affiliation – Catholic Schools**

Please complete this form if you are applying for the any of the following schools **on religious/faith grounds:**

St. Mary’s Primary (Caddington), St. Vincent’s Primary

If your application for a place at the above Catholic primary schools is on religious grounds because your child has been baptised or enrolled in a catechumenate programme you must provide a copy of their baptismal certificate or your priest must confirm enrolment in the programme.

**To be completed by the parent/carer:**

Child’s surname \_\_\_\_\_ Child’s name \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

School preferences (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

I have attached a copy of my child’s baptismal certification: Yes  No

**To be completed by Priest, Minister or Faith Leader:**

I can confirm that (name(s) of parent/carer) \_\_\_\_\_

The family of this child is a practising Catholic family

The child is not baptised but is enrolled in a catechumenate programme

I support this application

Name of priest/minister/faith leader \_\_\_\_\_

Name of congregation/place of worship \_\_\_\_\_

Christian denomination or religious faith \_\_\_\_\_

Signature of priest/minister/faith leader \_\_\_\_\_

Date \_\_\_\_\_

**Return this completed form to the School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or email it to: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)**

Central Bedfordshire Council

EXECUTIVE

6 October 2015

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## Nature Conservation Strategy for Central Bedfordshire

Report of Councillor Nigel Young, Executive Member for Regeneration  
([nigel.young@centralbedfordshire.gov.uk](mailto:nigel.young@centralbedfordshire.gov.uk) )

Advising Officers: Jason Longhurst, Director of Regeneration & Business  
([jason.longhurst@centralbedfordshire.gov.uk](mailto:jason.longhurst@centralbedfordshire.gov.uk))  
Stephen Mooring, Environmental Policy Manager  
([stephen.mooring@centralbedfordshire.gov.uk](mailto:stephen.mooring@centralbedfordshire.gov.uk))

**This report relates to non-Key Decision**

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### Purpose of this report

1. The purpose of the Nature Conservation Strategy (NCS) is to identify the overall aims, objectives and priorities for the conservation of biodiversity in Central Bedfordshire and bring them together within a single document.

### RECOMMENDATIONS

The Executive is asked to:

1. **adopt the Nature Conservation Strategy to provide the framework on which the Council will take action for the conservation of biodiversity and the natural environment in Central Bedfordshire; and**
2. **delegate authority to the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration, to make minor amendments and updates as required.**

### Overview and Scrutiny Comments/Recommendations

2. The Nature Conservation Strategy was considered by Sustainable Communities Overview & Scrutiny Committee on the 18 June. The committee endorsed the draft document and recommended that the Executive adopt the Nature Conservation Strategy.

## **Background**

3. The purpose of the Nature Conservation Strategy (NCS) (Appendix 1) is to identify the overall aims, objectives and priorities for the conservation of biodiversity in Central Bedfordshire and bring them together within a single document.
4. This reflects the Council's duties under various Acts of Parliament, including the Natural Environment and Rural Communities Act (2006), known as the NERC Act. This states that all public bodies, such as the Council, when 'exercising their functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity'.
5. Since 1994 there have been many changes to the statutory framework regarding nature conservation, most recently with the publication of the National Planning Policy Framework (NPPF). Our knowledge of the biodiversity within Central Bedfordshire and the opportunities for it to be enhanced in the future has also increased.
6. The NCS forms a key component of the Council's wider Environmental Enhancement Strategy. The Environmental Enhancement Strategy will summarise and collate priorities from the range of natural environment, open space and sustainability strategies, plans and evidence documents that the Council has already produced, to provide a comprehensive overview. The Council's intention is to consult with the public on the Environmental Enhancement Strategy, and use this consultation to support planning policy relating to environment and broader sustainability issues.

## **Aims of the Nature Conservation Strategy**

7. The NCS will act as the reference document for anyone working within Central Bedfordshire, embedding the conservation of biodiversity within all areas of the Council's work, including those contracted out to other organisations. The aims of the NCS are as follows:
  - a. To identify and protect species and habitats across Central Bedfordshire and ensure their management is correct.
  - b. To identify and promote opportunities for enhancing the wildlife resource of existing areas, and for the provision of additional wildlife habitat.
  - c. To protect and enhance the biodiversity network across the urban area including stepping stones and linear habitats.
  - d. To identify and monitor Central Bedfordshire's natural resources and the policy background to nature conservation in a single subject document.



- e. To provide a framework for the activities of the Council, local groups and other organisations that may impact on the natural environment.
- f. To generate interest in biodiversity and the environment and to encourage community involvement in the creation and management of sites. Also, to make areas of wildlife interest accessible to all people within Central Bedfordshire.

### **Benefits of this approach**

- 8. Biodiversity and the ecosystems that it makes up are often undervalued by conventional economic analysis and decision making, although they are critically important to our well-being and economic prosperity.
- 9. The provision of a better environment through the sympathetic management for biodiversity has direct benefits to the local economy. It creates an image which is attractive to employers and employees who are already in the area and also helps to attract more investment into Central Bedfordshire. It is, therefore, a subject of importance to the promotion of economic development. Nature conservation also helps to enhance Central Bedfordshire's overall "sense of place" and attraction which will help to increase visitor numbers and tourism in general.
- 10. Ecosystems provide a vast range of services which enable us to survive, from producing food, controlling water supplies and regulating the climate, to providing opportunities for recreation and contact with nature which research has shown promotes long term health and happiness (Natural England 2012).
- 11. The NPPF requires the Council, as a Local Planning Authority, to have a responsibility to promote the preservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species populations. These are linked to national and local targets, and identify suitable indicators for monitoring biodiversity.
- 12. In addition, the planning system, through the outcomes it helps deliver, can contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity where possible. This contributes to the Government's commitment to halt the overall decline in biodiversity, which includes the establishment of coherent ecological networks that are more resilient to current and future pressures.
- 13. The NCS will help guide planning and strategic decisions by demonstrating the value of linking wildlife areas / corridors, for example the Nature Improvement Area (NIA) and aspirations within the Forest of Marston Vale.

14. The issues covered by the NCS are vital when considering threats to biodiversity, pressures from areas of strategic development and helping protect the fragile connections to relatively isolated sites by directing development to other, less sensitive areas. The NCS will also help direct schemes of habitat creation to areas where this would be of most benefit by linking them up within the biodiversity network.
15. Central Bedfordshire's geology and surrounding landscape means that there are already many high quality wildlife habitats close to where people live and work, as well as scope for further enhancement. These provide many benefits such as regulating environmental functions like air pollution, to providing a positive 'sense of place' and promoting health and wellbeing.
16. The NCS also provides clarification as to how national nature conservation policy and strategy is being addressed in Central Bedfordshire. For example the National Pollinator Strategy (2014) urges councils to make a number of adjustments to existing planting and management to improve the quality and extent of habitats suitable for pollinators.
17. The NCS stresses the need for co-operation and co-ordination of such strategies to ensure Council departments, local organisations and statutory bodies work together. The NCS contains an Action Plan defining programmes and initiatives to support the aims.

### **Council Priorities**

18. A high quality natural environment underpins all of the Council's priorities. Specifically the Nature Conservation Strategy will support delivery of the following Council priorities;
  - a. enhancing your local community – protecting our countryside
  - b. promote health and well being – access to a healthy environment.

### **Corporate Implications**

19. **Sustainability implications:** Human development and wellbeing is dependent on the health of our natural environment – which the NCS addresses. We use natural resources to power our economic and social development and rely on numerous 'ecosystem services' to ensure a continuously healthy planet - from a clean supply of air, water, food and raw materials, to disease regulation and space for recreation.

### **Legal Implications**

20. The NCS reflects the Council's duties under various Acts of Parliament, including the Natural Environment and Rural Communities Act (2006), known as the NERC Act, which requires all public bodies to 'in exercising their functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity'. The NCS also covers "Species and Habitats of Principal Importance" as identified in section 41 of the NERC Act together with nationally protected species covered by the Wildlife & Countryside Act (1981) and European species under the Habitats Directive (1992).

### **Financial Implications**

21. The NCS does not seek any additional budget for implementation. The recommendations made in the Strategy will be taken forward through continued collaborative working across departments, with partners and through organisations such as the Local Nature Partnership.

### **Equalities Implications**

22. None.

### **Risk implications:**

23. There are not many particular risks with regard to the NCS itself, but the adoption and implementation of the NCS will mitigate the risks of the Council not discharging its statutory responsibilities and also of not achieving its objectives.

### **Conclusion and next Steps**

24. The NCS will support cross directorate working, encouraging a coordinated approach towards the care, management, disposal and acquisition of natural spaces across Central Bedfordshire. This will help to ensure that the Council meets its duty in having regard for biodiversity, and therefore contribute towards securing a sustainable environment which benefits both residents and the wider population who choose to live, visit and work in Central Bedfordshire.
25. The NCS forms a key component of the Council's wider Environmental Enhancement Strategy. This Strategy will summarise and collate priorities from the range of natural environment, open space and sustainability strategies, plans and evidence documents that the Council has already produced, to provide a comprehensive overview. The Council's intention is to consult with the public on this Environmental Enhancement Strategy, and use this consultation to support planning policy relating to environment and sustainability issues.

**Appendices**

The following Appendix is attached:

Appendix 1: Draft Nature Conservation Strategy for Central Bedfordshire

**Background Papers**

None

## A Nature Conservation Strategy for Central Bedfordshire

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January 2015



Prepared by the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire for  
Central Bedfordshire Council.

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## Chapter 1

### Introduction

This document provides a Nature Conservation Strategy for Central Bedfordshire. Nature conservation is just one of many wider environmental issues, for example pollution and climate change. All these issues are related, however, it is beyond the scope of this Strategy to consider all concerns and so a single subject approach has been taken. It does not ignore the wider concerns but focuses on nature conservation.

### Purpose and Aims

There are many departments within the Council who contribute towards maintaining and enhancing Central Bedfordshire's environment in various ways, as well as external groups and individuals. The purpose of this Nature Conservation Strategy is to identify the overall aims, objectives and priorities for the conservation of biodiversity in Central Bedfordshire and bring them together within a single document. This will reflect the Council's duties under various Acts of Parliament. The Nature Conservation Strategy will also act as a reference document for anyone working within Central Bedfordshire. This will include those considering the management of green spaces across Central Bedfordshire Council and in the formation of the Development Strategy and other strategic planning documents.

The aims of the Strategy are as follows:

- 1) To identify and protect species and habitats across Central Bedfordshire and ensure their management is correct.
- 2) To identify and promote opportunities for enhancing the wildlife resource of existing areas and for the provision of additional wildlife habitat.
- 3) To protect and enhance the biodiversity network across the urban area including stepping stones and linear habitats.
- 4) To identify and monitor Central Bedfordshire's natural resources and the policy background to nature conservation in a single subject document and to provide a framework for the activities of the Council, local groups and other organisations
- 5) To generate interest in biodiversity and the environment and to encourage community involvement in the creation and management of sites. Also, to make areas of wildlife interest accessible to all people within Central Bedfordshire.

This is in part an update to the Nature Conservation Strategy for Bedfordshire which was published in 1994. Since 1994 there have been many changes to the statutory framework regarding nature conservation, most recently with the publication of the National Planning Policy Framework (NPPF). Our knowledge of the biodiversity within Central Bedfordshire and the opportunities for it to be enhanced in the future has also increased.

This Strategy brings together the latest information to provide an up-to-date document to inform the emerging Development Strategy for Central Bedfordshire. It also aims to



embed the conservation of biodiversity within all areas of the Council's work, including those contracted out to other organisations.

This strategy will help guide planning and strategic decisions by demonstrating the value of linking wildlife areas / corridors, for example the NIA and aspirations within the Forest of Marston Vale. These issues are vital when considering threats to biodiversity, pressures from areas of strategic development and helping protect the fragile connections to relatively isolated sites by directing development to other, less sensitive areas. The strategy will also help direct schemes of habitat creation to areas where this would be of most benefit by linking them up within the biodiversity network.

## **Background**

Central Bedfordshire's geology and surrounding landscape means that there are already many high quality wildlife habitats close to where people live and work, as well as scope for further enhancement. This provides many benefits such as regulating environmental functions like air pollution, to providing a positive 'sense of place' and promoting health and wellbeing.

Central Bedfordshire's wildlife sites provide an important contribution towards the grassland, wetland and woodland habitats across the whole of Bedfordshire. These habitats are declining in quality and quantity nationally and so protection of Central Bedfordshire's sites is of wider significance. It is not just the larger sites, however, which have value for wildlife. Larger sites are dependent on a network of smaller patches of habitat which provide stepping stones and corridors across Central Bedfordshire and prevent them from becoming isolated. The National Planning Policy Framework (NPPF) and Biodiversity 2020 (a strategy for England's wildlife and ecosystem services) encourage planning positively for the creation of such networks (paragraph 117 of the NPPF). The findings from the Lawton Report: "Making Space for Nature" recognises that the step-change for nature that is required is only possible if wildlife is connected at the landscape scale. While nature reserves and other core areas for biodiversity are still vital they cannot conserve wildlife into the future in isolation. Stepping stones and wildlife corridors can include hedgerows, road verges, arable field margins, rivers, strips of woodland and, in urban areas parks and private gardens. When viewed from above the contribution of gardens in the formation of green corridors across urban areas can be fully appreciated. They form green fingers across built up areas which will be used by many species.

In the current era of accelerated climate change it is vital that we manage and use land sustainably, so it allows plants and animals to move and adapt to new conditions for survival as the climate changes. Climate change means that there are complex demands being placed on land for food, wildlife, recreation and development. Wildlife has adapted to climate change in the past but our modern landscapes - full of buildings, transport links and intensively managed farmland and fragmented natural habitats - present a new challenge to species.

## Context

When allocating resources and considering the location of developments, it is important to consider these networks and opportunities on a landscape scale in order to help prevent vulnerable sites becoming isolated. For example Cooper's Hill Site of Special Scientific Interest (SSSI) is a fragile heathland site surrounded by an urban landscape (including residential developments, major roads and sports facilities) on three sides and is under pressure from inappropriate use i.e. erosion of paths and disturbance of habitats and wildlife by increasing numbers of visitors.



G.Hitchcock

Figure 1: Erosion from over use and inappropriate use at Cooper's Hill SSSI.

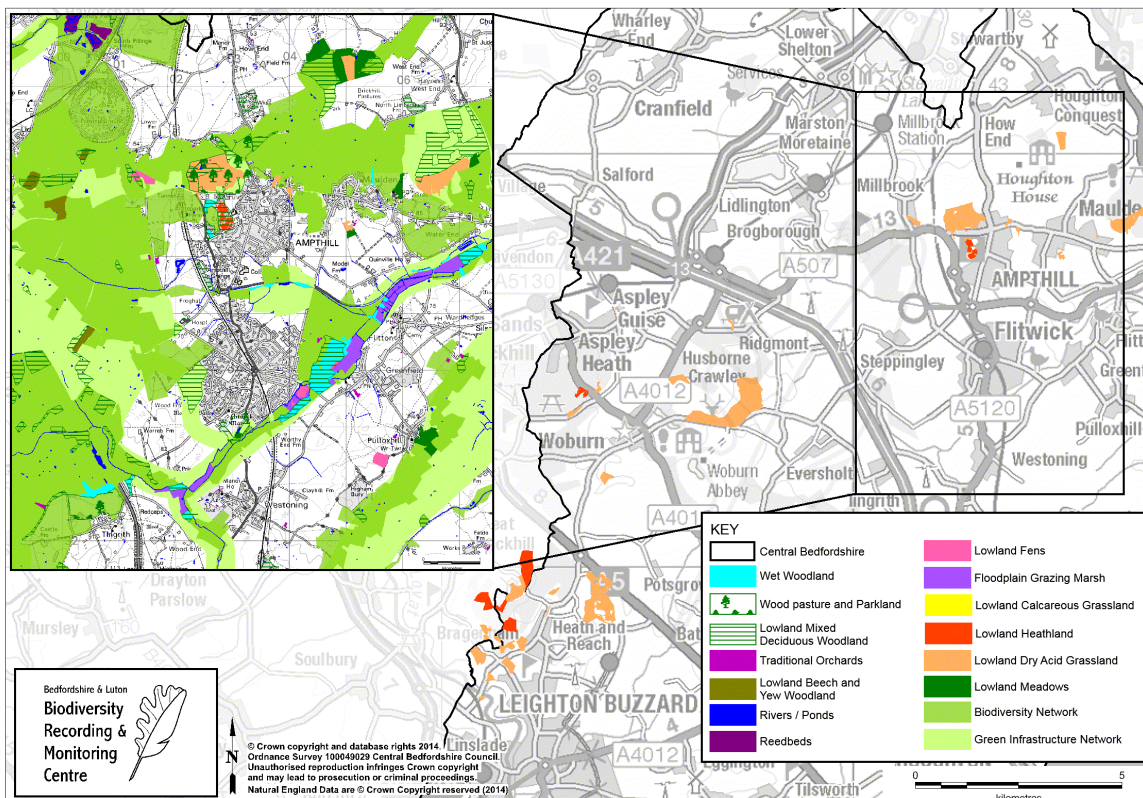


Figure 2: Map showing green connections around Cooper's Hill SSSI and the extent of human impacts on this site. Further information on the Biodiversity Network and The Green Infrastructure Network can be found later in this document)

**The Wildlife Trusts** have identified a number of areas across the country as **Living Landscapes** for targeting landscape-scale conservation efforts to halt the decline of wildlife and restore the natural environment. There are two Living Landscapes within Central Bedfordshire - the Greensand Ridge and Flit Valley Living Landscape and the North Chilterns Chalk Living Landscape. Further information on this can be found on the Wildlife Trusts' website <http://www.wildlifetrusts.org/living-landscape/schemes> and more details about the two schemes can be found at <http://www.wildlifetrusts.org/living-landscape/schemes/greensand-ridge-and-flit-valley> and <http://www.wildlifebcn.org/north-chilterns-chalk>.

**The Royal Society for the Protection of Birds (RSPB)** has similarly identified priority areas across the country as **Futurescapes** of which the Greensand Ridge Futurescape is within Central Bedfordshire. Further information can be found at [http://www.rspb.org.uk/Images/uk\\_tcm9-369351.pdf](http://www.rspb.org.uk/Images/uk_tcm9-369351.pdf).

**The Greensand Ridge** has recently been recognised as a **Nature Improvement Area (NIA)** by the Local Nature Partnership and Central Bedfordshire Council. This is almost exclusively within Central Bedfordshire. Nature Improvement Areas have been established by DEFRA as a result of Biodiversity 2020 and the Lawton Report (2010) in order to create joined up and resilient ecological networks at a landscape scale. They are run by partnerships of local authorities, conservation organisations, local communities, landowners and the private sector. The Greensand Ridge is a distinctive 'island' of significantly wooded sands and sandstone that rises prominently above the surrounding clay vales. The varied geology of the Ridge has created a distinctive mosaic of habitats and land uses. Historically considered 'marginal' with its free draining, acidic soils, the area has not been farmed as intensively as surrounding areas. Large, important ancient woodlands such as at Kings Wood, Heath and Reach, Maulden Wood and Chicksands Wood as well as important areas of heathland and acid grassland including Rammamere Heath SSSI, Coopers Hill SSSI and Sandy Warren SSSI are typical of the Ridge. The mosaic character of the area has been eroded over time by changes in agricultural and forestry practices and the impact of people. However, the Greensand Ridge still has many rich wildlife sites with opportunities to expand, buffer and connect them across the landscape. Although core biodiversity hotspots still exist, they have become increasingly smaller and more isolated. Its designation as an NIA means that organisations such as Central Bedfordshire Council, conservation organisations, local volunteer groups such as 'Friends of' and 'P3' and other stakeholders can all focus on making this happen.



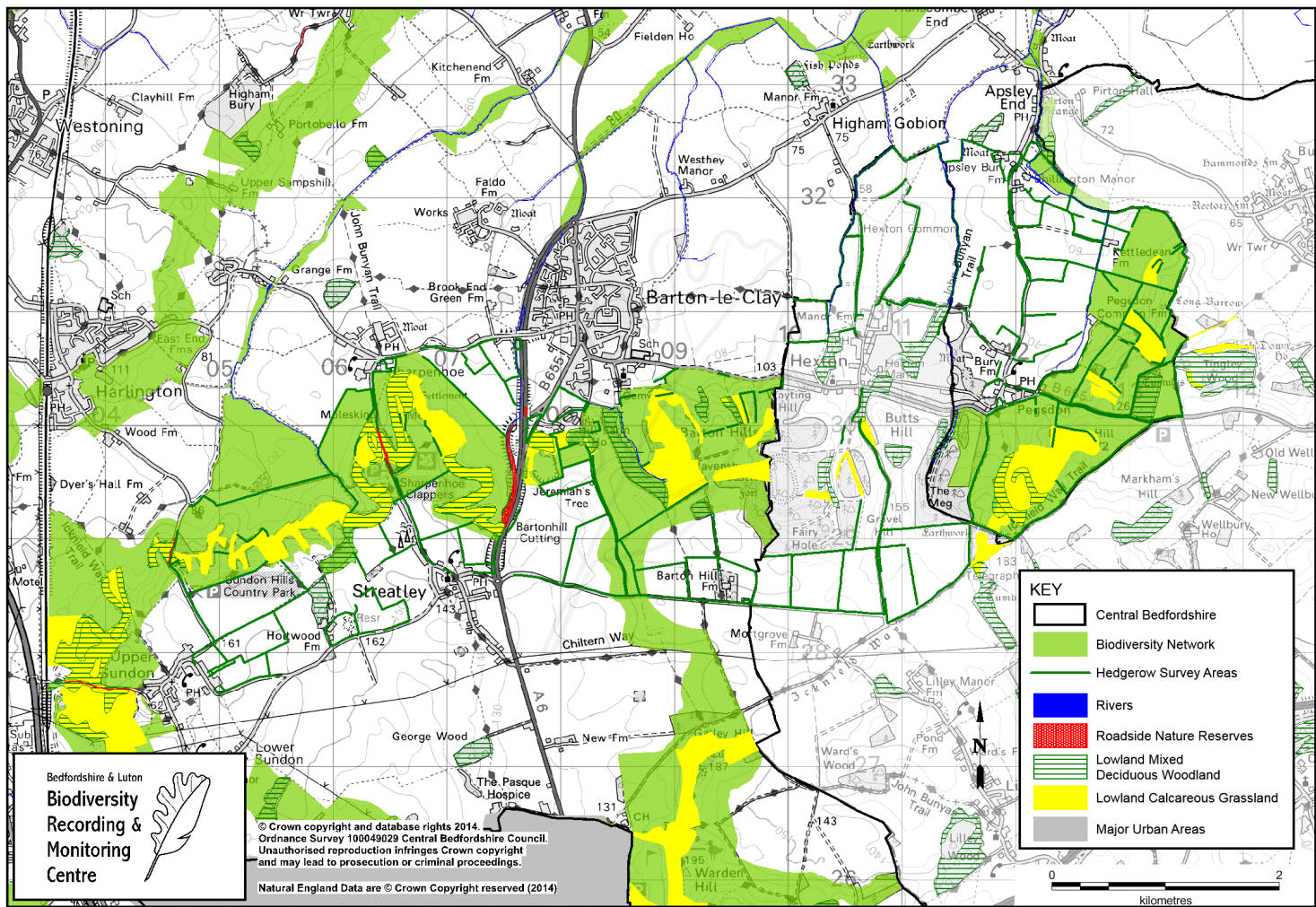


Figure 3: A map showing how different wildlife resources connect within the North Chilterns Chalk Living Landscape, together forming a biodiversity rich network within a local area  
 Enabling previously isolated species and habitats to link up and increase in population size and diversity.



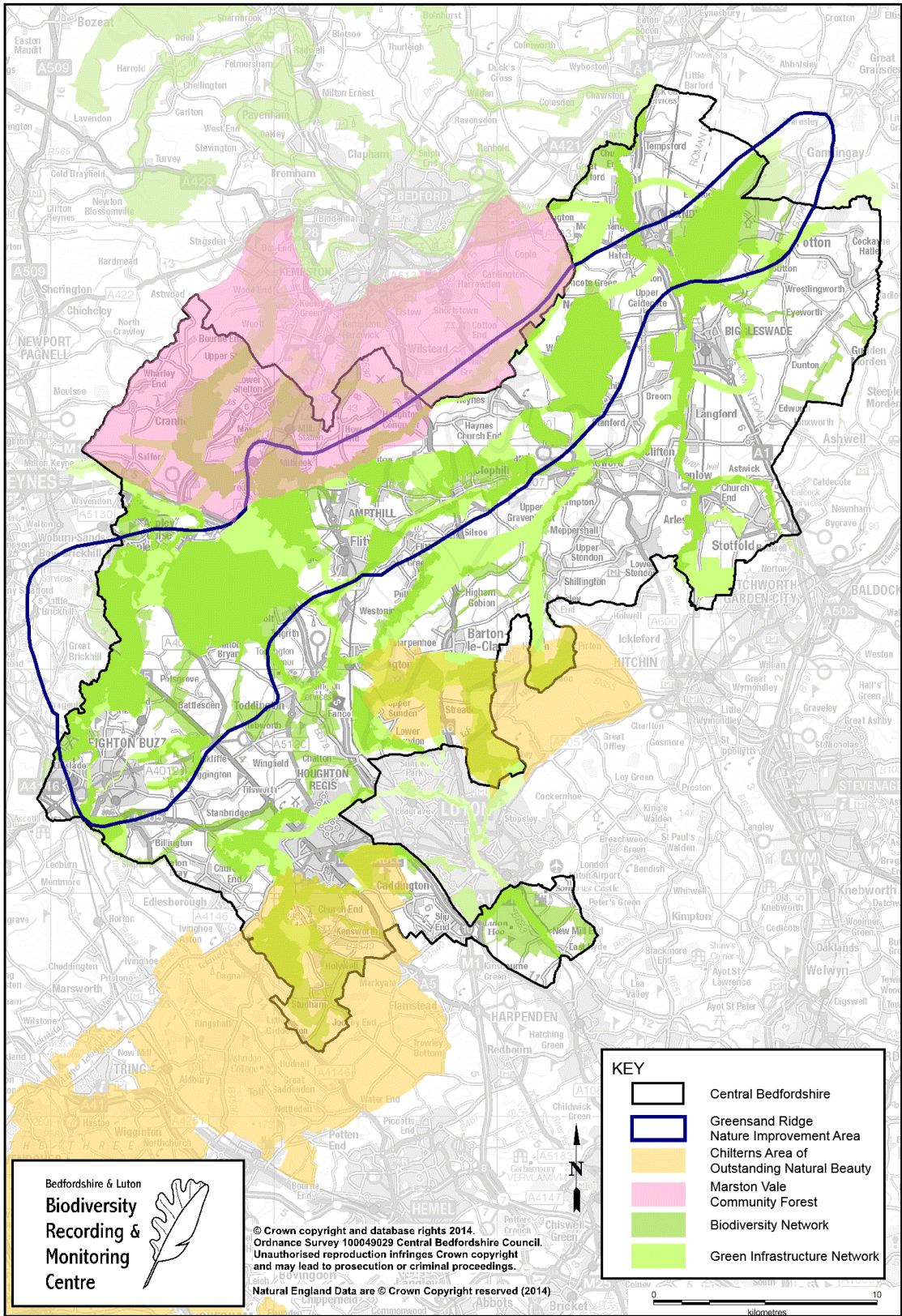


Figure 4: Connectivity of biodiversity networks across Central Bedfordshire

The Council is directly involved in protecting, managing and enhancing Central Bedfordshire's environment through a variety of functions. It manages countryside sites, Rights of Way (RoW), areas of farmland and parks, is responsible for the planning process and the Local Plan, is a major landowner and provides educational and environmental conservation opportunities through schemes such as 'People, Projects, Partnerships' (P3) and 'Friends Groups' helping the Council to manage its sites, RoW and other green spaces. Under Section 40 of the Natural Environment and Rural Communities Act 2006 all public bodies must 'have regard to the purpose of conserving biodiversity' across all of their areas of work. This Duty is extended to all bodies carrying out functions of a public character under a statutory power. There are other bodies and individuals, however, who also have an important role to play either through concern about the environment or through participation in projects or local groups. The Council encourages others to manage with regard to biodiversity and is pleased to work in partnership with them to further nature conservation within Central Bedfordshire.

### **Economic and Cultural Benefits**

Biodiversity and the ecosystems that it makes up are often undervalued by conventional economic analysis and decision making, although they are critically important to our well-being and economic prosperity. Ecosystems provide a vast range of services which enable us to survive, from producing food, controlling water supplies and regulating the climate, to providing opportunities for recreation and contact with nature which research has shown promotes long term health and happiness (Natural England 2012). **Figure 5** is taken from the National Ecosystem Assessment and highlights some of the different services provided. This study looked into the range of services provided by different habitats, their value and condition across the UK.

The provision of a better environment through the sympathetic management for biodiversity has direct benefits to the local economy. It creates an image which is attractive to employers and employees who are already in the area and also helps to attract more investment into Central Bedfordshire. It is, therefore, a subject of importance to the promotion of economic development. Nature conservation also helps to enhance Central Bedfordshire's overall "sense of place" and attraction which will help to increase visitor numbers and tourism in general.



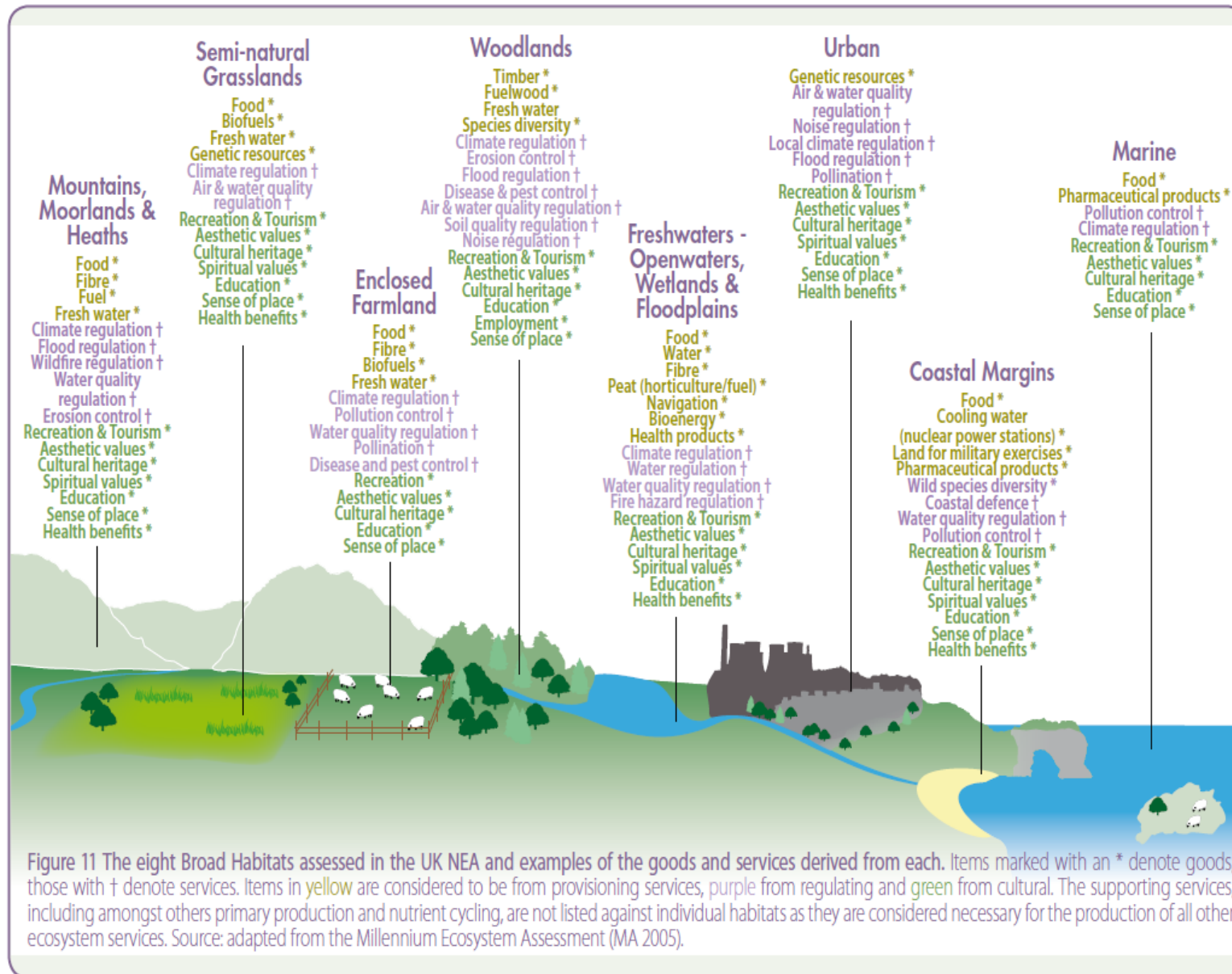


Figure 5: Extract from the National Ecosystem Assessment showing the range of ecosystem services provided by various habitats most of which occur within Central Bedfordshire.

## Chapter 2

### Policy Framework

#### National Policy

The United Kingdom is one of 192 governments that signed up to the Aichi Targets during the 10<sup>th</sup> meeting of the **Convention on Biological Diversity** in Nagoya, Japan during October 2010. These 20 Targets aim to halt the loss in biodiversity worldwide by 2020. Within the targets there are a range of challenges, from protecting our best habitats and rarest species, to restoring the services our natural environment provides and tackling climate change. The UK Post-2010 Biodiversity Framework (July 2012) describes how the Aichi Targets will be implemented across the UK and is underpinned by a Biodiversity Strategy for each Country. In England this is Biodiversity 2020: A strategy for England's wildlife and ecosystem services (August 2011).

Just before England's Biodiversity Strategy was published the Government also produced The Natural Choice – Natural Environment White Paper (June 2011). These two documents together set out the strategic direction for biodiversity policy until 2020. The mission for the Strategy is:

“To halt overall biodiversity loss, support healthy well-functioning ecosystems and establish coherent ecological networks, with more and better places for nature for the benefit of wildlife and people.”

The Lawton Report, Making Space for Nature, and the National Ecosystem Assessment are part of the evidence base for the Biodiversity Strategy. They emphasised the need to create more, bigger, better and joined up spaces for wildlife; creating a step change in efforts to conserve biodiversity and ecosystem services. To promote this approach **Local Nature Partnerships** and **Nature Improvement Areas** are being established.

The **Bedfordshire Local Nature Partnership** is a partnership of approximately 20 organisations from across the county all with an interest in enhancing our natural environment & ensuring that across Bedfordshire is protect our incredibly diverse landscape. This diverse membership works together to promote the positive management of the local environment and embed its value into local decision making. As part of the **Localism Act 2011** local planning authorities and councils have a “Duty to Co-operate” with the Local Nature Partnership on issues of local significance. Natural England and the Environment Agency also need to be consulted.

The Bedfordshire Local Nature Partnership was formally established in October 2013. Local Nature Partnerships (LNPs) are a key element of the Government's Natural Environment White Paper – “The Natural Choice – Securing the Value of Nature” (June 2011) and have been established across England. There is a legal duty on local planning authorities, County Councils and public bodies to engage with LNPs constructively and have regard to their views on strategic planning matters, recognising LNPs as balanced, strategic and knowledgeable partnerships.



The Bedfordshire Local Nature Partnership covers the geographical area of Bedfordshire, including the local authority administrative areas of Bedford Borough, Central Bedfordshire and Luton Borough. Its purpose is to ensure the natural environment is valued and integral to local decision making to deliver benefits for wildlife, people, landscape, heritage, and the local economy.

The aims of the Bedfordshire Local Nature Partnership are as follows:

- To champion the importance of the natural environment and the benefits it brings within key decision-makers and influencers locally, resulting in the protection, enhancement and positive use of a diverse, high quality green infrastructure network;
- To act as a natural environment advocate and critical friend to local and national government, Local Enterprise Partnerships and businesses;
- To encourage opportunities for people across Bedfordshire to engage with the natural environment, embedding its value within them;
- To ensure the natural environment is prioritised, planned for and delivered in an inclusive way to benefit existing and new communities;
- To ensure that the natural environment is valued and central to decision making and local economic plans;
- To promote the natural environment as a critical factor in underpinning the local economy;
- To promote the natural environment as a means of improving health and well-being within local communities;
- To champion sustainable practices which protect the natural environment and support a water catchment approach to ensuring a high quality water environment;
- To support cross boundary working with SEMLEP and neighbouring LEPs and LNPs
- To develop knowledge and understanding of adaptation to future climatic extremes and the changing needs of the environment, society and the local economy.

In order to help further these aims, the Bedfordshire Local Nature Partnership would expect any development proposals that come forward to:

- Make a net positive contribution to the green infrastructure of Bedfordshire as identified in Green Infrastructure Plans
- Not compromise green infrastructure networks identified in these plans
- Engage developers and planners in positive dialogue about Bedfordshire's natural environment

The **UK Biodiversity Action Plan (BAP)** was created in response to a commitment at the 2002 Convention on Biological Diversity. It summarises the status of the most threatened habitats and species in the UK and then sets out a series of actions to halt their decline and then reverse it. There are National Action Plans for 1150 species and 65 habitats. Although the Aichi Targets are the focus from the most recent Convention on Biological Diversity, the BAP is still a very valuable reference. It has been used to draw up statutory lists in some of the more recent Acts of Parliament which aim to protect and enhance biodiversity. Biodiversity Action Plans have been written for 23 priority habitats and priority species in Bedfordshire. Most of these are being updated in 2014 by members of the Bedfordshire Wildlife Working Group and are available on the BRMC website.

The first statutory recognition of wildlife sites came in the **National Parks and Access to the Countryside Act 1949**, which allowed for the designation of National Parks, Areas of Outstanding Natural Beauty (AONBs), National Nature Reserves, Local Nature Reserves and Sites of Scientific Interest (SSSI). SSSI were recognised for their wildlife or geology value but apart from restricting development received little protection. It was not until the **Wildlife and Countryside Act 1981** that protection for SSSIs was improved through a system of notifications. This Act also makes provision for the protection of some species. Part 1 of the Act provides protection for all wild birds and a number of other wild animals and plants included in its Schedules. For example, water voles and bats receive full protection under the Act, meaning that their places of shelter, as well as the animal itself, are protected; whereas, slow worms and grass snakes are only protected from being killed, injured or sold. Water voles, bats, slow worms and grass snakes can all be found in Central Bedfordshire. More information about the various Schedules included in this Act and the impact they can have on the planning process is set out in ODPM Circular 06/05: Biodiversity and Geological Conservation – Statutory Obligations and Their Impact within the Planning System.

The **Countryside and Rights of Way (CROW) Act 2000** increased the measures available to manage and protect SSSI further and also strengthened wildlife enforcement legislation. It reinforced the BAP process by introducing a statutory duty to take steps to conserve BAP species and habitats, all of which are listed in Section 74 of the Act.

In 2006 the **Natural Environment and Rural Communities Act (NERC)** came into effect, which for the first time placed a statutory duty on public bodies to:

“In exercising their functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.”

This is often referred to as the ‘Biodiversity Duty’ (Section 40). The aim of the Act is to embed nature conservation within all the relevant policies and decisions that public bodies make. Public bodies include a range of organisations from Central Bedfordshire Council to bodies carrying out functions of a public character under a statutory power. To help with this, the Act also contains Section 41 which is a list of habitats and species which are “of principal importance for the purpose of conserving biodiversity”. Section 41 lists all the BAP habitats and species. There is a Guidance Document that accompanies this Act to assist local authorities to implement the Biodiversity Duty.

To consolidate previous legislation on sites and species which have European protection through the EC Habitats Directive the **Conservation of Habitats and Species Regulations 2010** replaced the Conservation Regulations 1994. Although there are no sites within Central Bedfordshire which have European protection (Special Areas of Conservation or Special Protected Areas) some of the ‘European protected species’ do occur. These include bats, otters and great crested newts.

In addition to those Acts of Parliament already mentioned there are several that concern individual species or habitats. These include **The Hedgerow Regulations 1997**, which protects ‘important hedgerows’ (as defined by the Regulations), and **The Protection of Badger Act 1992**, which defends badgers and their setts.

In 2014 Natural England and RSPB produced a document entitled “The Climate Change Adaptation Manual - Evidence to support nature conservation in a changing climate” which is a resource to support practical and pragmatic decision-making and focuses on the biodiversity and habitat management. The document is available on the Natural England website <http://publications.naturalengland.org.uk/publication/5629923804839936>. This emphasises that “climate change adaptation needs to be embedded into decision-making in specific places and circumstances”.

The Living with Environmental Change partnership has recently produced a Report Card on Terrestrial Biodiversity. <http://www.lwec.org.uk/resources/report-cards/biodiversity>

#### Headline messages from the UK Terrestrial Biodiversity Climate Change Impacts Report Card

- There is strong evidence that climate change is already affecting UK biodiversity. Impacts are expected to increase as the magnitude of climate change increases.
- Many species are occurring further north and at higher altitudes than in previous decades, including some species which have colonised parts of the UK from continental Europe.
- Recent rates of change in distributions differ between species. Some species, including many plants, are intrinsically slow to disperse and fragmentation of habitat may contribute to some species spreading more slowly than would be expected from climate change alone.
- Warmer springs in recent decades have caused a trend towards many biological events (e.g. flowering, budburst, laying and hatching of eggs) occurring earlier in the year. The rates of change vary among species, which may alter the interactions between species.
- There is evidence of changes in the composition of plant and animal communities, consistent with different responses of different species to rising temperature.
- Species differ in their responses to variation in precipitation. The effects of climate change are less certain for precipitation than for temperature, but potential changes could lead to substantial changes in biodiversity and ecosystems.
- Some habitats are particularly vulnerable to climate change. The risks are clearest for montane habitats (to increased temperature), wetlands (to changes in water availability) and coastal habitats (to sea-level rise).
- Climate change exacerbates the risk that non-native species (including pests and pathogens) may establish and spread.
- We expect there to be regional differences in the impact of climate change on biodiversity, reflecting different species, climate, soils and patterns of land use and management.
- The protected area network, which includes Sites of Special Scientific Interest and National Nature Reserves, will continue to have a valuable role in conservation, although there will be changes in populations, communities and ecosystems at individual sites.
- Climate change will interact with, and may exacerbate, the impact of other continuing pressures on biodiversity, such as land use change and pollution.
- Extreme weather events, such as droughts and floods, have clear impacts on ecosystems and the ecosystem services they provide. Climate change may alter the frequency and severity of such events. Extreme events associated with climate change may have a greater impact on biodiversity and ecosystems than changes in the ‘mean climate’.

Also important is the **Water Framework Directive**. This is a European initiative to improve and protect waterways. To meet its objectives the country has been divided into River Basin Districts, each of which has a programme of measures aimed at achieving 'good ecological status' on all watercourses. Chemical and biological elements are used to assess the status of each water body. If any one element falls below a 'good' level it does not reach the target, even if all the other elements meet the criteria. The **Water Framework Directive** came into effect in 2000 and became UK law in 2003. It recognises that development near water bodies can affect their quality and ecology and it establishes a legal framework for the protection, improvement and sustainable use of the water environment. This includes lakes, streams, rivers, groundwater and dependent ecosystems. It recognises that the causes of poor water quality and poor ecological status include point source pollution such as that from a pipe discharge, diffuse pollution including that from agricultural fertilisers and pesticides, low flows, flooding, modifications to water courses and habitat degradation.

Objectives of the Water Framework Directive include:

- achieving 'good' ecological status for all water bodies and preventing their deterioration overall
- reducing pollution from specified Priority Substances and Priority Hazardous Substances i.e. those that pose a significant risk as set out under the Directive;
- preventing and/or limiting the pollution of groundwater;
- protecting the water environment from pollution from new and existing development including pollution from surface water run-off.
- conserving aquatic ecosystems, habitats and species;
- mitigating the effects on floods and drought from new and existing development
- promoting the sustainable use of water and balancing abstraction and recharge; and
- Protecting flood plains from development including green infrastructure associated with the water environment that would impact on a waterbody / the water environment.

In planning terms the Framework means that developments affecting water bodies will be expected to deliver benefits such as:

- integrating SuDS and green infrastructure into new development;
- de-culverting, restoring or re-profiling rivers and naturalising river banks to promote natural flows and habitat improvements. Naturalistic flood defence solutions should take priority over the provision of hard flood defences in order to mitigate flood risk wherever possible;
- adopting water efficiency measures; and
- cleaning up contaminated land.

**River Basin Management Plans** (RBMPs) have been drawn up by the Environment Agency for the 10 river basin districts in England and Wales as a requirement of the water framework directive. River basin management plans set out measures to improve water in rivers, lakes, estuaries, coasts and in groundwater. Central Bedfordshire sits mostly within the **Anglian River Basin District**. This covers almost 28,000 km<sup>2</sup> from Lincolnshire in the north to Essex in the south, and Northamptonshire in the west to the East Anglian coast. The river basin district is the richest region in the UK for wetland wildlife. Freshwater habitats within the district are very important for wintering wildfowl and our reservoirs and watercourses support important fisheries. The Anglian district river basin management plan (2014) can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/309814/River\\_Basin\\_Management\\_Plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/309814/River_Basin_Management_Plan.pdf)

This has a series of annexes which cover

- [Current state of waters](#)
- [Water body status](#)
- [Actions to deliver](#)
- [Protected area objectives](#)
- [Actions appraisal and justifying objectives](#)
- [Mechanisms for action](#)
- [Pressures and risks](#)
- [Adapting to climate change](#)
- [Designating artificial and heavily modified water bodies](#)
- [Aligning other key processes to river basin management](#)
- [Economic analysis of water use](#)

(these are hyperlinked to the documents for ease)

This plan is about the pressures facing the water environment in the Anglian River Basin District and the actions that will address them. It has been prepared under the Water Framework Directive. The first cycle of this plan was published in 2009 and the main aim was that at least 30 per cent of assessed surface waters will be at good or better biological status by 2015. This plan focuses on the protection, improvement and sustainable use of the water environment. Many organisations and individuals help to protect and improve the water environment for the benefit of people and wildlife. River basin management is the approach the Environment Agency is using to ensure combined efforts achieve the improvement needed in the Anglian River Basin District.

More information on catchment planning and river basin districts can be found at <http://environment.data.gov.uk/catchment-planning/RiverBasinDistrict/5>.

The Anglian district river basin is divided up into 11 Management Catchments (of which Central Bedfordshire is within the Upper and Bedford Ouse Management Catchment <http://environment.data.gov.uk/catchment-planning/OperationalCatchment/an-bedford-ouse>) and 80 Operational Catchments

**Catchment Flood Management Plans** have been developed by the Environment Agency to establish flood risk management policies that will deliver sustainable flood risk management for the long term. The Great Ouse Catchment Flood Management Plan Summary Report (2011) can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/288877/Great\\_Ouse\\_Catchment\\_Flood\\_Management\\_Plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288877/Great_Ouse_Catchment_Flood_Management_Plan.pdf)

The UK's National Ecosystem Assessment (2011) found that about 30% of the services that ecosystems provide are in decline and many others are operating in a reduced state. These services include declines in pollinators, which are estimated to be worth hundreds of millions of pounds annually, and the condition of soils. Soils are vital for food production and biodiversity but have suffered from atmospheric deposition and inappropriate management. In urban areas in particular the ability of ecosystems to regulate flooding and reduce atmospheric pollution are very important. Shrubs, trees and other vegetation are known to remove large amounts of pollutants from the atmosphere every year. This is just one function of one aspect of the park. Other aspects which are not always considered are the ethical, spiritual and aesthetic qualities of biodiversity which are more difficult to quantify. Information about ecosystem services will help with the planning of future green spaces to better accommodate biodiversity and ecosystem services as well as suggesting how to upgrade existing sites.

Having a healthy functioning natural environment also has community benefits. It promotes a sense of well-being about an area, particularly when the local community is involved in its management. This can range from commenting on a site's management plan to recording the wildlife that is found in an area or being involved in the practical management of sites alongside others from the local community. All these opportunities are available within Central Bedfordshire. There is an increasing body of evidence which identifies how a healthy natural environment is able to promote the health and wellbeing of local residents. Experiencing nature can help to prevent disease and accelerate recovery from illness, as well as helping to tackle obesity, coronary heart disease and mental health problems (Natural England 2012). The wide range of benefits derived from a healthy natural environment is recognised in England's Biodiversity Strategy: Biodiversity 2020, which places people at the heart of biodiversity policy.

In early 2012 the new **National Planning Policy Framework (NPPF)** came into force which replaced most of the planning guidance that was available previously. This includes Planning Policy Statement 9 (PPS9) which previously covered biodiversity and geological conservation within planning applications. The Circular which accompanied PPS9 (ODPM Circular 06/2005 Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System) has not been replaced or revoked and remains relevant. It provides administrative guidance on how to apply the laws which relate to biodiversity within planning. The Good Practice Guide: Planning for Biodiversity and Geological Conservation is also current and covers how local planning authorities can implement national strategies. The External Review of Government Planning Practice Guidance (2012) recommends that the biodiversity guidance is updated to reflect the NPPF but this is not yet available. The NPPF states that planning needs to be sustainable and has an environmental role that should include net gains for biodiversity (paragraph 9). As with PPS9 before it, the NPPF provides protection within the planning system to designated sites, Areas of Outstanding Natural Beauty (AONB), priority habitats and species, ancient woodlands and veteran trees. More emphasis is placed on the creation of biodiversity

networks within the NPPF than in previous documents. This reflects the findings from the Lawton report and Natural Environment White Paper. Developments are now expected to create networks in addition to maintaining and repairing networks which already exist. To reflect the NPPF Local Plans must identify and include policies to protect and enhance biodiversity.

The NPPF also introduced the **Local Green Space designation** (paragraphs 76 and 77). These are areas which can be included in Local Plans or Neighbourhood Plans to give them protection from development apart from under exceptional circumstances. To be designated as a Local Green Space the area needs to be particularly important to the local community in recognition of a special feature, which could be the diversity of wildlife it contains.

## Local Policy

The wildlife within Central Bedfordshire is appreciated by many local residents. The Board of Central Bedfordshire Together is responsible for developing the **Sustainable Community Strategy 2010-2031**. Our residents are particularly proud of our rural communities and open spaces, and consider them to be one of the key benefits of living in Central Bedfordshire. We need to protect, care for and improve our green environment, heritage, arts and culture. By 2020 the Strategy aims to have protected, enhanced and raised awareness of our biodiversity, landscape, historical environment, green spaces and paths.

The Council's Plan '**Delivering your Priorities - Our Plan for Central Bedfordshire 2012-2016**' also includes this priority and has actions for "enhancing your local community – creating jobs, managing growth, protecting our countryside and enabling businesses to grow: CBC aims to increase satisfaction with the area as a nice place to live year on year with a continued programme of enhancements to the area".

The Council's Strategic Planning documents are one of the places where biodiversity policies are incorporated to assist with the actions of the Plan for Central Bedfordshire and Sustainable Community Strategy.

Central Bedfordshire's **Development Strategy (2014)** is currently being developed but when adopted will set out the development management policies to protect and enhance the environment within Central Bedfordshire.

The inclusion of such policies is necessary as part of the Council's responsibilities under the NERC Act and NPPF. Paragraph 114 of the NPPF states that local planning authorities should:

"Set out a strategic approach in their Local Plans, planning positively for the creation, protection, enhancement and management of networks of biodiversity and green infrastructure."

It also gives more details of how this should be done. Paragraph 117 states that local planning authorities should:



“plan for biodiversity at a landscape-scale across local authority boundaries” and “identify and map components of the local ecological networks, including the hierarchy of international, national and locally designated sites of importance for biodiversity, wildlife corridors and stepping stones that connect them and areas identified by local partnerships for habitat restoration or creation.”

The Development strategy contains policies which relate to biodiversity including Policy 57: Biodiversity and Geodiversity and Policy 59: Woodlands, Trees and Hedgerows. These policies encourage the enhancement and creation of wildlife habitats and geological sites and protect designated sites and habitats.

The strategic planning for minerals and waste sites is carried out separately. The **Minerals and Waste Local Plan: Strategic Sites and Policies** was adopted in 2014. It will be followed by a General and Environmental Policies Development Plan Document in 2015. Until this has been adopted there are several saved policies from the Minerals and Waste Local Plan which concern biodiversity. These are:

- GE7: Protection of Chilterns AONB
- GE10: Protection/Enhancement of Trees and Woodland
- GE11: Protection of Sites of Nature Conservation Importance
- GE12: Designated Sites
- GE13: Species and Habitat Protection and Enhancement

The Minerals and Waste Plans are produced jointly by Luton Borough Council, Central Bedfordshire Council and Bedford Borough Council.

Alongside the National BAP, Bedfordshire has developed a **Local BAP** which covers the most threatened habitats and species in the County and sets out Action Plans for how their decline can be reversed. These documents can be found on the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre's website ([www.bedsbionet.org](http://www.bedsbionet.org)). Central Bedfordshire contains about 107 national BAP species of which seven have local Action Plans. There are also 18 local Habitat Action Plans including hedgerows and lowland calcareous grassland. The local BAPs have recently been reviewed and brought up-to-date.

**Tree Protection Orders** (TPOs) provide another way to protect wildlife within Central Bedfordshire's green spaces and urban areas. These Orders can be made by local authorities to safeguard trees of significant amenity value. New regulations on TPOs came into force during 2012.

Some landscape designations also affect biodiversity features, particularly trees and woodland within the urban area. There are fifty eight **Conservation Areas** in Central Bedfordshire where the character and appearance of the historic and architectural features are to be maintained. Their designation extends beyond listed building to include trees which may be an important feature within their character.

Woburn Abbey Deer Park is one of a number included in English Heritage's list of **Registered Park and Gardens of Special Historic Interest**. Inclusion in this list is a 'material consideration' within the planning system and is designed to recognise the value of historic parkland and its 'designed' landscape promoting its preservation. Many features of these parks are also important for biodiversity alongside their historic value.



## Local Resources and Strategies

There is a wealth of information available about Central Bedfordshire's environment and its biodiversity in particular. Below is a summary of useful documents and surveys which underpin the policies and action plan found in the following chapters.

### Central Bedfordshire Council's Environmental Enhancement Strategy

Work to plan for an improved natural environment has taken place across Central Bedfordshire through various studies and strategies. This Environmental Enhancement Strategy summarises and brings together existing evidence and identified priorities for environmental enhancement, covering natural environmental enhancement and protection, and sustainable resource management.

### Rebuilding Biodiversity in Bedfordshire and Luton

The creation and maintenance of a wildlife rich landscape is reliant on the ability of species to move between sites. This creates larger more connected populations which are more resilient to climate change. Rebuilding Biodiversity brought together all the available information on the biodiversity resource across Bedfordshire and analysed it to produce a biodiversity network. The network picks out existing biodiversity hotspots, where there are existing concentrations of notable species and habitats, and links them together using information on the surrounding geology and landform. The resulting network was also used in the creation of the County's Green Infrastructure Plans. Although this document was written before Biodiversity 2020, it strongly reflects its aim to move towards a more integrated large-scale approach to conservation.

### Rebuilding Biodiversity in South Bedfordshire and Luton

This document focused on South Bedfordshire and Luton to produce a more detailed biodiversity network and identified corridors within the urban conurbation. It was created using the same process as the County network. The network within Central Bedfordshire can be seen on Figure 4.

### The Bedfordshire and Luton Strategic Green Infrastructure Plan

The Strategic Green Infrastructure Plan brings together information on the County's biodiversity, historic environment, landscape, access routes and accessible green spaces to identify a high level network. The Plan, completed in February 2007, includes details of green infrastructure assets and opportunities. There are eleven green infrastructure networks highlighted within this plan, many of which are in Central Bedfordshire, including the Greensand Ridge, the Flit valley and the Chalk Arc.

### The Luton and Southern Bedfordshire Green Infrastructure Plan

Following on from the Strategic Green Infrastructure Plan a more detailed plan for Luton and southern Central Bedfordshire was produced in 2009. It contains a more detailed network with information on the opportunities and priorities for green infrastructure within this area. Both green infrastructure plans can be found on the Green Infrastructure Consortium's website [www.bedsandlutongreeninfrastructure.org](http://www.bedsandlutongreeninfrastructure.org).

### Neighbourhood Plans / Parish Green Infrastructure Plans

15 parishes within Central Bedfordshire have Neighbourhood Plans (this is approximately 19% of parishes) and 37 parishes have Parish Green Infrastructure Plans (some parishes have both). These plans have brought the green infrastructure process down to the community level. The plans are produced via workshops where local residents are provided with maps showing the biodiversity, historic environment, landscape, access and green space assets that already exist in their parish. They are asked to add any additional assets that they are aware of to the maps and then create and/or improve a green infrastructure network across the area.

Further information on Neighbourhood plans in Central Bedfordshire, including details of those plans already written can be found at

<http://www.centralbedfordshire.gov.uk/planning/strategic-planning/neighbourhood-plans.aspx>

Parish Green Infrastructure Plans can be found on the Bedfordshire Rural Communities Charity's website - <http://www.bedsrcc.org.uk/greenInfrastructure/greeninfrastructure3.html>

### Phase I Habitat Surveys

Phase I Habitat Surveys for the whole county were undertaken in 1987-1989. The Phase I habitat survey is a widely used method to relatively quickly record the vegetation types which are found in an area. This county wide phase 1 survey has not been repeated since but a rolling programme of surveys of a small number of sites is ongoing under the umbrella of the Bedfordshire Wildlife Working Group.

The initial surveys resulted in the identification of "Prime Sites of Nature Conservation Importance" (PSNCI) in 1990 which later became known as County Wildlife Sites (CWS)

In the late 1990s guidelines, based on nationally agreed principals, were developed for recognising County Wildlife Sites (CWS). These guidelines consider aspects of the site such as size, diversity, rarity, fragility, typicality and recorded history to select sites which are important for wildlife at a county level.

The Local Sites partnership maintains an overview of the system and also oversees the CWS panel which meets according to need to review CWS selection guidelines designate new sites, alter boundaries of existing sites or deselect sites if they no longer meet the CWS selection guidelines.

All survey information, species records and the boundaries of all CWS in Central Bedfordshire have been digitised for use on a Geographic Information System (GIS) by the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre (BRMC).

### Further County Wildlife Site Surveys

It is important to keep the information used in the CWS system up-to-date. Since 1990 41 additional CWS have been designated in Central Bedfordshire and there have been modifications to the boundaries of others. Each change has been accompanied by

supporting survey information. Changes to existing CWS or the designation of new sites needs to be agreed by the CWS Panel. The Panel's Terms of Reference and CWS selection guidelines are available on the BRMC's website ([www.bedsbionet.org.uk](http://www.bedsbionet.org.uk)). CWS will be incorporated into the Development Strategy in accordance with the NPPF.

There have also been more specialist surveys conducted to broaden our knowledge about some of the sites, for example, their breeding bird or invertebrate assemblages. The survey information which underpins the CWS system is held for the CWS Panel by the BRMC. In 2013/14 CBC funded a CWS survey update of 38 sites in our area.

#### Hedgerow Surveys

Diverse, well managed hedgerows can provide wildlife corridors which link together areas of richer habitats and prevent them from becoming isolated.

A survey of hedgerow cover was carried out by Bedfordshire County Council Planning Department in 1978-79, and was published in 1980 as part of the Landscape and Wildlife Landscape Technical Volume. Paper copies of these surveys are held by BRMC. Hedgerow survey information is also available from the 1987-8 Phase I habitat survey. Although this information is fairly basic it does record the location and integrity of hedgerows within Central Bedfordshire.

More detailed surveys have been carried out in Studham (2006), Maulden (2007) and Pegsdon (2009). A desk top survey using aerial photographs of the Sundon/Barton area has been undertaken to compare hedgerow cover in 1946, 1968, 1981, 1991, 2002 and to assess how this resource has changed over time.

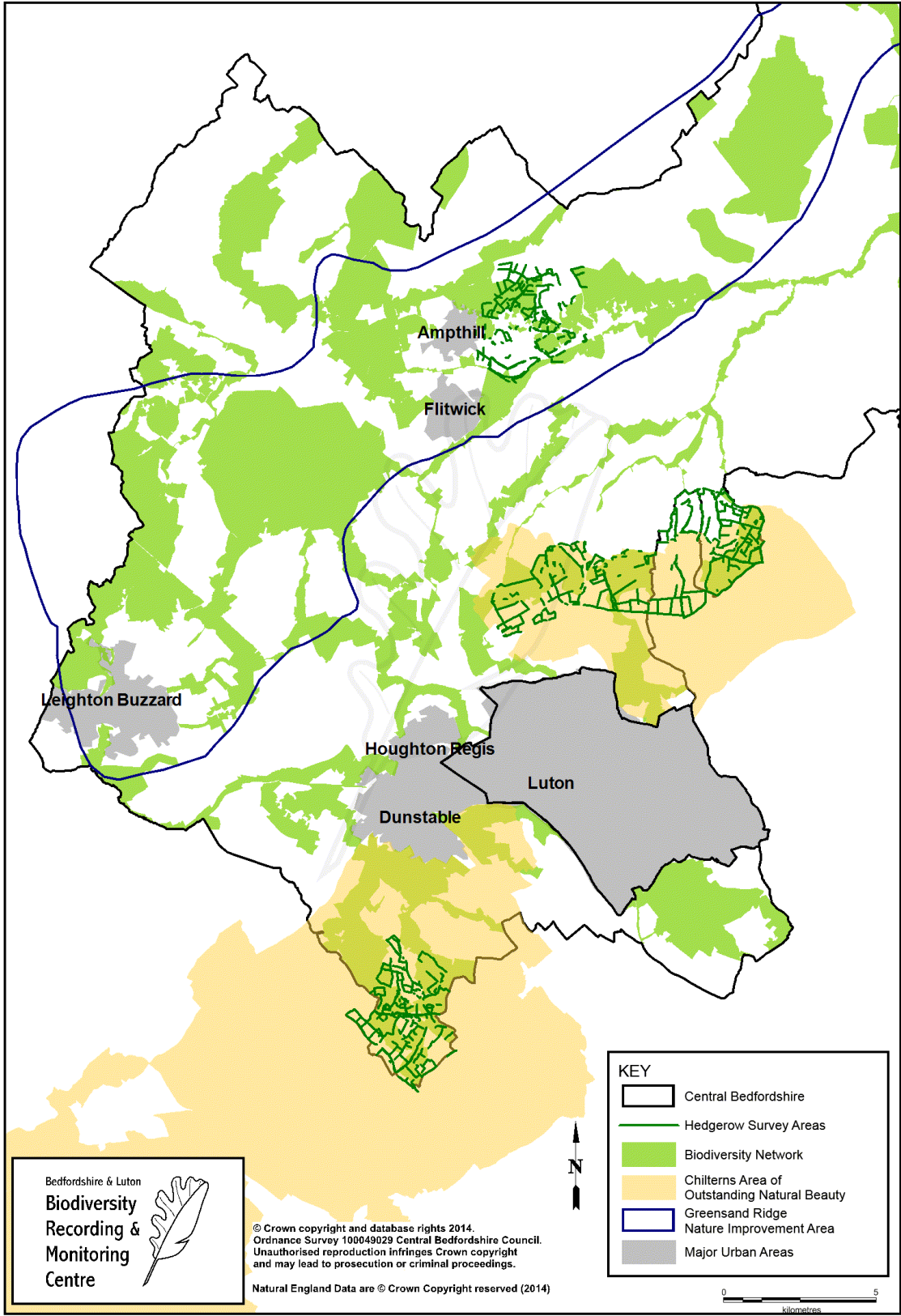


Figure 6: Areas of hedgerow surveys undertaken in Central Bedfordshire between 2006-2009.

### Outdoor Access Improvement Plan

This guides green space and access management for Central Bedfordshire for the period 2012 - 2031, updating and replacing the existing Outdoor Access Improvement Plan (OAIP) 2006 - 2011. This plan integrates with the Sustainable Communities Strategy, the Local Development Framework, Local Transport Plan and wider suite of new policies and strategies. The management of green spaces and access to the wider countryside is central to ensuring that Central Bedfordshire is seen as a green and pleasant place to live and work. This plan helps people and communities explore and understand Central Bedfordshire's varied landscapes and become involved in its management, increasing volunteering and generating an increased sense of ownership and pride.

Although this plan doesn't address biodiversity issues directly, many of the spaces identified in the plan have biodiversity interest as well as being valuable recreational spaces. This can have positive benefits if both aspects are managed sensitively. Considering the network of green spaces for people can also form part of the biodiversity network across Central Bedfordshire. In particular the 'Connecting Spaces' may also have benefits for helping connect areas of biodiversity interest and acting as corridors for wildlife.

### Landscape Character Assessments

The Landscape Character Assessment process is a useful tool to help define what gives an area its 'sense of place' and how it differs from its surroundings. Part of this assessment includes features, such as street trees, which are valuable for wildlife as well.

There are two separate Landscape Character Assessment reports for Central Bedfordshire which cover the former Mid Bedfordshire (2007) and South Bedfordshire District Council (2009) areas.

Both Landscape Character Assessments, when considered together, provide a characterisation of the whole of Central Bedfordshire and describe eight broad landscape types. These eight landscape types are further subdivided into smaller landscape character areas which each have a distinct and recognisable identity at the local level. These character areas provide a useful and convenient unit for the Landscape Character Assessment and therefore are used as the basis for the detailed description and evaluation.

- Former South Bedfordshire district landscape character assessment (April 2009) - <http://www.persona.uk.com/a5dunstable/deposit-docs/DD051-DD075/DD-071.pdf>
- Former Mid Bedfordshire district landscape character assessment (August 2007) - [http://www.centralbedfordshire.gov.uk/Images/Introduction%20and%20methodology\\_tcm6-26756.pdf](http://www.centralbedfordshire.gov.uk/Images/Introduction%20and%20methodology_tcm6-26756.pdf)
- The Totternhoe Hills and Lanes – a partnership project looking at improving biodiversity, access and linkages across this unique area of green lanes, chalk grassland and disused chalk quarries adjacent to the village of Totternhoe. Projects and initiatives are developed and taken forward by a steering group chaired by Central Bedfordshire Council.

### Green Wheels

Biggleswade, Sandy and Etonbury all have Green Wheels which aim to create a wildlife rich setting through attractive landscape corridors. The principal aims of this scheme are to focus on public access and green space forming a circuit around the urban area, to connect people and their environment. These also aim to provide walking and cycling access both around the urban fringe and into and out of the town. The Biggleswade Green Wheel will incorporate the river Ivel, the common and a network of footpaths and bridleways including the Kingfisher Way long distance walk and the Great North Cycleway.

Biggleswade Green Wheel -

[http://www.centralbedfordshire.gov.uk/Images/BGW%20masterplan%20250213\\_tcm6-43375.pdf](http://www.centralbedfordshire.gov.uk/Images/BGW%20masterplan%20250213_tcm6-43375.pdf)

Sandy Green Wheel -

[http://www.centralbedfordshire.gov.uk/Images/SGW%20Masterplan%20Final%20080814\\_tcm6-57017.pdf](http://www.centralbedfordshire.gov.uk/Images/SGW%20Masterplan%20Final%20080814_tcm6-57017.pdf)

Etonbury Green Wheel

### Local Master Plans

These Master Plans have been developed by Central Bedfordshire Council's Countryside Access Service, in partnership with the National Trust, The Wildlife Trust, Groundwork Luton & Bedfordshire, The Chilterns Conservation Board and the local communities surrounding the area. The Vision for these master plans is to: Provide a structured, informed and shared vision for the future management and development of defined landscape areas.

- Totternhoe countryside area master plan  
[http://www.centralbedfordshire.gov.uk/Images/Totternhoe%20Final%20Word%20Doc%20mod3%20-%20web%20version\\_tcm6-46016.pdf](http://www.centralbedfordshire.gov.uk/Images/Totternhoe%20Final%20Word%20Doc%20mod3%20-%20web%20version_tcm6-46016.pdf)
- Sundon and Streatley Chiltern arc access and green space vision plan (2013)  
[http://www.centralbedfordshire.gov.uk/Images/Sundon%20%20Streatley\\_Vision%20Plan%20Sept%202013-webpdf\\_tcm6-55288.pdf](http://www.centralbedfordshire.gov.uk/Images/Sundon%20%20Streatley_Vision%20Plan%20Sept%202013-webpdf_tcm6-55288.pdf)

### Chiltern AONB management plan (2014-2019)

This Management Plan provides a framework to enable stakeholders to, collectively, maximise their effectiveness in managing the Chilterns AONB. It sets out the special qualities of the area, presents a vision of the AONB, identifies the challenges and identifies policies and actions to guide the work of all stakeholders who care for the area from 2014 – 2019.

[http://www.chilternsaonb.org/uploads/files/ConservationBoard/ManagementPlan/Management%20Plan%202014-19/chilterns\\_management\\_plan\\_2014-19\\_final.pdf](http://www.chilternsaonb.org/uploads/files/ConservationBoard/ManagementPlan/Management%20Plan%202014-19/chilterns_management_plan_2014-19_final.pdf)



The Forest of Marston Vale

The Forest of Marston Vale is a community forest made up of a patchwork of woodlands covering 61 square miles. The aim of the project is to use trees and woodlands to repair a damaged landscape, addressing the effects of the brick making industry, which had flourished for over a hundred years between Bedford and Milton Keynes. These include Kings Wood (LNR), Kempston Wood, Conquest Wood and Folly Wood & Granary Wood. These represent a mix of ancient and newly planted woodlands which are owned and managed by a number of organisations. The headline target is to achieve 30% tree cover by 2031, but trees are just the tool to deliver the aim of environmentally-led regeneration, providing social, economic and environmental benefits both now and into the future.

<http://marstonvale.org/>

## Chapter 3

### Central Bedfordshire's Nature Conservation and Biodiversity Resource

#### Geology

This description of the geology of Central Bedfordshire is taken from the Landscape Character Assessments undertaken in 2007/2009 for the former Mid Bedfordshire and South Bedfordshire districts. These are available in full on the Central Bedfordshire Council's website.

Central Bedfordshire contains almost all the geological formations found within the county creating a very varied landscape character ranging from the edge of the Chiltern's chalk in the south, clay vales and hills and the distinctive Greensand ridge. Although there are a wide variety of rock types within Central Bedfordshire, the rocks outcrop in a simple way, the geological strata generally running diagonally from south-west to north-east. The angle of inclination (dip) is south-easterly.

The prominent land forms produced by the chalk geology are mainly within the southern part of Central Bedfordshire where it forms a strong south-west to northeast running escarpment with heights up to 170m AOD. A small part of the chalk escarpment that forms the Chilterns is found within Central Bedfordshire but this has a considerable influence on the landscape of the area.

There is a belt of Gault Clay (formed during the Lower Cretaceous period - approximately 100 million years ago) which stretches southwest-northeast to the north of the chalk and south of the band of Lower Greensand. This is overlaid in places by Boulder Clay forming a line of low clay hills.

The prominent ridge of Lower Greensand forms the most distinctive landform in Bedfordshire. It extends in a north-easterly direction across the county from Leighton Buzzard to Potton. The light sandy soils of the greensand and underlying boulder clay support substantial areas of ancient woodland and historic woodland clearance resulted in extensive areas of heathland many of which have since been forested. The sands are used in numerous industries and are the subject of significant quarrying activity.

The underlying geology to the north of this is Oxford Clay. This has been extensively quarried around Stewartby and Marston Mortaine leaving a legacy of brick pits and water filled excavations.

River gravels are found along the courses of the main rivers Flit, Ivel and Great Ouse. The wider floodplain of the Ivel and Ouse has been subject to extensive excavation of sands and gravels resulting in numerous flooded



pits creating a landscape now dominated, in places, by open water. These gravel deposits are interspersed with deposits of alluvium.

The River Ivel and River Flit tributaries of the River Great Ouse, these rivers are joined by numerous small watercourses which thread across the vales and through the greensand and clay hills. The rivers have a varied form ranging from the relatively narrow incised valley of the Flit to the wider flat floodplain of the Ivel and Great Ouse, which has been subject to gravel extraction

The River Ouzel flows through Leighton Buzzard and bisects the Greensand Ridge. In addition the chalk is cut by a number of seasonally wet valleys, including the headwaters of the Gade and the Ver. The Lea Valley breaches the escarpment and contains a permanent watercourse. The chalk is an important aquifer and gives rise to a number of springs where the permeable chalk meets the impermeable clay, which forms minor watercourses crossing the vale.

The underlying geology has a large influence on the habitats and species of an area. Within Central Bedfordshire in the Chiltern Hills the most common habitats are calcareous grassland with associated scrub and small patches of woodland. There is also a concentration of important areas for arable plants such as arable field margins. In the clay vale the habitats of principal importance are lowland meadow and wetlands including rivers and streams with gravel pit complexes along Ivel valley and wet woodlands. The Greensand Ridge has an interesting suite of priority habitats including heathland and acid grassland on the thin sandy soils, important ancient woodlands all along the ridge and it also supports areas of parkland environments with some large and ancient trees. Towards the west of the ridge is a complex of working and disused sand quarries many of which are very valuable open mosaic habitats on previously developed land, each with its own differing mosaic of habitats.

## Statutory and Non-Statutory Nature Conservation Sites

The **Chilterns Area of Outstanding Natural Beauty (AONB)** covers 838 square kilometers of countryside including 64 square kilometers in the southern part Central Bedfordshire. The AONB was designated in 1965 in recognition of the fact that the Chiltern Hills contain some of the finest landscapes in the country which are worthy of protection at the highest level. More information is available at:

<http://www.chilternsaonb.org/about-chilterns.html#sthash.Unrzsg0G.dpuf>.

Although there are no sites of European importance within Central Bedfordshire, there are many sites of National Importance.

**National Nature Reserves (NNRs)** include some of the best examples of England's wildlife and geology, England has 224NNRs. NNRs were established under the National Parks and Access to the Countryside Act 1949, which specified that they were for "preserving flora,

fauna or geological or physiographical features of special interest in the area and/or for providing opportunities for the study of, and research into, those features". The Natural Environment & Rural Communities Act 2006 extended the role of NNRs to include the provision of opportunities for public enjoyment of nature and/or open-air recreation. Further information about NNRs can be found on the Natural England Standard "National Nature Reserves (NNR) Management" -

<http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CCYQFjAA&url=http%3A%2F%2Fpublications.naturalengland.org.uk%2Ffile%2F5754515831652352&ei=yYyRVPDOBo3faPHZgeAF&usq=AFQjCNFhfWa5HAwJmN2l6lMNyxWIB68K2Q&bvm=bv.82001339,d.d2s>

There are three National Nature Reserves (NNR) in Central Bedfordshire; Barton Hills NNR, King's Wood, Heath and Reach NNR and Knocking Hoe NNR. Barton Hills is recognised for neutral and calcareous grassland and ancient semi-natural woodland. The site is good for rare species such as pasque flower (*Pulsatilla vulgaris*), woolly thistle (*Cirsium eriophorum*) and field fleawort (*Senecio integrifolius*), as well as more common chalk grassland species including marjoram, rock rose and field scabious. Many butterflies are recorded on the site including chalk-hill blue, marbled white and dark green fritillary. King's Wood, Heath and Reach is recognised for its ancient semi-natural woodland, neutral grassland and boulder clay grassland. The site is home to rare mosses and fungi and there are recent records of the purple emperor butterfly (*Apatura iris*). Knocking Hoe is an area of species rich calcareous grassland in the north of the Chilterns. The site supports large populations of a number of rare plants including moon carrot (*Seseli libanotis*), field fleawort (*Tephrosia integrifolia*), burnt tip orchid (*Orchis ustulata*) and pasque flower (*Pulsatilla vulgaris*) and holds a good population of autumn lady's tresses (*Spiranthes spiralis*).

**Sites of Special Scientific Interest (SSSI)** represent the country's best wildlife and geological sites. These are protected under the National Parks and Access to the Countryside Act 1949, Wildlife and Countryside Act 1981 (as amended) and Countryside and Rights of Way Act 2000. There are 33 Sites within Central Bedfordshire which are designated as SSSI which represent the best wildlife and geological sites in the Country.

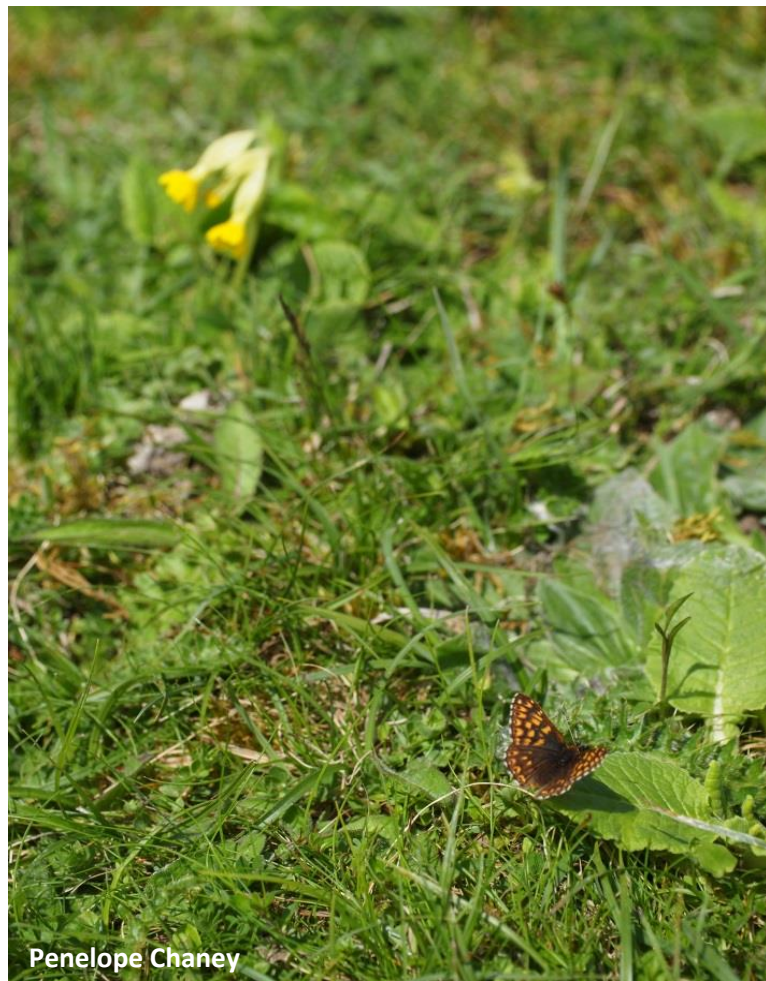
Appendix 2 lists Central Bedfordshire's SSSI and the features for which each is recognised. For an up-to-date list of CWS please contact the BRMC.

Two examples of SSSIs in Central Bedfordshire are Cooper's Hill SSSI and Houghton Regis Marl Lakes SSSI. Cooper's Hill SSSI is the best remaining example in Bedfordshire of the once more extensive heathland situated on the thin acidic soils of the Lower Greensand ridge. Lowland heath has a limited distribution in south eastern England where it has declined markedly in recent years. Succession from heath to woodland is taking place but management is being undertaken to control these successional changes and conserve the heathland plant community and the SSSI is in "Favourable" condition. Houghton Regis marl lakes SSSI have developed in a large disused quarry within the Lower Chalk north of Dunstable. The Lakes are an example of habitat type which is the rarest form of standing water in Britain confined to chalk or limestone areas with very few examples in southern England. A mosaic of wetland communities have developed associated both with the open water and water-logged areas surrounding the lakes and include examples of base rich fen. This extensive area supports a range of other species associated with wetland habitats including an outstanding assemblage of dragonfly, as well as being an important

ornithological site in the county. Three quarters of this SSSI is currently in “unfavourable – recovering” condition with the remaining quarter of the site being “unfavourable – declining”. The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire took over management for this site in 2011 on behalf of the quarrying landowner and are working hard to improve the site after forty years of neglect including large areas of scrub encroachment and clearing decades of fly tipping from the marl lake.

Eleven sites are designated as **Local Nature Reserves (LNR)** - Galley and Warden Hills, Coopers Hill, Marston Thrift, Maulden Church Meadows, Flitwick Wood, Cottage Bottom Fields, Henlow Common and Langford Meadows, Kingswood and Glebe Meadows, Totternhoe Knolls, The Riddy and Flitton Moor.

In the next tier down from SSSI, **County Wildlife Sites (CWS)** are sites which have been selected on a county basis for being important for wildlife when assessed against a set of criteria. These may include sites which are of SSSI standard. These cover a range of habitats and are a very important part of the creation of a network of habitats across the area linking the urban areas to the surrounding countryside.



As of October 2014 Central Bedfordshire has 259 CWS within its boundary (of which 8 are ‘shared’ with Bedford Borough Council and 5 ‘shared’ with Luton Borough Council) (Figure 8). These sites have been recognised as important for wildlife when assessed against a set of criteria. They cover a range of habitats across Central Bedfordshire and help to form a network of sites through which wildlife can move. Although designation as a CWS does not give the site any legal protection, it does mean that it is recognised in Local Plans and policies which promote the defence and enhancement of CWS.

County Wildlife Sites and Local Geological Sites are covered by the NPPF as follows:

117. To minimise impacts on biodiversity and geodiversity, planning policies should:

- plan for biodiversity at a landscape-scale across local authority boundaries;
- identify and map components of the local ecological networks, including the hierarchy of international, national and locally designated sites of importance for biodiversity, wildlife corridors and stepping stones that connect them and areas identified by local partnerships for habitat restoration or creation;

Appendix 2 lists Central Bedfordshire's CWS and the features for which each is recognised. For an up-to-date list of CWS please contact the BRMC.

Road verges often contain habitats of principal importance, consisting of grassland, scrub, a ditch system, a hedge and then an arable field margin. This results in a unique and important linear ecosystem. There are 20 **Road Verge Nature Reserves (RNR)** within Central Bedfordshire, of which nine are within or adjacent to a SSSI. The Council has identified areas of roadside verge that have high value of flora and fauna to be maintained appropriately. These are recorded and shown on a GIS overlay and are identified on site by means of marker posts. They are managed specifically for their conservation value though road safety and visibility is maintained at all times.

Road verge nature reserves are selected at sites where it is desirable and possible to protect and manage important wildlife interest. Sites where road safety would be prejudiced by nature conservation management would not normally be selected. Wildlife interest would normally be expected to meet one or more of the following criteria:

- Within or adjacent to a nationally important wildlife site (SSSI)
- All or part of a County Wildlife Site or meeting the criteria for CWS status.
- Supporting species that are rare or protected

These are important wildlife habitats and even for non-designated road verges there are many opportunities to enhance the management of the roadsides to benefit wildlife together with areas of landscaping within commercial sites which would add significantly to the creation of a network of green corridors across the urban area.



John Comont

Figure 8: Honeydon RNR



Road Verge Nature Reserve	Reason for designation
Fox Corner RNR	Rich flora and invertebrate fauna
Houghton Regis Cutting RNR	Species rich chalk flora
Well Head RNR	Species rich flora
Marston Bypass RNR	Seeded with wildflowers
Cooper's Hill - SSSI RNR	Site of Special Scientific Interest
Flitwick Moor - SSSI RNR	Site of Special Scientific Interest
Ireland RNR	Species rich woodland flora
Pulloxhill Marsh - SSSI RNR	Site of Special Scientific Interest
Shefford - Henlow Bypass RNR	Seeded with wildflowers
Wavendon Heath Ponds SSSI RNR	Site of Special Scientific Interest
Barton Bypass RNR	Seeded with wildflowers
Kings & Bakers Wood SSSI RNR	Site of Special Scientific Interest
Nine Acre Pit SSSI RNR	Site of Special Scientific Interest
Smithcombe, Sharpenhoe & Sundon Quarry SSSI RNR	Site of Special Scientific Interest
Totternhoe Chalk Quarry SSSI RNR	Site of Special Scientific Interest
Totternhoe Knolls SSSI RNR	Site of Special Scientific Interest
Deadman's Hill (Maulden Wood) RNR	Supporting protected or rare species

Disused railways also provide useful wildlife corridors. For example in Central Bedfordshire Old Warden Tunnel is recognised as a County Wildlife Site as a habitat mosaic containing calcareous grassland, neutral grassland, scrub, semi-natural broadleaved woodland, wet woodland, pools, marsh and ruderal vegetation.

Central Bedfordshire also has 20 **Local Geological Sites (LGS)**. These are selected primarily for their scientific and educational importance but may also have considerable aesthetic value, as is the case with the chalk downlands.

Appendix 4 lists Central Bedfordshire's LGS and the features for which each is recognised. For an up-to-date list of LGS please contact the BRMC.

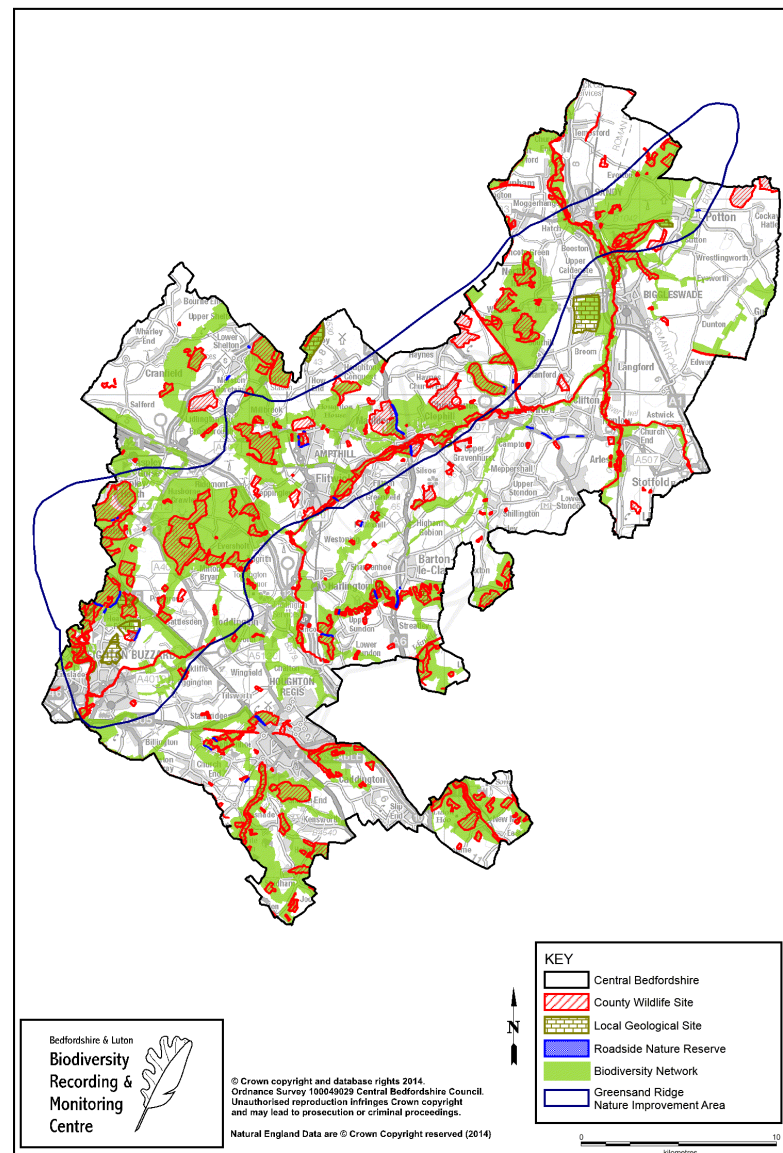
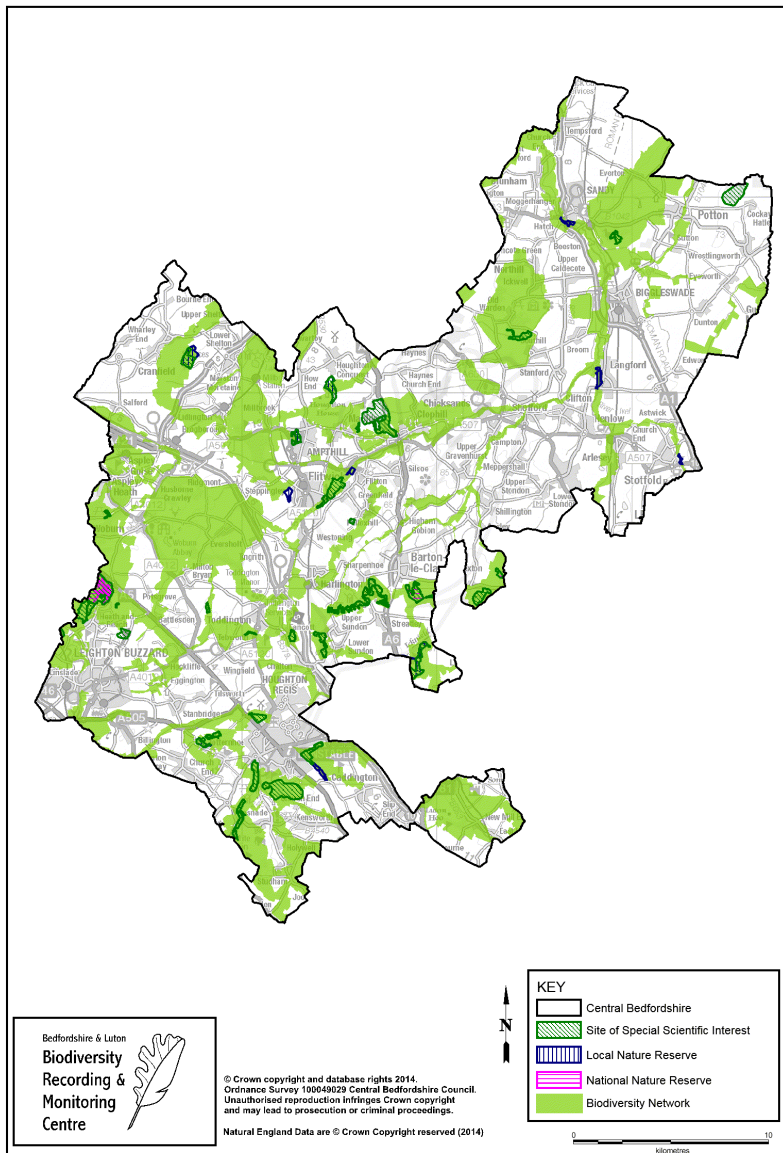


Figure 9: Statutory and Non-Statutory Designated Sites within Central Bedfordshire (October 2014).

## Habitats and Species of Principal Importance

Central Bedfordshire contains a variety of habitats and species which are recognised in Section 41 of the NERC Act 2006 as of “principal importance for the purpose of conserving biodiversity”. As part of this Act, Local Authorities are expected to contribute towards protecting and enhancing the listed habitats and species as part of their ‘Biodiversity Duty’. About 107 species of ‘principal importance’ have been recorded in Central Bedfordshire. These include:

- Great Crested Newt (*Triturus cristatus*)
- House Sparrow (*Passer domesticus*), Turtle Dove (*Streptopelia turtur*) and Spotted Flycatcher (*Muscicapa striata*) along with a range of other birds
- White Helleborine (*Cephalanthera damasonium*) amongst a few other flowering plants including other orchids such as the Man Orchid (*Aceras anthropophorum*) and Musk Orchid (*Herminium monorchis*)
- Butterflies such as the Small Heath (*Coenonympha pamphilus*), Small Blue (*Cupido minimus*) and Dingy Skipper (*Erynnis tages*)
- Depressed river mussel (*Pseudanodonta complanata*)
- Large Garden Bumble Bee (*Bombus ruderatus*)
- Slow worm (*Anguis fragilis*) and Common Lizard (*Zootoca vivipara*)
- Water vole (*Arvicola amphibius*), Hedgehog (*Erinaceus europaeus*) and Brown Hares (*Lepus europaeus*)

An up-to-date list of Section 41 species which have been found in Central Bedfordshire can be obtained from the BRMC.

The 18 habitats shown in the table below are listed under Section 41 of the NERC Act as of “principal importance for the purpose of conserving biodiversity” and are found in Central Bedfordshire:

<b>Habitat of “Principal Importance for the Purpose of Conserving Biodiversity”</b>
Lowland dry acid grassland
Cereal field margins
Floodplain grazing marsh
Hedgerows
Lowland beech and yew woodland
Lowland calcareous grassland
Lowland fens
Lowland heathland
Lowland meadows
Lowland mixed deciduous woodland
Open mosaic habitats on previously developed land
Ponds
Purple moor grass and rush pastures
Reedbeds
Rivers
Traditional orchards
Wet woodland
Wood-pasture and parkland

As well as being important for biodiversity these habitats are also valued by people. They allow Central Bedfordshire's residents to experience nature within their local landscapes, for example seeing the beauty of flower-rich grasslands in spring or the changing seasons in Central Bedfordshire's woodlands. Research has shown that access to such areas improves people's health and wellbeing (Natural England 2012) adding value to the site beyond its intrinsic worth for biodiversity (as mentioned on p7).



Figure 10: Comma on Bramble



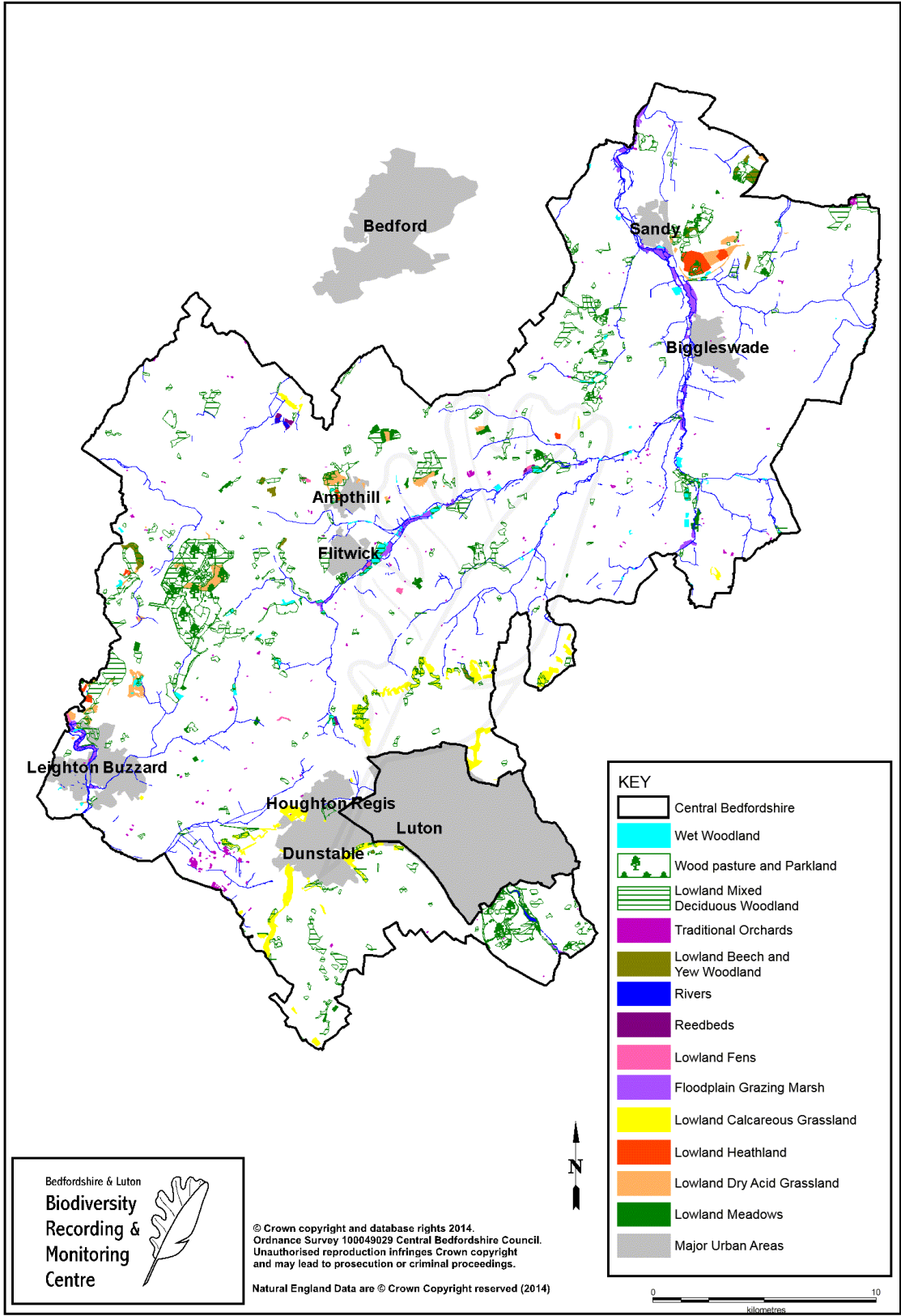


Figure 11: Habitats of principal importance for the purpose of conserving biodiversity within Central Bedfordshire

Much of the following information in this section is taken from the relevant Biodiversity Action Plans. For further details please see the BRMC website.

## Grasslands

The geology of Central Bedfordshire strongly influences the grasslands which exist within it. There are extensive areas of species poor grassland throughout Central Bedfordshire, and after arable this is probably the second commonest habitat in the area. Quality of grassland, with regard to wildlife interest, covers a large spectrum with only very small amounts of the total grasslands being species rich.

Many of the wildlife sites within Central Bedfordshire contain areas of wildflower rich neutral grassland or lowland meadows and where the soils are thin and the chalk bedrock comes to the surface, calcareous grasslands exist. Much of the Chilterns Area of Outstanding Natural Beauty (AONB) is made up of grassland habitats. Grassland sites which are of particular note include Knocking Hoe NNR, Galley and Warden Hills SSSI and Pegsdon Grasslands CWS. These wildflower rich grasslands are particularly beautiful in late spring and early summer when their many wildflowers are in bloom.

Cemeteries and churchyards are often relatively undisturbed areas of grassland habitat and have areas of longer grass around the graves. They can provide important refuges for wildlife, even the gravestones can provide a good substrate for mosses and lichens. Within Central Bedfordshire, five churchyards have been designated as CWS in recognition of their importance for wildlife. The Living Churchyards Scheme is active in Central Bedfordshire and is coordinated by a volunteer from the Diocese of Saint Albans. Further information on this scheme can be found at <http://www.stalbans.anglican.org/faith/living-churchyards/>



Figure 12: Cowslip meadow

H.Webb

Amphill Cemetery and the Knoll CWS	A good example of Greensand grassland. A high quality acid grassland containing abundant sheep's sorrel ( <i>Rumex acetosella</i> ), common bent ( <i>Agrostis capillaris</i> ), field wood rush ( <i>Luzula campestris</i> ), cat's-ear ( <i>Hypochaeris radicata</i> ) and ribwort plantain ( <i>Plantago lanceolata</i> ). Meadow saxifrage ( <i>Saxifraga granulata</i> ) and mouse-ear hawkweed ( <i>Pilosella officinalis</i> ) are also present.
Everton Churchyard CWS	A small site but with an attractive grassland. There is a very good population of meadow saxifrage as well as other neutral grassland indicators including common knapweed ( <i>Centaurea nigra</i> ), cowslip ( <i>Primula veris</i> ) and mouse ear hawkweed ( <i>Hieracium pilosella</i> ). Acid grassland indicators include sheep's sorrel ( <i>Rumex acetosella</i> ) and harebell ( <i>Campanula rotundifolia</i> ).
Millbrook Churchyard CWS	Acid grassland and neutral grassland including small-fruited prickly-sedge ( <i>Carex muricata</i> subsp. <i>pairae</i> ).
Old Linslade Churchyard CWS	Contains good examples of semi-improved acid and neutral grassland on sandy soil.
Shillington Churchyard CWS	A good example of neutral and calcareous grassland.

### Lowland calcareous grassland

Lowland calcareous grasslands are developed on shallow lime-rich soils generally overlying limestone rocks, including chalk. In Bedfordshire these are predominantly associated with the steep scarp slopes of the Chilterns chalk outcrop. Many of the calcareous grasslands that remain are on steep scarp slopes where development or agricultural 'improvement' has never been feasible. Since 1950 it is estimated that Bedfordshire as a whole has lost 80% of its neutral grasslands. The County's calcareous grasslands have probably fared a little better but only because many received some sort of conservation designation in the post-war period (Boon and Outen 2011, Plantlife 2012). Many of them, including those in Central Bedfordshire, still suffer due to agricultural intensification, the invasion of scrub and lack of grazing. Recreating these diverse grasslands once they are lost is very difficult as they rely on complex associations between many organisms. It is, therefore, very important that the remaining sites are protected and managed appropriately to conserve them for future generations. Many disused chalk quarries and cuttings are good sites for calcareous grassland and appropriate management can help with their restoration. Grassland creation schemes such as at Pegsdon Hills nature reserve are an important way of increasing this habitat locally. In 1992 this special block of flower rich chalk grassland was surrounded by intensive arable cultivation and was itself gradually being invaded by hawthorn bushes. The Wildlife Trust has bought both the Site of Special Scientific Interest (SSSI) and surrounding arable land and has set about management which has both pushed back the invading species and established grassland on the former arable land. This new area of grassland is carefully managed by cattle and by The Wildlife Trust's own Hebridean and Manx Loaghtan sheep and is slowly becoming a valuable flower-filled habitat in its own right.

The grasslands at Galley and Warden Hills contain areas of calcareous and neutral grassland, as well as sections of scrub which add to its diversity. The site contains purple milk-vetch (*Astragalus danicus*) (Red List: Endangered), great pignut (*Bunium bulbocastanum*) (Nationally Rare), dwarf spurge (*Euphorbia exigua*) (Red List: Near Threatened) and knapweed broomrape (*Orobancha elatior*) (County Rarity). The rich grasslands support populations of butterflies such as small heath (*Coenonympha pamphilus*), small blue (*Cupido minimus*) and chalk hill blue (*Polyommatus coridon*) butterflies, all of which are species of 'principal importance'.

## Lowland meadows

Lowland grasslands classed as lowland meadows are taken to include most forms of species rich neutral grassland. This type of grassland is found in recreational sites, churchyards, roadside verges and a variety of other localities. Unimproved neutral grassland habitat has undergone a remarkable decline in the 20th century, almost entirely due to changing agricultural practice. It is estimated that by 1984 in lowland England and Wales, semi-natural grassland had declined by 97% over the previous 50 years to approximately 0.2million ha. Losses have continued during the 1980s and 1990s, and have been recorded at 2 -10% per annum in some parts of England.

The phase 1 habitat survey carried out in Bedfordshire and Luton in 1987/88 revealed just 87 hectares of unimproved neutral grassland and 113 hectares of marsh or marshy grassland. Grassland containing some elements of lowland meadow vegetation was described as semi-improved neutral grassland during the phase 1 survey. Over 8000 hectares of this habitat were recorded together with a further 8000 hectares of agriculturally improved grassland.

Neutral grassland or lowland meadow occurs as an important element in 10 of the 40 Sites of Special Scientific Interest in the County but is generally regarded as the dominant reason for SSSI status in just five of those sites. Many of the remaining species rich areas of lowland meadow have been identified as County Wildlife Sites with approaching 100 CWS having this habitat as a primary reason for their status.

Within Central Bedfordshire notable Lowland Meadow sites include

- **Fancott Woods and Meadows CWS** which exhibits the characteristic species richness of unimproved neutral grassland traditionally managed for hay and grazing. This has been recognised as Bedfordshire's Coronation Meadow under the scheme run by the Prince of Wales, the Wildlife Trusts, Plantlife and the Rare Breeds Survival Trust. <http://coronationmeadows.org.uk/>. The wettest parts are dominated by meadowsweet (*Filipendula ulmaria*) with ragged robin (*Lychnis flos-cuculi*), great burnet (*Sanguisorba officinalis*) and a good population of common spotted-orchid (*Dactylorhiza fuchsia*). The drier grassland has mostly red fescue (*Festuca rubra*) with quaking-grass (*Briza media*), crested dog's-tail (*Cynosurus cristatus*), meadow fescue (*Festuca pratensis*), sweet vernalgrass (*Anthoxanthum odoratum*), sedges *Carex* spp. and a rich variety of herbs, including species characteristic of old meadows and now uncommon in the



county such as pepper saxifrage *Silaum silaus*, saw-wort (*Serratula tinctoria*), dropwort (*Filipendula vulgaris*), adder's-tongue (*Ophioglossum vulgatum*) and green-winged orchid (*Orchis morio*) for which Fancott meadows are the best-known site in Bedfordshire.

- The Glebe meadows area of **King's Wood, Houghton Conquest CWS**. These meadows exhibit a species richness typical of unimproved neutral grassland, traditionally managed for hay and grazing. Such grasslands are confined to the south of the country where they are now rare, especially in the east. Parts of the meadows exhibit ridge and furrow with abundant cowslips (*Primula veris*) and throughout, characteristic species include pepper saxifrage (*Silaum silaus*), spiny restharrow (*Ononis spinosa*), yellow rattle (*Rhinanthus minor*) and two species, uncommon within the county, saw-wort (*Serratula tinctoria*) and dropwort (*Filipendula vulgaris*).
- **Maulden Church Meadow SSSI** which rests on a thin cap of boulder clay, and supports neutral grassland communities which are dominant over most of the site. The Lower Greensand is exposed in the southernmost part of the meadow and here a more acidic grassland community has developed. Maulden Church Meadow represents a habitat that is now scarce throughout lowland Britain due largely to changes in agricultural practice. Several species uncommon within the county are recorded on this site, including meadow saxifrage (*Saxifraga granulata*) and Adder's-tongue (*Ophioglossum vulgatum*).

### Lowland heathland and Lowland dry acid grassland

Lowland heathlands are characterised by dwarf shrubs typically comprising heathers and (in Bedfordshire) wavy hair grass. They are closely related to lowland dry acid grassland and often form integral communities with it. Lowland heath is one of the most threatened habitats in the UK and is internationally important. Over 20% of the world resource occurs within Great Britain, therefore committing the UK to a global responsibility to maintain and improve the current heathland resource. Heathland is highly valued, both as an important wildlife habitat and as a culturally beautiful and distinctive landscape, with purple heather, yellow gorse and containing distinctive animals and plants. It is much valued by humans for its history, landscape and wildlife, and as places of 'wildness' and unique beauty.



Figure 12: Heathland

All of Bedfordshire's current heathland sites (37.5 ha) occur along the geological outcrop of acidic, sandy soils known as the Greensand Ridge. Five sites are actively managed for nature conservation; the other ten are mostly heathland remnants within forestry plantations. Four sites, Sandy Warren/Sandy Heath Quarry (c. 100ha), Maulden Wood/Heath (c. 3.5ha), Rammamere Heath (c. 20ha), and Rushmere Country Park (c. 28ha), are currently under significant restoration programmes to create and increase the amount of heathland present.

Five of the county's fifteen heathland sites fall within Sites of Special Scientific Interest (SSSI), although Shire Oak and Rammamere Heaths are both within the same SSSI. With the exception of Cooper's Hill, heathland forms only part of the interest of the SSSIs. Four of the SSSIs – Cooper's Hill, Rammamere/Shire Oak Heath, Maulden Wood/Heath and Sandy Warren – are currently actively managed for their heathland interest.



Figure 14: Gorse in the snow

A further five sites are designated County Wildlife Sites (CWS). This is a non-statutory designation that offers no legal protection against damage or interference, but does provide some protection from development through planning regulations. Three of these sites receive adequate management for heathland: Gamlingay Cinqes, Rowney Warren and Rushmere Country Park.

### Purple moor grass and rush pastures

Purple moor grass and rush pasture occurs on poorly drained, mainly acidic sites in lowland areas with high rainfall and wet soils. It is often found with other habitats, such as wet heath, scrub and dry grassland, making up a patchwork of diverse places that support a wide range of insects. It mainly occurs on gently sloping land or on floodplains where it may be periodically flooded during the winter.

This habitat is found at Flitwick Moor SSSI where areas of rush pasture and purple moor grass occur in a complex mosaic with other wetland communities including wet woodland, floodplain grazing marsh and lowland fen priority habitats. Many areas of fen meadow dominated by purple moor grass (*Molinia caerulea*), rushes (*Juncus* sp.), and sedges (*Carex* sp.) and rich in bog-moss (*Sphagnum* sp.) have developed following the clearance of woodland areas. Older areas of rush pasture remain in the fields which were not cut during the commercial peat digging during the 20<sup>th</sup> century.

## Cereal field margins

Approximately 41% of the British landscape is tilled (44% in England), of which cereals alone comprise 51% (Joint Nature Conservation Committee 2006). Much of the wildlife interest in arable areas is now found at the field edges or headlands. Some species that were once considered to be problem weeds are now among Britain's rarest plants. There is little known about arable field margins themselves in Bedfordshire but approximately 65% of land in Bedfordshire is classified as arable (79,000 ha). Arable or cereal field margins can support many rare or endangered plant species such as corn parsley (*Petroselinum segetum*), field cow-wheat (*Melampyrum arvense*) and shepherd's-needle (*Scandix pecten-veneris*). Margins can also provide habitats for insects and mammals, and declining bird species such as corn bunting (*Emberiza calandra*), lapwing (*Vanellus vanellus*) and grey partridge (*Perdix perdix*). Analysis of arable plant records in 2007/2008 indicates that the thin soils on the chalk are particularly significant for many of these plant species.

These reports are available on the Bedslife website

- "Important Arable Plant Areas In Bedfordshire: Preliminary Study (June 2007)"  
<http://www.bedscape.org.uk/BRMC/newsite/docs/bedslife/species%20docs/arable%20plant%20preliminary%20survey%20rpt.pdf>
- "Important Arable Plant Areas In Bedfordshire's Chalk Arc (2008)"  
[http://www.bedscape.org.uk/BRMC/newsite/docs/bedslife/species%20docs/arable%20plant%20areas\\_chalk%20arc.pdf](http://www.bedscape.org.uk/BRMC/newsite/docs/bedslife/species%20docs/arable%20plant%20areas_chalk%20arc.pdf)

Current factors affecting arable margins include intensification of crop production, including the use of herbicides to ensure a weed-free monoculture, and summer use of insecticides, misunderstanding in the farming community about complexity of creating and maintaining arable margins, regular recreational (e.g. dog walkers, horse riders) trespassing onto arable margins set aside for wildlife and the reduction in rotation of cereal crops and other land covers (including grass leys and fallows).

The eastern part of Bedfordshire is known to be particularly important for a number of farmland birds including corn buntings (*Emberiza calandra*), yellow wagtails (*Motacilla flava*) and skylarks (*Alauda arvensis*).

## Hedgerows

Central Bedfordshire contains many hedgerows. These can provide feeding opportunities and shelter for wildlife as well as linking sites together to allow wildlife to move across the landscape. Diverse, well-structured hedgerows are habitats of 'principal importance' and some hedgerows are also covered by The Hedgerow Regulations 1997.

Although there are no comprehensive data or information about hedgerows across the whole of Central Bedfordshire, there have been small local surveys undertaken in Studham in 2006, Maulden in 2007 and Pegsdon in 2009. A desktop survey from

aerial photographs was undertaken for Sundon/Barton using photographs from 1946, 1968, 1981, 1991 and 2002 which showed the following data:

Year	Total hedge length (km)
1946	37
1968	34
1981	31
1991	34
2002	37

This survey did not provide any information about the condition of the hedgerow or the species contained within it.

A survey of hedgerow cover was carried out by Bedfordshire County Council Planning Department in 1978-79, and was published in 1980 as part of the Landscape and Wildlife Landscape Technical Volume. The purpose of this survey was to update this information in the Bedfordshire Environment Report No 3 published in spring 1993. Unfortunately because the original survey work was missing it was necessary to repeat the Hedgerow Sample Survey for 1976 using new sample data and the original aerial photographs. Paper copies of the hedgerow surveys for 1978-79, plus 1980 are held by BRMC.

### Lowland fens

Lowland fens have become increasingly rare in the UK and are now very restricted in their distribution. They occur on wet peat soils, can be acidic or calcareous, and are fed by rain or groundwater. The only area of this habitat within Central Bedfordshire is at Arlesey Meadows CWS. Along the Hiz, in the north of the site is a small area of Phragmites-Urtica dioica tall-herb fen, with common reed (*Phragmites australis*), stinging nettle (*Urtica dioica*), great willowherb (*Epilobium hirsutum*) and reed canary-grass (*Phalaris arundinacea*).

### Woodlands and Trees

Bedfordshire as a whole is one of the least wooded counties in England (The Woodland Trust 2012) and therefore, Central Bedfordshire's woodland habitats are of particular importance. Woodlands provide great open spaces for local residents as they provide a great escape from urban areas. They also change dramatically through the seasons and often harbour a wealth of wildlife.



Two of the largest areas of forest in Central Bedfordshire are the Bedford Estate which incorporates 3000 acres of Woburn deer park and is home to many areas of ancient



Figure 15: Ancient Woodland

woodland and veteran trees and the Old Warden Estate which includes ancient woodland and parkland as well as a number of veteran trees.

Trees also play a very important role within Central Bedfordshire's urban streets and parks. Within Central Bedfordshire there are many Tree Protection Orders which aim to preserve those trees which have significant amenity value. As well as being aesthetically pleasing, the trees across Central Bedfordshire benefit

biodiversity and are used by a variety of organisms from birds and bats to beetles and fungi.

Veteran trees can be defined as: 'a tree that is of interest biologically, culturally or aesthetically because of its age, size or condition'. Veteran trees are recognised as having significant ecological importance as well as being part of our historic and cultural heritage. They are found in woodland and parkland, they can be old oaks, limes or sweet chestnuts in hedgerows or the pollard willows along the banks of rivers. The Natural England publication "Veteran Trees: A guide to good management (IN13)" (2000) is available here <http://publications.naturalengland.org.uk/publication/75035>.

### Lowland mixed deciduous woodland

Lowland mixed deciduous woodland grows on all kinds of soils, and includes most semi-natural woodland. Many are ancient woods which have been continuously wooded since the 17th century. It may form a mosaic with other habitats, including patches of beech woodland and wet areas. Rides and edges may grade into grassland and scrub types.

Two good examples of Lowland mixed deciduous woodland in Central Bedfordshire are Chicksands Wood CWS and King's and Baker's Woods and Heaths CWS and SSSI. The majority of Chicksands Wood CWS is ancient woodland dominated by standards of Ash (*Fraxinus*) and Oak (*Quercus*) with occasional Hornbeam (*Carpinus betulus*), Aspen (*Populus tremula*) and stands of mature Small Leafed Lime trees (*Tilia cordata*) coppice

King's and Baker's Woods and Heaths CWS and SSSI represents the largest area of woodland in Bedfordshire as well as remnants of lowland heath and acidic grassland. It lies on the Boulder Clay passing to Lower Greensand, producing an outstanding series of soil types ranging from slightly calcareous to acid and from wet to well drained. This exceptional range is reflected in the rich variety of species and habitats. Most of the wood is ancient and the diverse tree and shrub layer shows wide structural variety derived from centuries of coppice and high forest management. The ground flora includes a large number of species which are uncommon or rare in the county, and the wide system of rides supports rich grassland that is an important element of the woodland.

### **Lowland beech and yew woodland**

This is a subset of Lowland mixed deciduous woodland. Lowland beech and yew woodland spans a variety of distinctive vegetation types reflecting differences in soil and topographical conditions. Beech can grow on both acidic and calcareous soils, although its association with yew tends to be most abundant on the calcareous sites. These woods have been managed historically as coppice, coppice with standards, wood-pasture, high forest and minimum intervention. They are often found as intricate mosaics with other woodland communities.

The most important ancient semi natural lowland beech wood on calcareous soils in Central Bedfordshire is Leete wood, part of Barton Hills NNR. This is a small ancient beech (*Fagus sylvatica*) wood. Ash (*Fraxinus excelsior*) occurs in the beech high forest over a shrub layer comprising hazel, spindle (*Euonymus europaeus*), yew (*Taxus baccata*) and elder (*Sambucus nigra*). Under the densely shading beech, white helleborine (*Cephalanthera damasonium*) occurs.

### **Traditional orchards**

Traditional Orchards are a habitat of 'principal importance' because of the wealth of wildlife that they support. They can also be important for retaining fruit tree varieties which would otherwise be lost. Since 1950, 57% of England's orchards have disappeared; this includes both commercial and traditionally managed sites, although declines have been most severe amongst traditional orchards (BRIG 2007).

Bedfordshire has a long history of fruit growing and there are many local varieties of fruit trees which originate in Bedfordshire. Many of these originate from the experimental fruit breeding by Thomas Laxton and his sons in Sandy and Bedford in the nineteenth century. Local varieties include apples (including Barnack Orange, Laxton's Epicure, Lord Lambourne and Laxton's Fortune) plums (including Early Laxton and Laxton's Supreme) pears (including the locally unique Warden Pear) and various damsons and prunes in the area around Totternhoe.

Historically orchards in Bedfordshire were on a small scale and run by smallholders rather than large farmers. These have been in decline over recent years as a result of traditional orchard sites being developed for housing or converted into arable land due to lack of protection under the current planning system, the absence of local niche markets for diverse orchard produce and neglect through lack of management and loss of traditional skills such as pruning and cultivation management skills. As a result this network of sites which are important for wildlife is under threat.

In Bedfordshire, agricultural census data show a decline in the orchard area of 95% since the peak decade of the 1950s (Brown 2008).

An England-wide inventory, carried out by the People's Trust for Endangered Species (PTES) during 2008-12, found 322 traditional orchards in Bedfordshire covering a total area of 126.6 ha. 11% of these individual orchards were verified by survey and seven orchard owner questionnaires supplied additional information revealing that 4% of traditional orchards in Bedfordshire are in excellent condition, 32% in good condition and 64% in poor condition. 3 traditional orchards were in Environmental Stewardship comprising 0.92 ha (be aware that these figures are based on a very small number of surveys).

Orchard sites are afforded some protection by planning policies through generic policies covering the Local Biodiversity Action Plan and its habitats and species. The National Planning Policy Framework (NPPF) also affords protection to veteran trees, many of which can be found in orchards.

Sites can also be protected (or new sites created) through conditions as part of the planning process.

Traditional Orchards are included on the Section 41 (S41) List of Habitats of Principal Importance in England used to guide decision-makers such as public bodies in implementing their duty under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006.

Four orchards in Central Bedfordshire are designated as CWS (Fairfield East Orchard CWS, Fairfield West Orchard CWS, Park Wood LNR and Steppingley Hospital - the first two of these are also good sites for lichens which are associated with traditional orchard habitat. There are a number of orchards across Central Bedfordshire including a large number of privately owned orchards in the Totternhoe area (see figure 17). A number of orchards are run by community groups including Southill Community Orchard near Old Warden (a new orchard containing Warden pears) and Park Wood Community Orchard which has over 200 varieties of apples, pears, figs, damsons, plums, medlar, quince and walnuts including a good selection of fruits bred in Bedford by Thomas Laxton and his sons.

Orchards are good habitats for a number of birds and also numerous species of fungi and invertebrates, many of which cannot tolerate the chemicals used in agriculture and fruit growing. Orchards also contain a lot of dead and decaying wood which is particularly important for a group of insects and other life forms that rely on it, such as the Noble chafer beetle (*Gnorimus nobilis*) which lives almost entirely in traditional orchards where their young depend on the dead and decaying wood in fruit trees.

This beetle is becoming increasingly rare as agricultural intensification and neglect reduce its habitat meaning that conserving the remaining traditional orchards is very important for this species. The beetle's distribution in England is mainly centered on Worcestershire, Herefordshire and Gloucestershire, with outlying populations in the New Forest, south Oxfordshire and Kent. The species is not currently recorded in Bedfordshire but has been found in an adjoining county - however any old orchard with suitable decaying wood habitat has the potential to contain and support a population of noble chafer.

Stag beetles (*Lucanus cervus*) are also associated with traditional orchards and have recently been recorded in Totternhoe as a result of survey work by the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire for the first time since 1980.



Figure 16: Stag Beetle, Totternhoe

As a result of many of the issues described above it was decided, in 2010, to set up the Bedfordshire and Luton Orchard Group (BLOG) with the aim of surveying, improving and promoting the county's orchard and fruit tree heritage, biodiversity and management. BLOG is run by a partnership of conservation organisations, interested individuals and local people all with an interest in the above aims.

The People's Trust for Endangered Species (PTES) is undertaking a Traditional Orchard Survey to understand where traditional orchards remain and what condition they are in in order to better protect them. Details can be found at <http://ptes.org/get-involved/surveys/countryside-2/traditional-orchard-survey/>.



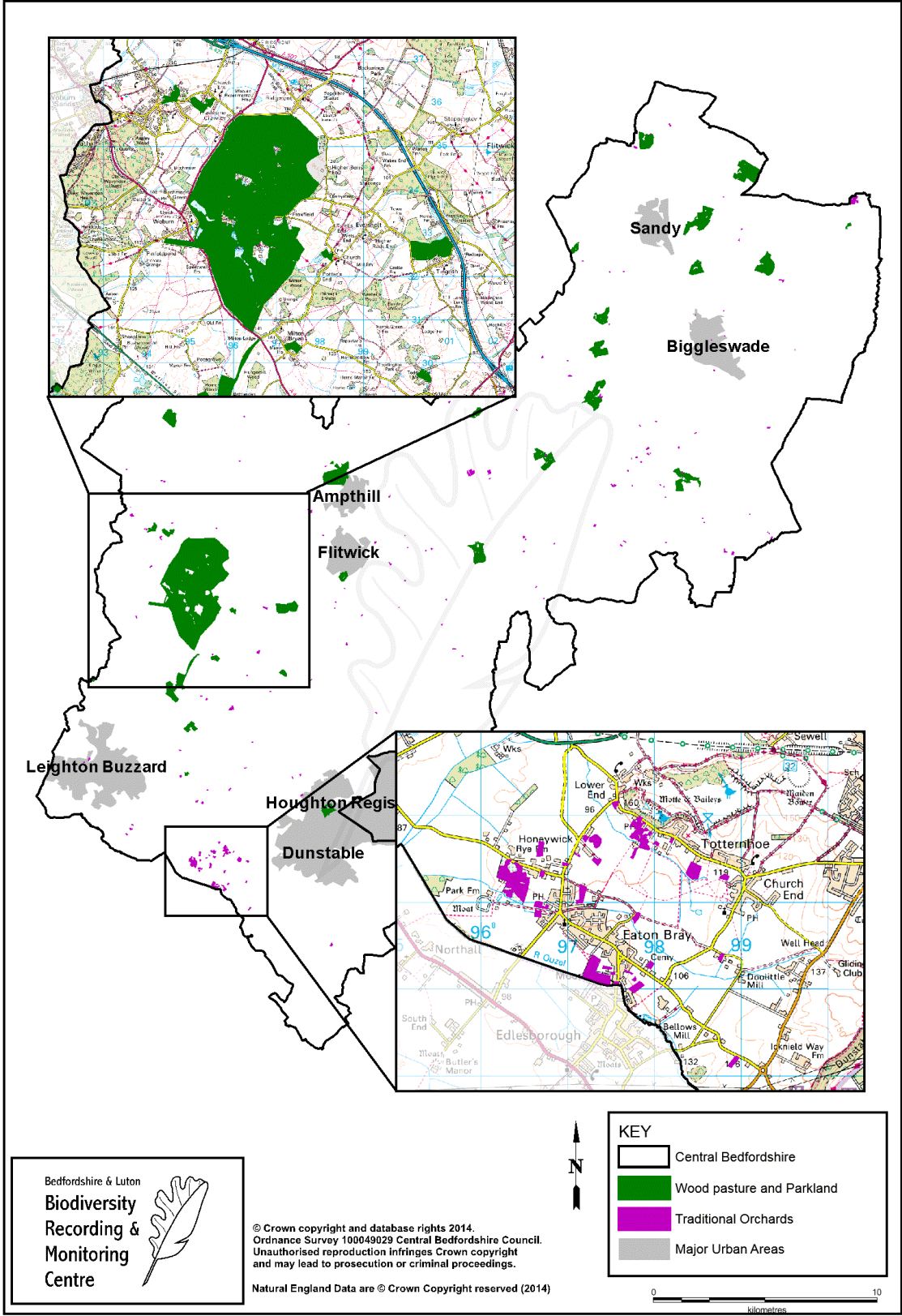


Figure 17: The current distribution of orchards and woodpasture and parkland within Central Bedfordshire.

## **Wet woodland**

Another BAP priority habitat which is prominent in Central Bedfordshire is wet woodland. Wet Woodland is a National Priority Habitat in the UK BAP, although the extent of wet woodland has declined nationally due to drainage and improvement of neighbouring land. Wet Woodlands can support a rich, varied and unique community of species including plants, mosses, lichens and invertebrates as well as larger animals including otters and birds.

In Central Bedfordshire wet woodlands are found in the floodplains of the major river valleys and spring fed locations on the Greensand Ridge. The floodplain wet woodlands are mainly present along the main Ouse, Ivel and Flit valleys along with others along the smaller rivers such as the Ouzel and Lea.

The Flit valley is one of the most important sites for wet woodland in the country and includes Flitwick Moor SSSI, Moors Plantation CWS, Upper Alders CWS and Pennyfathers Moor CWS. Flitwick Moor is a remnant of a eutrophic (nutrient rich), valley mire and is the largest area of wetland in Bedfordshire. It includes two types of woodland, pedunculate oak/birch (*Quercus robur/Betula spp.*) and alder (*Alnus glutinosa*) communities. A characteristic species of the woodland ground flora is greater tussock-sedge (*Carex paniculata*).

These sites support locally uncommon plant species such as opposite-leaved golden saxifrage (*Chrysosplenium oppositifolium*), wood club-rush (*Scirpus sylvaticus*) as well as nationally important populations of species such as mosses, liverworts and fungus including the rare liverwort Ghostwort (*Cryptothallus mirabilis*).

Wet woodland and scrub has also developed in some of the disused clay pits in the Marston Vale. These pits offer opportunities for the creation of a mosaic of wetland habitats including extensive wet woodland such as that already developing at Coronation Pit. This constitutes a valuable ecological resource.

Also associated with wet woodland are willows, alder, black poplar and other riverside trees which are of great importance for both wildlife and the landscape. These provide linkage between areas of wet woodland as well as having their own importance to wildlife.

The Greensand Ridge is almost the only site in the country with spring fed wet woodlands. There are relatively large spring fed wet woodlands at Sutton Fen CWS near Potton and Southill Lake and Woods SSSI but spring fed wet woodlands are often part of larger areas of woodland such as the alder woodland in Washer's and Daintry Woods CWS near Woburn, or present as part of a mosaic of other habitats such as at Stockgrove Country Park CWS at Heath and Reach.

## **Wood-pasture and parkland**

Both formal and informal parks and playing fields provide very valuable green spaces for people but are also important for wildlife. Although many formal parks contain

areas of close mown grass and formal flowerbeds which are less useful for wildlife, there are many opportunities to incorporate habitat corridors and to improve the habitat for wildlife.

The mixture of standard trees and grassland which have developed over many years often leads to there being significant wildlife interest within historic parklands and this is why it is included as a habitat of 'principal importance'. The largest area of parkland within Central Bedfordshire can be found at Woburn. The Woburn Estate is the family seat of the Duke of Bedford (the Bedford Estates) and is an extensive area of deer-grazed parkland. 364 acres of Woburn Park are designated as a County Wildlife Site. The grassland contains extensive areas of mature broadleaved parkland, clumps of broadleaved plantation, ponds and a small area of marshy grassland. The Bedford Estates also manage large areas of surrounding woodland, much as commercial forestry. The Greensand ridge has the highest surviving



percentage of historic parkland (including Woburn, Southill, Old Warden and Haynes) of any National Character Area. These estates have many fine veteran trees and have also strongly influenced the architecture of individual late 18th- and 19th-century farmsteads and entire villages and towns.

Figure 18: Deer grazing

### Open mosaic habitats on previously developed land

Areas of previously developed land which have become derelict provide opportunities for many pioneer species of plant that are the first to colonise new areas in difficult conditions. These often become outcompeted when more vigorous species arrive. Such areas are also likely to support a fairly distinct and specialist assemblage of insects, along with reptiles which take advantage of the warmth provided by areas of bare ground for basking. The contribution of such sites to the biodiversity of an area should not be underestimated, although they are very difficult to protect and manage. The sand pits around Leighton Buzzard and Heath and Reach contain a range of wetland, wet woodland, acid grassland and open bare ground habitats. These areas have an interesting invertebrate assemblage associated with them. The disused clay pits in the Marston Vale such as Coronation Pit also offer opportunities for the development of a mosaic of wetland habitats. This constitutes a valuable ecological resource.

Landscaping schemes around commercial sites and along transport routes can provide food and shelter for wildlife as well as acting as corridors to link more diverse habitats. They often have a well-established flora of perennial species and scrub which are similar to those on previously developed land

## Ponds

Ponds can be seasonal or permanent and can be important habitats for biodiversity including rare wetland plant species, aquatic invertebrate species and aquatic vertebrate species such as Great Crested Newts (*Triturus cristatus*). Other ponds are recognised as important because of their age, rarity of type or landscape.

Limited surveys of ponds have been undertaken in Bedfordshire and extrapolations from these surveys would indicate that there are around 2-3000 ponds in the county. 20% of ponds nationally are likely to be of Priority Pond status; this would equate to around 700 Priority Ponds in Bedfordshire and Luton.

Pond habitats are at risk from a number of factors including

- Direct loss from neglect, infilling and drainage
- Ecological successional changes due to poor or absent pond management, eventually resulting in the loss of habitat for uncommon species of early and mid-succession ponds (e.g., great crested newt)
- Chemical pollution, nutrient enrichment and siltation with polluted sediments, which adversely affect the diversity of pond life
- Overstocking with fish and ducks
- The spread of exotic species (such as fish or terrapins and many invasive plant species)
- The spread of exotic disease, in particular Chytrid fungus which indiscriminately attacks amphibians
- Climate change, which may reduce the viability of shallow or ephemeral ponds (either by reducing, increasing or shifting the period of time over which they hold water)

Ponds may be protected under the Wildlife and Countryside Act 1981 (as amended) by virtue of the species they support, such as white-clawed crayfish (*Austropotamobius pallipes*), great-crested newt (*Triturus cristatus*) and water vole (*Arvicola amphibius*).



Figure 19: Felmersham gravel pits



## Reedbeds

Reedbeds are wetlands dominated by stands of common reed *Phragmites australis* wherein the water table is at or above ground level for most of the year. The reedbeds in the UK are of geographical importance in a global context. The area of reedbed has declined due to drainage and lack of management.

Reedbeds support a distinctive breeding bird assemblage including 6 nationally rare Red Data Book birds including bittern (*Botaurus stellaris*), marsh harrier (*Circus aeruginosus*), and bearded tit (*Panurus biarmicus*). Reedbeds also provide roosting and feeding sites for migratory birds and have five Red Data Book invertebrates closely associated with them.

Reedbed in Bedfordshire can be found in ditches, along the margins of rivers, around ponds, lakes and the numerous flooded brick and gravel pits. Most areas of reedbed are very small and the river margin reedbeds may cumulatively be the largest area of reed in the county. However, there are only about 22.3 ha of discrete reedbed in the county; 20 ha of this was created in 1999 at the Marston Vale Forest Centre. The other discrete reedbeds are: Chalton Sewage Treatment Plant (0.4 ha), Sandy Smith Nature Reserve (0.8 ha), Houghton Regis Quarry (1 ha) and Churchways Quarry (0.1 ha).

## Floodplain grazing marsh

Grazing marsh is defined as periodically inundated pasture or meadow with ditches. Sites may contain ponds and seasonally water-filled hollows with swamp communities but not extensive areas of tall fen communities. The majority of sites are grazed although some are cut for hay or silage.

Marshes are very important for breeding waders such as snipe, lapwing and curlew and can support a high diversity of native plant species. Sites are very sensitive to nutrient levels.

The largest areas of floodplain grassland in Bedfordshire are located in the Ouse, Ivel, Ouzel and Flit valleys, with more fragmented areas alongside some of the smaller watercourses such as the River Lea. Whilst some areas, particularly in the Ivel and Flit valleys are of County Wildlife Site status most are now improved grasslands.

A good example of floodplain grazing marsh in Central Bedfordshire is **Sandy Smith Nature Reserve CWS** which lies on the floodplain and northern slopes of the Flit Valley between Clophill and Chicksands near Shefford. In addition to floodplain grazing marsh this is also an important site for a number of other important wetland habitats – the wet woodland of Upper Alders, marsh and reedbeds. The wetland areas of the reserve support plants, mosses and breeding birds including reed warblers (*Acrocephalus scirpaceus*). Purple loosestrife (*Lythrum salicaria*), meadowsweet (*Filipendula ulmaria*) and harvest mice (*Micromys minutus*) are found in the fen areas and otters (*Lutra lutra*) and kingfishers (*Alcedo atthis*) have been

seen on the river Flit. Other species found here include skylarks (*Alauda arvensis*), yellowhammers (*Emberiza citrinella*), brown hares (*Lepus europaeus*) ladies bedstraw (*Galium verum*), cowslips (*Primula veris*) and bee orchids (*Ophrys apifera*). There also a number of veteran oak trees.

## Rivers

There are a number of important rivers in Central Bedfordshire. The largest river in Bedfordshire is the River Great Ouse. Although this does not run through Central Bedfordshire many smaller rivers and tributaries form the Ouse catchment many of which are in Central Bedfordshire, the most significant of these are:

- The Elstow Brook joining the Ouse at Willington;
- The Ouzel in the south of the county joins the Ouse at Milton Keynes; the Clipstone Brook is a Tributary of the Ouzel.
- The River Ivel is a comparatively large tributary of the Ouse and rises not far into Hertfordshire joining the Ouse at Tempsford. The Flit becomes the Ivel Navigation and joins the Ivel near Langford, the river Hiz also drains from north Hertfordshire and joins the Ivel near Henlow, the Hit joins near Shefford.
- The river Lea rises in Luton and flows south-east to join the Thames in London. Only the upper reaches of this river are in Central Bedfordshire.

Rivers and their associated wetlands provide habitats for many species and potentially enable them to travel between wildlife rich sites. The river itself is a habitat of 'principal importance' along with the small areas of fen and wet woodland which are contained within some of the green spaces beside it. All the rivers in Central Bedfordshire and many of the tributaries are designated as CWSs. This designation also includes area of valuable wildlife habitat surrounding the rivers, such as the bankside willows and riverside grasslands.

The river Flit is associated with a number of locally and nationally important wildlife sites. **Flitwick Moor (SSSI)** is an important wetland with an interesting mix of fen, meadow, wet woodland, and fragile peaty soils. Woodlands of oak and birch, over dense stands of bracken, reveal the acidic nature of the site. Acid-water springs rise in the reserve, complementing the more alkaline nature of the nearby river Flit. Alder woods have developed in the wetter areas, a rarity nowadays owing to land drainage and conversion to farmland. The wet fen and the boggy nature of the mire provide habitat for cottongrass, ten species of Sphagnum moss and marsh pennywort. The site is also good for meadowsweet, purple-loosestrife and square-stalked St. John's-wort. The dense vegetation provides ideal cover for water rail and warblers nest in the reed and sedge beds. Further downstream is **Flitton Moor LNR** which is a patchwork of semi-improved neutral grassland and former arable land with mature pollarded willows and a small wet woodland area to the north of the site. The wetland flora of the ponds, marsh and ditches is of particular interest and forms one of the best areas for dragonflies in Bedfordshire. **Sandy Smith Nature Reserve CWS** lies on the floodplain and northern slopes of the Flit Valley between Clophill and Chicksands near Shefford. (See Floodplain grazing marsh section).

## Other Habitats

### **Houses, Private Gardens and Allotments**

Although often overlooked, private gardens and allotments provide many habitats for wildlife within urban areas and when added together cover a large area. There are currently 59 allotment sites containing over 3000 plots across Central Bedfordshire. A range of species can often be found on allotments. For example, slow worms often take advantage of the warmth created in compost bins and help with the control of slugs. Private gardens can provide food and shelter for many species of birds, as well as a variety of insects, such as bees and butterflies. The addition of a garden pond also creates habitat for frogs, newts, toads and dragonflies which can make use of a network of ponds across many gardens.

One of these sites has a County Wildlife Site (Biggleswade Allotments Meadow CWS) associated with it. This is designated for its neutral grassland and hedgerows and has over 50 grassland species with hedgerows over 500m in length and an average of eight woody species per 30m.

### **Commercial Sites, Roads and Railways**

Landscaping schemes around commercial sites and along transport routes can provide food and shelter for wildlife as well as acting as corridors to link more diverse habitats. They often have a well-established flora of perennial species and scrub which are similar to those on previously developed land (see above).

Central Bedfordshire has 20 Roadside Nature Reserves (see page 29). These are important wildlife habitats and even for non-designated road verges there are many opportunities to enhance the management of the roadsides to benefit wildlife together with areas of landscaping within commercial sites which would add significantly to the creation of a network of green corridors across Central Bedfordshire.

Disused railways also provide useful wildlife corridors. For example in Central Bedfordshire Old Warden Tunnel is recognised as a County Wildlife Site as a habitat mosaic containing calcareous grassland, neutral grassland, scrub, semi-natural broadleaved woodland, wet woodland, pools, marsh and ruderal vegetation.

## Chapter 4

### The Nature Conservation Strategy's Policies

This section sets out the Nature Conservation Strategy's policies. The Action Plan for the implementation of these policies is included in the next chapter.

#### General Statement

The NERC Act 2006 includes the 'Biodiversity Duty' which requires all public bodies to 'in exercising their functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity'. In order to fulfill this duty the Council is required to consider biodiversity in all the policies and decisions that it makes across all the activities in which it is involved. This includes the management of Council land and property, raising public awareness and the strategic planning process. Where services have been contracted out to other bodies the NERC Act should still be considered. The importance of protecting and caring for our green environment, within CBC has been highlighted with the Sustainable Community Strategy. It emphasised the value that residents put on the natural environment and their wish to preserve it for future generations. Working with other statutory bodies, community groups and individuals to achieve these aims should be encouraged. Biodiversity 2020, England's Biodiversity Strategy also emphasizes the importance of working for biodiversity across all sectors of organisations.

#### NC 1: Having Regard to Biodiversity Across all Council Functions

The Council will ensure that biodiversity issues are taken into account, wherever possible, in all aspects of its activity and will encourage other groups and individuals to give equal consideration to such issues.

Although the 'Biodiversity Duty' applies across all aspects of the Council's work there are specific areas within which a more pro-active role can be taken. The following sections cover areas where this is the case.

#### Internationally important wildlife sites

There are currently no sites designated to be internationally important wildlife sites within Central Bedfordshire. There are sites, such as Flitwick Moor SSSI which may have the potential to be designated in the future. There are also a number of internationally recognized sites relatively close to Central Bedfordshire which may be affected by activities occurring within Central Bedfordshire. One of these is Portholme Special Area of Conservation (SAC). This is the largest surviving traditionally-managed meadow in the UK and includes a nationally significant area of alluvial flood meadow surrounded by channels of the River Great Ouse. As this is downstream from Central Bedfordshire this site is vulnerable to effects from activities within Central Bedfordshire.

**NC 2: Internationally important wildlife sites**

If any sites within Central Bedfordshire are recognised as being of international importance the council will support this designation and will ensure that it meets any legal obligations with regard to the protection of such sites. The Council will also ensure its actions do not have negative impacts on any internationally important wildlife sites external to Central Bedfordshire, including the Portholme Special Area of Conservation (SAC), Upper Nene Valley Gravel Pits Special Protection Area (SPA), and Chilterns Beechwoods SAC.

## National Nature Reserves

There are 224 National Nature Reserves (NNRs) in the country, of which three are within Central Bedfordshire. These sites are designated by Natural England and represent some of the most important sites for wildlife nationally. NNRs were established under the National Parks and Access to the Countryside Act 1949, which specified that they were for “preserving flora, fauna or geological or physiographical features of special interest in the area and/or for providing opportunities for the study of, and research into, those features”. The Natural Environment & Rural Communities Act 2006 extended the role of NNRs to include the provision of opportunities for public enjoyment of nature and/or open-air recreation. Section 35 Wildlife & Countryside Act 1981 allows Natural England to approve other organisations (Approved Bodies) to manage NNRs. Natural England will use this standard to ensure that potential Approved Bodies understand and have the capabilities needed to meet the standard at a specific site.

**NC3: National Nature Reserves**

The Council recognises the importance and value of NNRs and will protect and enhance the management of NNRs in conjunction with Natural England into the future.

## Sites of Special Scientific Interest

SSSI represent the country’s best wildlife and geological sites. They are a selection of the available habitats, not an exhaustive list of wildlife rich areas, which are protected under the National Parks and Access to the Countryside Act 1949, Wildlife and Countryside Act 1981 (as amended) and Countryside and Rights of Way Act 2000. SSSIs represent a range of habitats. Improving the condition of SSSI is one of the priorities within Biodiversity 2020.

**NC4: Sites of Special Scientific Interest**

The Council recognises the importance and value of SSSI and will protect and enhance the management of SSSIs in conjunction with Natural England into the future. It will also promote the designation of other sites within Central Bedfordshire as SSSI where their quality is sufficient.

## County Wildlife Sites

Each year a small number of CWS within Central Bedfordshire are surveyed by the Wildlife Trust as part of an ongoing monitoring and survey project. These detailed site surveys monitors the condition of each of the sites, as well as identifying those which may require additional work or are under threat. It enables resources to be distributed wisely to create the best quality sites possible.

Single Indicator 160 is an annual review of which CWS and LGS are deemed to be in “positive conservation management” within the last five years. This is reported to central government at the end of September each year. While this gives a general idea of the state of the local sites, a number of factors can affect the condition of a site and these can change within the five year period leading to some sites not being in as positive condition as SI160 might indicate. As well as being important for management, keeping information on the sites up-to-date is vital should they need to be defended through the planning process.

### NC5: Support of the County Wildlife Site System

The Council will support the County Wildlife Site system in order to promote a well monitored and managed network of sites across Central Bedfordshire. This will include sitting on the County Wildlife Site Panel, the local sites partnership and supporting the administration of sites within Central Bedfordshire.

In order to allow the efficient storage and distribution of information on CWS across Bedfordshire the BRMC keeps all the relevant data on them. For an up-to-date list of sites or monitoring information please contact them.

## Local Nature Reserves

Under the National Parks and Access to the Countryside Act, 1949, the Council can declare areas as Local Nature Reserves. These areas provide opportunities for local residents to enjoy and appreciate local wildlife, as well as offering educational opportunities. As part of their designation they must be managed for nature conservation purposes and have an adopted management plan. There are currently 11 sites designated as Local Nature Reserves within Central Bedfordshire.

### NC6: Local Nature Reserves

The Council will, in consultation with Natural England, use its powers under the National Park and Access to the Countryside Act, 1949, to declare statutory Local Nature Reserves and instigate appropriate byelaws for their protection.

The Council will continue to protect and support existing Local Nature Reserves and support their status through appropriate management.

## Nature Improvement Areas

In Central Bedfordshire there is currently one Nature Improvement Area recognised by Central Bedfordshire Council - the Greensand Ridge Nature Improvement Area (NIA) which lies almost exclusively within Central Bedfordshire. Nature Improvement Areas (NIA) have been established by DEFRA in order to create joined up and resilient ecological networks at a landscape scale. They are run by partnerships of local authorities, conservation organisations, local communities, landowners and the private sector.

### NC7: Nature Improvement Areas

The Council will support the concept of Nature Improvement Areas and work with conservation organisations to establish and support such initiatives if/when these are brought forward.

Currently there is one NIA identified within Central Bedfordshire. This is the *Greensand Ridge Nature Improvement Area*. The Council will support the aspirations of the NIA partnership with regards to strengthening the ecological networks of the Ridge, enhancing public awareness of the NIA, its biodiversity and the wider benefits it brings; providing opportunities for people to access and experience the best the Ridge has to offer in terms of its wildlife, habitats and landscape, in a sympathetic and sustainable way and ensuring growth and development in and around the Ridge makes a real and lasting contribution, supporting, valuing and benefiting the natural environment and achieving a net gain in biodiversity by 2020.

## Bedfordshire Local Nature Partnership

Local Nature Partnerships (LNPs) are a key element of the Government's Natural Environment White Paper – "The Natural Choice – Securing the Value of Nature" (June 2011) and have been established across England. There is a legal duty on local planning authorities, County Councils and public bodies to engage with LNPs constructively and have regard to their views on strategic planning matters, recognising LNPs as balanced, strategic and knowledgeable partnerships.

### NC8: Bedfordshire Local Nature Partnership

The Council will engage with LNPs constructively and have regard to their views on strategic planning matters.

## Biodiversity Network

The long-term success of the wildlife sites which have been designated across Central Bedfordshire depend not only on their maintenance but also on the provision of linkages to other sites and the wider countryside. Small isolated wildlife communities, even if protected, are more vulnerable to local extinction than large areas. Linkages can be stepping stones like open spaces and green roofs, or corridors such as road verges or hedgerows. Such links help to maintain diversity by encouraging wildlife to move through the urban area. The main emphasis within Biodiversity 2020 is the creation of an integrated habitat network. Creating the opportunities for wildlife to move is particularly important in the face of climate change as the areas where they are currently found may not be suitable for them in the future.

Central Bedfordshire's Biodiversity Network incorporates the South and Mid Bedfordshire elements of the network which was developed for the Bedfordshire Green Infrastructure Plan. The Biodiversity Network includes those elements which pertain to biodiversity and conservation such as green corridors, nature reserves, woodlands and parks but does not include those elements which solely relate to leisure, heritage or landscape.

**Figure 6** illustrates where the best opportunities exist for enhancing and creating a network of sites, stepping stones and corridors across the urban area which link into the wider countryside.

Opportunities to protect and enhance the biodiversity network could come from many aspects of the Council's work. For example, protecting existing wildlife sites in the planning process and promoting links across new developments, managing parks with wildlife networks in mind and enhancing key road verges to provide wildlife corridors. Creating a network will also enable Central Bedfordshire's residents to experience nature close to where they live or work providing healthy recreational and educational opportunities into the future.

### NC9: Creating a Network for Biodiversity

The Council will promote the creation of a biodiversity network across all relevant aspects of its work. This includes protecting and enhancing, where appropriate, the network of sites, stepping stones and corridors shown on the Biodiversity Network map.

## Bedfordshire and Luton Biodiversity Recording and Monitoring Centre

Optimally managing designated sites, creating biodiversity networks and protecting wildlife in the wider landscape all require up-to-date correct information on species and habitats. The Bedfordshire and Luton Biodiversity Recording and Monitoring Centre (BRMC) collate, store and disseminate verified wildlife records from across the Central Bedfordshire. The resulting data can be displayed in a variety of ways making it easy to access alongside the current legislative or rarity status of each species. They are also the repository for information about CWS and habitat maps for the area with both recent and historical information available. Much of this information is available in GIS format making it



easy to assess and integrate with other evidence. The BRMC is a partnership organisation based at the Bedford office of The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire.

Biodiversity 2020 recognised how vital good information is, paragraph 2.34 says:

“Above all, we need evidence to guide our decisions, from issues of national policy to choices about individual site management and we need to continue to develop and test solutions to address biodiversity loss and engage people, natural resource managers and business.”

It also emphasises the importance of partnership working and the voluntary sector, particularly local recording networks, in achieving good information. Locally the BRMC is the body taking these issues forward. To enable Central Bedfordshire Council to access the best evidence for decision making, keeping it in line with the Biodiversity Duty from the NERC Act 2006; support for the BRMC is needed. This support would include information sharing and contributing financially whenever possible. More information can be found on the BRMC website ([www.bedsbionet.org](http://www.bedsbionet.org)).

#### NC10: Bedfordshire and Luton Biodiversity Recording and Monitoring Centre (BRMC)

The Council recognises the importance of up-to-date verified biodiversity information and requires it to manage its own sites effectively, create biodiversity networks and adequately consider biodiversity within the planning system. To enable the BRMC to continue to collate, store and disseminate data the Council will support it financially where possible and share information.

## The Planning Process

Both Strategic Planning and Development Control have a very important role to play in protecting Central Bedfordshire's existing wildlife sites and biodiversity network. They also have opportunities to enhance areas for wildlife and create new habitats within developments which will help provide better connections between wildlife rich sites. Many habitats are irreplaceable as they have developed over a long time period and involve complex relationships between the organisms they contain, the soil and the wider environment. As legally protected designated sites are not abundant, protecting other sites with existing biodiversity interest is essential. The NPPF requires designated sites and biodiversity networks to be identified and mapped as part of the Local Plan process.

SSSIs receive legal protection due to this designation. The defense of other important wildlife sites, such as CWS, falls largely to the planning process and so it is important that they are well protected by robust policies in the Development Strategy. This approach is encouraged by the NPPF. Some of the habitats within Central Bedfordshire have been identified as of “principal importance to the purpose of conserving biodiversity” and so receive protection under the NERC Act 2006 and require particular note within the planning process.

While the Council would wish to protect all important wildlife sites from development there are occasions where development is permitted for an overriding need. The definition of this

need will be different for each level of designation. In such cases the Council will seek suitable mitigation for the loss which would contribute to the wider biodiversity network.

**NC11: The Planning Process**

The Council will refuse planning permission for proposals that would result in harm to designated or proposed Sites of Special Scientific Interest (SSSI) or National Nature Reserves (NNR), unless the reasons for the development clearly outweigh the nature conservation value of the site and the national policy to safeguard such sites. Where such development is permitted, measures will be required to mitigate and/or compensate for the effects of the development. Development that would impact on the strategic ecological network, including County Wildlife Sites, Local Nature Reserves and Roadside Nature Reserves, causing fragmentation or otherwise prejudice its effectiveness will not normally be permitted.

The planning process can have a positive role to play in encouraging the creation of new habitats within developments and enhancing the wider biodiversity network. This can create pockets of wildlife rich habitat on people's doorsteps. Developers should consider existing biodiversity features and how to link them within their landscaping scheme at an early stage. Landscaping schemes which retain existing features, such as hedgerows, whilst enhancing them using locally sourced native species should be encouraged. Such features improve new developments for wildlife and people.

**NC12: Development Criteria.**

The Council will seek a net gain in biodiversity and geodiversity and support the protection, maintenance and enhancement of habitats, identify opportunities to create buffer zones and restore and repair fragmented biodiversity networks. Development that would impact on the strategic ecological network causing fragmentation or otherwise prejudice its effectiveness will not normally be permitted.

## Species Protection

Some species are protected by legislation which requires their possible presence to be taken into consideration as part of the planning process or during management works on sites. Species are protected by the Wildlife and Countryside Act 1981 (as amended), the Badgers Act 1991 and the Conservation of Habitats and Species Regulations 2010. Some of the protected species that occur within Central Bedfordshire include great crested newts, bats, badgers, hazel dormouse and slow worms. The NERC Act 2006 includes a list of species which are "of principal importance to the purpose of conserving biodiversity" which is also included in the CROW Act 2000. This list was developed as part of the Biodiversity Action Plan process. These Acts require local authorities to have regard for these species across all their functions. It is important to note that while the maintenance of wildlife sites will benefit many protected species, others occur more widely across the urban area, such as bats, and will require special consideration.

NC13: Species Protection

The Council will have regard to protected species and species of principal importance in exercising all of its functions. In particular where the need for development outweighs its impact and is permitted within, adjacent to, or in proximity to designated sites or known locations of protected species or elements of the ecological network, appropriate mitigation and/or compensation to minimise such impacts will be necessary.

## Trees and Orchards

The landscape and biodiversity value of individual trees, notably ancient and specimen trees, including those found in avenues and traditional orchards, should not be underestimated particularly where they provide 'stepping stones' between otherwise isolated habitats. Hedgerows also provide vital wildlife corridors as well as being habitats in their own right. Opportunities to protect and safeguard orchards and other important habitats involving trees come through the planning system as well as during the Council's everyday works.

NC14: Trees and orchards;

Semi-ancient natural woodlands, planted ancient woodland sites, orchards, hedgerows, specimen and veteran trees found outside woodlands will be protected from development and improved through proper management. Any trees, including avenue trees, orchards, or hedgerows unavoidably lost to development will, where appropriate, be replaced with landscape and habitat features of at least equivalent value.

## Waterways

Opportunities to enhance rivers occur through the planning process and through management practices. Results from the Water Framework Directive highlight issues with each watercourse that can be worked on in association with the Environment Agency and other organisations like water authorities and anglers.

NC15: Waterways

The Council will seek to improve the quality of its waterways to achieve Good Ecological Condition under the Water Framework Directive in association with the Environment Agency and others.

## Habitat Creation

Although the Council should take opportunities to create new habitats on its own land, other opportunities often exist during the development and redevelopment of other sites. This could include the creation of wildlife gardens or community orchards within school grounds

or the inclusion of sympathetic landscaping within new developments. This approach can create an enhanced environment to benefit the whole community.

The Council recognises that it has an important role to play in encouraging new habitat creation schemes. Guidance on habitat creation for anyone who is interested is available from the Council, local Wildlife Trust and other environment groups.

NC16: Habitat Creation

The Council will seek the creation and improvement of wildlife habitats particularly where this will enhance stepping stones and linkages across Central Bedfordshire.

## Non-native Invasive Species

Making Space for Nature (Lawton 2010) recognises the threats to British wildlife from invasive non-native species. An audit of England in 2005 found 2721 non-native species living in the wild (English Nature 2005). Most of these have not had noticeable negative impacts, but a small minority have caused considerable harm, including Grey Squirrels (*Sciurus carolinensis*), Sudden Oak Death (*Phytophthora ramorum*) and Signal Crayfish (*Pacifastacus leniusculus*). The problems caused by non-native species could increase because of climate change.

In Central Bedfordshire there are substantial populations of Himalayan Balsam (*Impatiens glandulifera*) which are causing significant problems to a number of important wildlife sites, particularly on the river Flit where large swathes of Himalayan Balsam have taken over areas of Flitwick Moor SSSI. Other species which are currently causing problems in Central Bedfordshire include Giant Hogweed (*Heracleum mantegazzianum*), American Mink (*Mustela vison*) and Japanese Knotweed (*Fallopia japonica*).

At a government level, British coordination involves the GB Non-native Species Coordinating Mechanism, which consists of a Programme Board, Secretariat, Risk Analysis Panel, Stakeholder Forum and Working Groups. The Programme Board and key stakeholders interact via working groups and the annual stakeholder forum; this is facilitated by the Secretariat and its website <http://www.nonnativespecies.org/>

Biosecurity is important to reduce the risk of introducing or spreading invasive non-native species (and other harmful organisms such as diseases). The Non-native Species Secretariat runs a number of campaigns helping to raise awareness of these issues such as Be Plant Wise and Check Clean Dry for freshwater environments.

Be Plant Wise - <http://www.nonnativespecies.org/beplantwise/index.cfm?>

Check Clean Dry - <http://www.nonnativespecies.org/checkcleandry/index.cfm?>

Horizon scanning for future potential threats is important so that action against new invasive species can be rapid and effective.

NC17: Non-native Invasive Species

The Council will support work to tackle the impacts of non-native invasive species across Central Bedfordshire. The Council will also support the GB non-native species secretariat's Be Plant Wise and Check, Clean Dry campaigns and will ensure that work undertaken by the council will not inadvertently lead to any further spread of these species by adopting appropriate biosecurity measures. It will also encourage other landowners and managers to establish similar practices. The council will take an approach of prevention and rapid, targeted action. Central to this is the identification of those non-native species that are likely to become newly invasive in Central Bedfordshire so the council will work with other agencies to undertake regular horizon scanning in order to be aware of any potential threats.

## Minerals Sites

The Council is fully committed to achieving higher standards of restoration following mineral extraction CBC are working with minerals operators to achieve good habitat on restored sites with the objective of protecting and enhancing biodiversity.

NC18: Minerals Sites

The Council will seek high quality progressive reclamation and aftercare of sites. Proposals for restoration will be considered with respect to biodiversity and opportunities for habitat creation will be sought, particularly within the NIA.

## Building and Site Design

Through the planning system, the Council encourages, as far as possible, the protection of existing features and use of locally sourced native plants in new landscaping. The planning system also offers an opportunity to encourage developers to think more innovatively in their approaches to conservation, such as incorporating green roofs or walls within densely developed parts of the urban area; the inclusion of natural open spaces within developments; or the design of storm water drainage and balancing ponds for maximum conservation benefit. To assist developers the Council has produced a Design Guide which sets out the key principles and standards to ensure the delivery of high quality design in Central Bedfordshire

NC19: Building and Site Design

The Council will require all developers to promote the positive enhancement of sites and buildings for wildlife wherever possible, using the Design Guide as reference.

## Site Works

Where development takes place, there can also be wider environmental effects. Major projects, for example roads, can have impacts through the creation of spoil heaps during the works which can have an impact directly or indirectly on areas of interest for nature

conservation. This needs to be considered in advance of site works commencing, as does aftercare to ensure that preliminary enhancements are not wasted unnecessarily as time goes by. Consideration must also be given to the safety of wildlife on site during construction works, for example trenches should be covered when not in use in areas frequented by badgers, and measures put in place to prevent pollution, particularly near watercourses.

## Land Management

The Council is a major landholder within the area. Through effective management, sites in the Council's ownership are being enhanced for nature conservation purposes. This may mean making variations in cutting regimes or other management programmes. This does not mean that areas will be left to go wild and, on occasion, some areas of high quality landscaping and cultivation are appropriate. The appropriateness of management regimes for nature conservation will continue to be carefully considered for each site and will be judged on issues such as usage and the proximity to other wildlife sites. This is particularly important for sites such as Galley and Warden Hills Local Nature Reserve where, as the owner of the land, the Council has a statutory responsibility to manage the land for nature conservation purposes.

On important nature conservation sites, like Sundon and Streatley Hills, the Council is already implementing a management plan. Management plans for the CWS owned by the Council have also been prepared and are being implemented. The Council will encourage other owners of CWS to do the same. A strategy for County Farms is being prepared.

While the management of CWS is very important there also needs to be appropriate action to enhance wildlife in other areas, for example, road verges, hedgerows and small green spaces. Slight variations in cutting regimes could enhance the nature conservation interest of grass verges. Such activities would need to be accompanied by suitable interpretation and publicity.

### NC20: Land Management

In accordance with Aim 5 of the CBC Access Strategy the Council will, where appropriate, establish working practices to sympathetically manage land for nature conservation and to enhance the wildlife interest of open spaces and other areas of open land in its ownership. It will also encourage other landowners and managers to establish similar practices.

## Pollinators

The National Pollinator Strategy: for bees and other pollinators in England was published by DEFRA in November 2014 and urges councils to make a number of simple adjustments to

existing planting and management to improve the quality and extent of habitats suitable for pollinators. These are (quoted from the Strategy):

- Grow more flowers, shrubs and trees that provide nectar and pollen as food for bees and other pollinators throughout the year. For example, pussy willow, primroses and crocuses in spring, lavenders, meadow cranesbill and ox-eye daisies in summer, ivy and hebes in autumn, and mahonia shrubs and cyclamen in winter.
- Leave patches of land to grow wild with plants like stinging nettles and dandelions to provide other food sources (such as leaves for caterpillars) and breeding places for butterflies and moths.
- Cut grass less often and ideally remove the cuttings to allow plants to flower.
- Avoid disturbing or destroying nesting or hibernating insects, in places like grass margins, bare soil, hedgerows, trees, dead wood or walls.
- Think carefully about whether to use pesticides especially where pollinators are active or nesting or where plants are in flower. Consider control methods appropriate to your situation and only use pesticides if absolutely necessary. Many people choose to avoid chemicals and adopt methods like physically removing pests or using barriers to deter them. If you choose to use a pesticide, always follow the label instructions.

The Strategy can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/370199/pb14221-national-pollinator-strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370199/pb14221-national-pollinator-strategy.pdf)

#### NC21: Pollinators

The council will review its current practices and work towards more pollinator friendly protocols including planting / mowing regimes and use of pesticides. It will also encourage other landowners and managers to establish similar practices.

## Access

The ability to access open spaces and sites of nature conservation interest is an important issue to many local people and communities. The benefits of outdoor access and recreation for both recreational and educational purposes and for health and well-being are well-known and recognised. In some cases, access is difficult for physical reasons particularly for the elderly or disabled. At other sites the land may be in private ownership where access is restricted. In some instances access to sites needs to be managed carefully to avoid the pressures which can occur from overuse or from inappropriate levels of access. It would not be appropriate to prevent access to important sites in the Council's ownership, but rather to encourage appropriate access and management of habitats. In particular areas problems, such as motorbike damage, do need to be considered.

Care needs to be taken to provide not only managed sites, whether with marked trails or managed areas, but also "natural" areas where habitats are left to develop and change in their own way through restricting access where appropriate

Accessibility is not only about being able to gain physical access to sites but also in creating the confidence of non-users to feel that local green spaces and the wider countryside are

available to them. It is easier to create “confidence” at local sites which then act as stepping stones to the wider countryside

Access may need to be restricted on some sites where, for example, there are nesting birds or plant species which are easily damaged. This may be for a short period of time or for small areas. On sites where livestock may be used for conservation purposes access for dog walkers will need to be managed carefully. In these areas visitors should be required to keep their dog on a lead.

The Council has brought in four dog control orders which came into effect on 19 October 2014 and aim to cut down the amount of dog foul, restrict dogs from places such as enclosed children’s playgrounds and ensure that dog owners keep their dogs on leads in certain areas including cemeteries and marked sports pitches.

NC22: Access

In accordance with Aim 10 of the CBC Access Strategy the Council will, in partnership with others, endeavour to ensure that the public has access, including where possible access for people with disabilities, to publicly accessible sites of importance for nature conservation except where such access would be detrimental to nature conservation interests or land use of the site.

## Community Involvement

It is very important that local people and the community are involved in the management, protection and enhancement of sites and they should also have an awareness of the importance of Central Bedfordshire’s environment. Nature conservation is not only concerned with protecting wildlife but also about the local community enjoying sites and understanding them. Biodiversity 2020 has this as one of its main priorities. Therefore, community involvement with sites, whether to use the area for relaxation, play or education or to assist in their management, is an essential element of the continued protection and improvement of sites.

Involvement in nature conservation issues can be on a number of levels. Communities may wish to create new habitats on small areas of land or to provide improved or increased access to existing sites. Individuals can also become involved by joining a volunteer group such as those run by the Wildlife Trust or the Greensand Trust. They can also encourage wildlife in their back garden, for example, by putting up bird or bat boxes or creating a pond. Involvement does not have to be on a formal basis, for example, local residents may wish to form their own local group to help look after wildlife habitats close to their homes. The involvement of local people benefits biodiversity alongside improving communities and promoting wellbeing and an active lifestyle. The Council’s ‘P3’ scheme can help with this through advice, tools and training with projects as described above.

There are also opportunities to comment on documents such as site management plans and people’s views on this Nature Conservation Strategy are also welcomed. Individuals and local groups can also be pro-active in suggesting projects and initiatives to the Council and other organisations to improve wildlife habitats in their areas.



NC23: Community Involvement

In accordance with Aim 7 of the CBC Access Strategy the Council will encourage local community groups, schools and the general public to become involved in nature conservation and will, where appropriate, liaise with such interested persons and organisations when considering nature conservation schemes on individual sites.

### Interpretation and Publicity

Local communities and individuals can only become involved in nature conservation activities if they are aware of what is going on. This has to be achieved through good publicity and interpretation. Information is required where projects are being undertaken and this can be particularly important where management for nature conservation interest can easily be misunderstood and unnecessary complaints are then made.

People's awareness of the importance and interest of sites can be greatly enhanced by appropriate information. This could be in the form of leaflets, websites or on-site notice boards. Other activities could include guided walks, talks or podcasts. Many of these activities are already carried out by the Council and others working within Central Bedfordshire. The Council supports these groups in their activities and has worked in partnership with them on a number of initiatives. As above, the P3 scheme can help develop projects.

NC24: Interpretation and Publicity

In accordance with Aim 10 of the CBC Access Strategy the Council will, in partnership with conservation organisations and others, continue to publicise and promote nature conservation through a variety of interpretive techniques including leaflets, exhibitions, on site explanatory panels, guided walks, special events and through social media.

### Resources and Implementation

As with any policy document it is its implementation through projects, programmes and initiatives that is most important. The following chapter highlights more specific proposals for how this can be achieved as part of an on-going programme that will be monitored and reviewed. Many of the programmes and initiatives outlined in the Action Plan will only require small changes in working practices or can be accommodated within existing resources; some may even save time and money.

NC25: Implementation

The Council will monitor the implementation of the policies and progress will be reviewed regularly.

## Chapter 5

### Implementation and Action Plan

The policies contained in the Nature Conservation Strategy are intended to provide a framework for the protection and enhancement of Central Bedfordshire's natural environment. The policies themselves are, therefore, a useful reference tool providing guidance to those people, both individuals and community groups, who are interested in Nature Conservation or who wish to take such issues into account when undertaking management or development of land in Central Bedfordshire. However, the Strategy can only be successful if it has a supporting programme of initiatives and actions in the form of more specific proposals. This is what the Action Plan chapter deals with.

The Strategy has stressed the need for co-operation and co-ordination between Council departments, local organisations and statutory bodies and this is the starting point for the Action Plan. It defines a number of programmes and initiatives but is not an exhaustive list and should be reviewed on a regular basis.

A previous set of Policies and Actions was included in "A Nature Conservation Strategy for Bedfordshire" (1994). This document is held by the BRMC. Please consult them if you require more detail.

<b>Action</b>
<b>General Statement</b>
To comply with the NERC Act 2006 the Council will have regard to the purpose of conserving biodiversity across all its functions and information/guidance will be made available to facilitate this.
The Council will ensure that all relevant Officers and Members are provided with information to ensure that the implementation of the Nature Conservation Strategy can proceed smoothly at all levels of the Council. Where necessary training will be provided.
The Council will liaise with bodies such as Natural England, The Wildlife Trust, BRMC and other environmental groups. This should include survey data, species lists and other relevant materials. An information network will be established to ensure that information is circulated.
The Council will support measures to promote the general principals of wildlife conservation and the natural conservation resources of the district to all interested parties.
<b>Designated Sites (SSSI, CWS, LNR)</b>
The Council will manage its SSSIs and NNRs in accordance with the site's management plan agreed with Natural England to fulfil its statutory duties.
The Council will support the designation of additional SSSI by Natural England where sites within Central Bedfordshire are of the appropriate national standard.

The Council will ensure that all Sites of Scientific Interest, Local Nature Reserves and County Wildlife Sites will be managed in accordance with the best interests of the wildlife of the site where they are in Council ownership.

The Council will support the Greensand Ridge Nature Improvement Area (NIA) in seeking to restore and create priority habitats.

Management groups will be formed for each Local Nature Reserve involving interested local community organisations and individuals.

The Council will continue to seek further opportunities for the creation of Local Nature Reserves (LNRs) on land within Central Bedfordshire and will review existing landholdings to identify adjacent land that could be acquired for this purpose.

### **Biodiversity Network**

A programme of monitoring and review of the biodiversity network will be introduced. The review programme will identify new habitats and the possibilities for further enhancement of the biodiversity network including the provision of new habitats through planning of new developments and through management procedures.

Where the biodiversity network extends into the wider countryside and beyond the Council's boundaries, the Council will liaise with other local authorities, landowners and conservation bodies to ensure the network is not separated from its wildlife hinterland.

The Council will seek to develop an integrated approach to nature conservation wherever possible on the basis of suites of sites in conjunction with neighbouring authorities, landowners and tenants. Potential suites of sites include the South Bedfordshire chalklands and the River Lea Valley (with tributaries) and the Forest of Marston Vale. The contribution of such sites to sustaining ecosystem services will be recognised.

### **Bedfordshire and Luton Biodiversity Recording and Monitoring Centre**

To enable the BRMC to continue to collate, store and disseminate data, the Council will support it both financially, where possible, and by sharing any data it generates.

### **The Planning Process**

Procedures will be devised to ensure that nature conservation issues are taken into account throughout the planning process, including the preparation of Local Plans, development briefs and in the consideration of planning applications. Such procedures will include the need, where appropriate, to consult groups such as Natural England and The Wildlife Trust and the use, in appropriate circumstances, of conditions and agreements requiring the protection and enhancement of features of wildlife interest and will take account of the biodiversity network.

Notes for the guidance of developers on issues relating to nature conservation will be prepared and made easily accessible. Items on which guidance will be given will include:

- Protection of existing features of nature conservation interest in development
- Use of native species in landscaping schemes
- Habitat creation in new development
- Innovative approaches to nature conservation in building design.
- Renewable energy generation projects including wind and solar farms

<b>Species Protection</b>
The Council will have regard to the protection and enhancement of legally protected species and species of “principal importance for the purpose of conserving biodiversity” across all its functions.
In planning applications where protected or notable species are likely to be affected the Council will seek expert in house advice.
<b>Non Native Invasive Species</b>
The Council will support work to tackle the impacts of non-native invasive species across Central Bedfordshire. The Council will also support the GB non-native species secretariat’s Be Plant Wise and Check, Clean Dry campaigns and will ensure that work undertaken by the council will not inadvertently lead to any further spread of these species by adopting appropriate biosecurity measures.
<b>Minerals sites</b>
The Council will seek high quality progressive reclamation and aftercare of sites with opportunities for habitat creation being sought, particularly within the NIA.
<b>Waterways / river systems</b>
The Council will seek the advice and assistance of the Environment Agency with regard to enhancement Waterways / river systems to work towards ‘Good Ecological Status’ as part of the Water Framework Directive.
<b>Orchards</b>
The Council will encourage the creation of community orchards and promote the establishment of orchards on new developments. The Council will support work to increase the number of traditional orchards designated as CWS and will support the development of a Bedfordshire and Luton ‘reference orchard’ to provide a gene bank of local fruit varieties and a location for traditional orchard management skills and training.
<b>Wet Woodlands</b>
The Council will continue to support and protect existing wet woodlands through designations and the planning system and work to prevent damage to these woodlands from land drainage, flood prevention measures and abstraction which result in a lowered water table. The council will work to maintain water quality (run off from agricultural land and roads - high in nutrients) and support opportunities for Wet Woodland Habitat Creation where possible for example with the restoration of extensive mineral workings in the Lower Ouse and the Ivel Valleys. The council will also support schemes to help removal of non-native invasive species which can damage wet woodland habitats such as Himalayan balsam ( <i>Impatiens glandulifera</i> )

<b>Habitat Creation</b>
The Council will be mindful of the benefits that creating habitats can have in maintaining and improving ecosystem services, such as water management and local climate control. When considering new projects the importance of ecosystem services will be recognised.
The Council will seek to undertake schemes for habitat creation where appropriate in areas in Council ownership and will encourage other landowners to create new habitats where opportunities occur.
The use of Rushmere Country Park which is managed jointly by The Council and The Greensand Trust as a community resource with educational facilities will be encouraged.
The Council will provide advice to Landowners and tenants, where required, on the creation of areas of new wildlife habitat on their land, such as planting new native hedgerows, natural trees and creation of new grassland.
The Council will seek opportunities for enhancement of aquatic habitats within its ownership such as Tiddenfoot waterside park and floodplain meadows at Henlow and Langford common and will give encouragement to private landowners to create and enhance aquatic habitats on their land.
<b>Building and Site Design</b>
The Council will provide suitable structures for mammals and birds to nest, roost and hibernate in suitable locations. These would include bird boxes, bat boxes, hedgehog shelters, etc. and will encourage community involvement in such activity.
<b>Site Works</b>
Where major development or new road proposals are being considered, or work is being undertaken, the Council will monitor carefully the effect on wildlife. Where such works are programmed to take place the Council will ensure that the procedures outlined in the Planning Process actions will be followed.
<b>Land Management</b>
Encouragement will be given to landowners to enter into Management Agreements with the Council to safeguard the ecological value of the land. Where required or requested such management schemes will need to be based on management plans prepared by the Council or other environmental group.
A review of management of all Council owned land will be undertaken to ascertain whether more sympathetic regimes could be introduced, particularly on land within the biodiversity network, roadside verges, in public parks and other green spaces.
Where practices for more sympathetic management of Council owned land have been identified these will be introduced as soon as possible.
Management practices on roadside verges will be reviewed and regimes to encourage wildlife interest will be introduced – these will include habitat creation.
The importance of cemeteries and churchyards as semi-natural habitats in built-up areas will be given particular recognition. The Council will liaise with Church bodies and The Living Churchyard Project, to ensure that management of these areas are sympathetic to wildlife, particularly older burial grounds with more mature habitats.
The Council will liaise with bodies such as local environmental groups to ensure that land management policies are supported by professional organisations concerned with nature conservation, even where they have no formal role.

<p>The Council will, in co-operation with other organisations, encourage landowners to adopt agricultural and forestry practices of benefit to nature conservation, and to take advantage of schemes and grants available to enhance conservation. For example Environmental Stewardship agreements.</p>
<p>Where necessary, training will be provided for Council Officers employed to manage land sympathetically for nature conservation purposes.</p>
<p>A review of the Council's use of herbicides, insecticides and pesticides will be undertaken.</p>
<p>Following the launch of the National Pollinator Strategy in November 2014, the Council will review its current practices and work towards more pollinator friendly protocols including planting / mowing regimes and use of pesticides.</p>
<p>The use of peat free alternatives will be recommended for use to our contractors / agents / partners.</p>
<p>The Council will continue the programme of implementing composting of waste garden materials.</p>
<p>The Council will ensure that, where appropriate, certain habitats are managed to retain "natural" elements of landscape. These areas will be identified and interpretation material provided.</p>
<p><b>Access</b></p>
<p>A programme of review of all open spaces with Nature Conservation interest will be undertaken to evaluate accessibility and if works are needed such works will be supported where it will not be to the detriment of the Nature Conservation interest of the sites concerned. Full account will be taken of the needs of the emergency services, the general public and those with disabilities.</p>
<p>The Council, in co-operation with the other authorities, will maintain and enhance the network of Public Rights of Way and permissive paths to allow easy access to and across sites of wildlife importance.</p>
<p>Where works are carried out to publicly usable paths the sensitivity of sites and natural aesthetic value will be taken into account.</p>
<p>The Council will liaise with neighbouring authorities and other bodies to ensure that the Public Rights of Way network through the wider countryside and beyond Central Bedfordshire's boundaries is maintained.</p>
<p>The Council will support projects and initiatives to increase education on the environment and the appreciation of conservation.</p>
<p>Research has established the positive health benefits, particularly for mental illness, of experiencing wildlife close to home. In recognition of this the Council will seek to work in partnership with health organisations to provide access to wildlife sites within the Central Bedfordshire.</p>
<p><b>Community Involvement</b></p>
<p>The involvement of voluntary bodies and local community groups in managing and developing Local Nature Reserves, County Wildlife Sites and other areas of wildlife interest will be encouraged.</p>
<p>The Council will provide support financially, wherever possible, to the undertaking of local practical volunteer conservation groups to carry out practical work (e.g. scrub management, hedgerow maintenance and planting), particularly on local Sites of Special Scientific Interest, Local Nature Reserves and County Wildlife Sites. The P3 scheme will support this where possible.</p>
<p>The Council will support the setting up of resident and community groups to maintain local wildlife sites. The P3 scheme will support this where possible.</p>
<p>The Council will support opportunities for individual volunteers to take part in recording elements of nature conservation interest. Opportunities for wardening and monitoring of</p>

wildlife sites will be explored. Examples will include botanical and invertebrate surveys, reporting vandalism or damage to sites, and recording the effects of management regimes, etc. The P3 scheme will support this where possible.
The Council will provide information and encourage individuals to undertake management of their own land for conservation (e.g. wildlife gardening and domestic pond creation).
<b>Interpretation and Publicity</b>
Interpretation material, including interpretation panels and leaflets will be prepared for Local Nature Reserves and other sites. The P3 scheme will support this where possible.
Selected wildlife sites will be promoted as sites for educational work. Educational materials for these sites will be prepared for use by teachers, students and school children. The P3 scheme will support this where possible.
Where land in the Council's ownership is already being managed for nature conservation purposes the Council will indicate to the public the management being undertaken.
Local people will be consulted, wherever possible, with regard to major projects affecting their local wildlife area, such as Local Nature Reserve declaration, fencing or large scale habitat modification (e.g. scrub management) which would noticeably alter the appearance of the site.
The Council will promote educational opportunities on wildlife topics at Rushmere Park and elsewhere by promoting and giving talks and guided walks as appropriate.
The Council will produce and support the production of material to promote nature conservation in Central Bedfordshire. Information on local wildlife areas, in the form of hand-outs, leaflets, posters and trail guides both in-house and by other local organisations may be appropriate. The P3 scheme will support this where possible.
Information will be made available on the network of public paths and other means of access to the wildlife sites and the wider countryside in liaison with other environmental groups. The P3 scheme will support this where possible.
<b>Resources and Implementation</b>
The Council will encourage projects to develop and enhance all aspects of nature conservation in Central Bedfordshire that involve all sections of the community. Financial support is available through grant funding via the Green Infrastructure Fund and CIL which is open to bids from local organisations and communities to manage areas of wildlife importance for their conservation value in justifiable cases. The P3 scheme will support this where possible.
The Council will continue to provide advice and financial assistance, where available, and expertise where necessary to voluntary organisations and community groups wishing to carry out practical work on sites of importance. The P3 scheme will support this where possible.

## Footnote

The maps within this document represent the situation in November – December 2014. Up to date information is available via the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre (BRMC).

Weblinks within this document are correct as of January 2015.

**Appendix 1: Comparison of objectives from the 1994 Nature Conservation Strategy for Bedfordshire (Bedfordshire County Council and English Nature) and this Nature Conservation Strategy for Central Bedfordshire.**

<b>1994 Nature Conservation Strategy for Bedfordshire</b>		<b>2015 Nature Conservation Strategy for Central Bedfordshire.</b>	
1	TO IDENTIFY THOSE SITES, HABITATS AND FEATURES OF VALUE FOR NATURE CONSERVATION IN THE COUNTY.		These are covered generally.
	The identification of sites and features of wildlife interest within the County was undertaken between 1987 and 1989 by English Nature and The Wildlife Trust, Bedfordshire with support from the County Council. The Phase I Habitat Survey of Bedfordshire (1990) and the Prime Sites of Bedfordshire (1989) provide the current basis of our knowledge of the County nature conservation resource. This information will however require periodic review and up-dating.		
2	TO PROTECT AND ENHANCE EXISTING KEY WILDLIFE SITES, HABITATS AND FEATURES AND THEIR ASSOCIATED FLORA AND FAUNA.	NC4:	SITES OF SPECIAL SCIENTIFIC INTEREST The Council recognises the importance and value of SSSI and will protect and enhance the management of SSSIs in conjunction with Natural England into the future. It will also promote the designation of other sites within Central Bedfordshire as SSSI where their quality is sufficient.
	National Nature Reserves, Sites of Special Scientific Interest and Local Nature Reserves, together with certain nationally rare and declining species are protected through the National Parks and Access to the Countryside Act 1949 and the Wildlife and Countryside Act 1981 (as amended). In the wider countryside sites with significance for wildlife in the county context are identified as County Wildlife Sites. Together, these are the key sites for	NC5:	SUPPORT OF THE COUNTY WILDLIFE SITE SYSTEM The Council will support the County Wildlife Site system in order to promote a well monitored and managed network of sites across Central Bedfordshire. This will include sitting on the County Wildlife Site Panel, the local sites partnership and supporting the administration of sites within Central



	<p>protection within the county. Outside these areas however, are a range of other sites and features of wildlife value requiring protection as part of the overall mosaic of habitats which contribute to a sustainable nature conservation resource.</p>		Bedfordshire.
		NC13:	<p><b>SPECIES PROTECTION</b> The Council will have regard to protected species and species of principal importance in exercising all of its functions. In particular where the need for development outweighs its impact and is permitted within, adjacent to, or in proximity to designated sites or known locations of protected species or elements of the ecological network, appropriate mitigation and/or compensation to minimise such impacts will be necessary.</p>
		NC14:	<p><b>TREES AND ORCHARDS</b> Semi-ancient natural woodlands, planted ancient woodland sites, orchards, hedgerows, specimen and veteran trees found outside woodlands will be protected from development and improved through proper management. Any trees, including avenue trees, orchards, or hedgerows unavoidably lost to development will, where appropriate, be replaced with landscape and habitat features of at least equivalent value.</p>
3	<p><b>TO PROMOTE THE APPROPRIATE MANAGEMENT OF HABITATS AND FEATURES TO MAINTAIN IBEIR WILDLIFE INTEREST.</b></p>	NC15:	<p><b>WATERWAYS</b> The Council will seek to improve the quality of its waterways to achieve Good Ecological Condition under the Water Framework Directive in association with the Environment Agency and others.</p>
	<p>Site protection alone is not sufficient to safeguard the wildlife resource that remains. Many habitats require active, sympathetic management to ensure the survival of the species they contain and areas where there is no management, or where management is inappropriate will deteriorate resulting in loss of species diversity.</p>	NC20:	<p><b>LAND MANAGEMENT</b> In accordance with Aim 5 of the CBC Access Strategy the Council will, where appropriate, establish working practices to sympathetically manage land for nature conservation and to enhance the wildlife interest of open spaces and other areas of</p>

			open land in its ownership. It will also encourage other landowners and managers to establish similar practices.
4	TO IDENTIFY AND PROMOTE OPPORTUNITIES FOR ENHANCING THE WILDLIFE RESOURCE OF EXISTING AREAS BY THE PROVISION OF ADDITIONAL WILDLIFE HABITAT.	NC6:	<p><b>LOCAL NATURE RESERVES</b></p> <p>The Council will, in consultation with Natural England, use its powers under the National Park and Access to the Countryside Act, 1949, to declare statutory Local Nature Reserves and instigate appropriate byelaws for their protection.</p> <p>The Council will continue to protect and support existing Local Nature Reserves and support their status through appropriate management.</p>
	<p>The integration of nature conservation with other land-use interests in the County is fundamental to the strategy, and opportunities that this may offer for wildlife must be identified and promoted. Opportunities which arise as a result of land-use change, such as that set to occur in the agricultural sector, should be fully investigated. On a smaller scale, changes in the way our open-spaces are managed, and the use of locally native plants, shrubs and trees in planting schemes can greatly increase the amount and range of wildlife in the County. Roadside verges and railway embankments can be managed to benefit wildlife and schools and parks can be encouraged to set areas aside as wildlife 'gardens'. With imagination and enthusiasm, the opportunities are endless.</p>	N12:	<p><b>DEVELOPMENT CRITERIA.</b></p> <p>The Council will seek a net gain in biodiversity and geodiversity and support the protection, maintenance and enhancement of habitats, identify opportunities to create buffer zones and restore and repair fragmented biodiversity networks. Development that would impact on the strategic ecological network causing fragmentation or otherwise prejudice its effectiveness will not normally be permitted.</p>
		NC18:	<p><b>MINERALS SITES</b></p> <p>The Council will seek high quality progressive reclamation and aftercare of sites. Proposals for restoration will be considered with respect to biodiversity and opportunities for habitat creation will be sought, particularly within the NIA.</p>
		NC19:	<p><b>BUILDING AND SITE DESIGN</b></p> <p>The Council will require all developers to promote the positive enhancement of sites and buildings for wildlife wherever possible, using the Design Guide as reference.</p>
5	TO IDENTIFY AND PROTECT ANY EXISTING LINEAR HABITATS AND ZONES WHICH LINK IMPORTANT SITES, AND PROMOTE THE CREATION OF A COMPREHENSIVE NETWORK OF LINKING HABITATS AND ZONES BETWEEN SITES.	NC9:	<p><b>CREATING A NETWORK FOR BIODIVERSITY</b></p> <p>The Council will promote the creation of a biodiversity network across all relevant aspects of its work. This includes protecting and enhancing, where appropriate, the network of sites,</p>

	<p>The maintenance of natural variation within a species is necessary to allow adaptability and the continuation of evolutionary processes. These processes are hindered when populations of species become isolated from one another. By maintaining a network of linking habitats including linear habitats and habitat zones such as hedgerows, river corridors, roadside verges and railway embankments, the problem of species isolation may be partially overcome.</p> <p>Such a network may also enable species to colonise areas that would otherwise be inaccessible, and may therefore lead to an increase in the frequency and distribution of some species.</p>		<p>stepping stones and corridors shown on the Biodiversity Network map.</p>
		NC16:	<p><b>HABITAT CREATION</b> The Council will seek the creation and improvement of wildlife habitats particularly where this will enhance stepping stones and linkages across Central Bedfordshire.</p>
6	<p><b>TO GENERATE INTEREST IN NATURE CONSERVATION THROUGH INFORMATION AND EDUCATION, BY PROMOTING ACCESS TO APPROPRIATE SITES, AND BY ENCOURAGING COMMUNITY INVOLVEMENT</b></p>	NC22:	<p><b>ACCESS</b> In accordance with Aim 10 of the CBC Access Strategy the Council will, in partnership with others, endeavour to ensure that the public has access, including where possible access for people with disabilities, to publicly accessible sites of importance for nature conservation except where such access would be detrimental to nature conservation interests or land use of the site.</p>
	<p>Voluntary and community involvement is vital to the success of this strategy. The inclusion of nature conservation in the school curriculum, in colleges and as a part of adult education, together with dissemination of information to the general public results in greater awareness of the natural world. Through individual and community involvement local people can gain a better understanding and can help to ensure that what we enjoy today, future generations can enjoy tomorrow.</p>	NC23:	<p><b>COMMUNITY INVOLVEMENT</b> In accordance with Aim 7 of the CBC Access Strategy the Council will encourage local community groups, schools and the general public to become involved in nature conservation and will, where appropriate, liaise with such interested persons and organisations when considering nature conservation schemes on individual sites.</p>
		NC24:	<p><b>INTERPRETATION AND PUBLICITY</b> In accordance with Aim 10 of the CBC Access Strategy the Council will, in partnership with conservation organisations and others, continue to publicise and promote nature conservation</p>

			through a variety of interpretive techniques including leaflets, exhibitions, on site explanatory panels, guided walks, special events and through social media.
7	TO PROVIDE A CLEAR AND APPROPRIATE FRAMEWORK FOR TARGETING LIMITED RESOURCES WITHIN THE COUNTY FOR THE GREATEST BENEFIT TO WILDLIFE AND NATURAL FEATURES.	NC10:	BEDFORDSHIRE AND LUTON BIODIVERSITY RECORDING AND MONITORING CENTRE (BRMC) The Council recognises the importance of up-to-date verified biodiversity information and requires it to manage its own sites effectively, create biodiversity networks and adequately consider biodiversity within the planning system. To enable the BRMC to continue to collate, store and disseminate data the Council will support it financially where possible and share information.
	Resources for nature conservation are always limited, therefore it is vital that we identify priority areas for action if we are to achieve effective results in an efficient and co-ordinated way. By so doing, the results of our efforts will be maximised		
8	TO PROMOTE A POLICY FRAMEWORK TO SUPPORT THE STRATEGY OBJECTIVES AND TO IDENTIFY AND PROMOTE WAYS IN WHICH THEY CAN BE IMPLEMENTED.	NC 1:	HAVING REGARD TO BIODIVERSITY ACROSS ALL COUNCIL FUNCTIONS The Council will ensure that biodiversity issues are taken into account, wherever possible, in all aspects of its activity and will encourage other groups and individuals to give equal consideration to such issues.
	In order for the strategy to succeed, there must be clear policies and guidance on how objectives are to be implemented, and who they are targeted towards. English Nature; the County Council; District, Borough and Parish Councils; government departments; statutory and voluntary bodies; local education authorities; land owners/occupiers ; land managers ; commerce; industry; local societies and the general public all have an important role to play.		
	IN ADDITION - these areas were not covered by the 1994 nature conservation strategy for Bedfordshire	NC2:	INTERNATIONALLY IMPORTANT WILDLIFE SITES If any sites within Central Bedfordshire are recognised as being of international importance the council will support this designation and will ensure that it meets any legal obligations with regard to the protection of such sites. The Council will also ensure its actions do not have negative impacts on any internationally important wildlife sites external to Central Bedfordshire, including the Portholme Special Area of Conservation (SAC), Upper Nene Valley Gravel Pits Special Protection Area (SPA), and Chilterns Beechwoods SAC.

		NC3:	<p><b>NATIONAL NATURE RESERVES</b>  The Council recognises the importance and value of NNRs and will protect and enhance the management of NNRs in conjunction with Natural England into the future.</p>
		NC7:	<p><b>NATURE IMPROVEMENT AREAS</b>  The Council will support the concept of Nature Improvement Areas and work with conservation organisations to establish and support such initiatives if/when these are brought forward. Currently there is one NIA identified within Central Bedfordshire. This is the Greensand Ridge Nature Improvement Area. The Council will support the aspirations of the NIA partnership with regards to strengthening the ecological networks of the Ridge, enhancing public awareness of the NIA, its biodiversity and the wider benefits it brings; providing opportunities for people to access and experience the best the Ridge has to offer in terms of its wildlife, habitats and landscape, in a sympathetic and sustainable way and ensuring growth and development in and around the Ridge makes a real and lasting contribution, supporting, valuing and benefiting the natural environment and achieving a net gain in biodiversity by 2020.</p>
		NC8:	<p><b>BEDFORDSHIRE LOCAL NATURE PARTNERSHIP</b>  The Council will engage with LNPs constructively and have regard to their views on strategic planning matters.</p>

		<p>NC11:</p>	<p><b>THE PLANNING PROCESS</b>  The Council will refuse planning permission for proposals that would result in harm to designated or proposed Sites of Special Scientific Interest (SSSI) or National Nature Reserves (NNR), unless the reasons for the development clearly outweigh the nature conservation value of the site and the national policy to safeguard such sites. Where such development is permitted, measures will be required to mitigate and/or compensate for the effects of the development. Development that would impact on the strategic ecological network, including County Wildlife Sites, Local Nature Reserves and Roadside Nature Reserves, causing fragmentation or otherwise prejudice its effectiveness will not normally be permitted.</p>
		<p>NC17:</p>	<p><b>NON-NATIVE INVASIVE SPECIES</b>  The Council will support work to tackle the impacts of non-native invasive species across Central Bedfordshire. The Council will also support the GB non-native species secretariat's Be Plant Wise and Check, Clean Dry campaigns and will ensure that work undertaken by the council will not inadvertently lead to any further spread of these species by adopting appropriate biosecurity measures. It will also encourage other landowners and managers to establish similar practices. The council will take an approach of prevention and rapid, targeted action. Central to this is the identification of those non-native species that are likely to become newly invasive in Central Bedfordshire so the council will work with other agencies to undertake regular horizon scanning in order to be aware of any potential threats.</p>
		<p>NC21:</p>	<p><b>POLLINATORS</b>  The council will review its current practices and work towards more pollinator friendly protocols including planting / mowing regimes and use of pesticides. It will also encourage other landowners and managers to establish similar practices.</p>

## Appendix 2: List of Sites of Special Scientific Interest in Central Bedfordshire

SSSI	Reason for designation (will fill in later)
Barton Hills	<p>Immediately south of Barton, the chalk escarpment forms a natural amphitheatre. At its head and along the eastern side, rising abruptly from the flat valley floor are steep-sided, rounded hills still retaining an extensive cover of unimproved chalk grassland supporting many species of grasses and flowering plants.</p> <p>Opposite, on the western slope is a small ancient beech (<i>Fagus sylvatica</i>) wood and developing secondary woodland and scrub. The scrub includes abundant hazel (<i>Corylus avellana</i>) which is an unusual coloniser.</p> <p>Part of the grassland has been quarried for chalk in the past and this area has now recolonised with a rich variety of flowers. A spring rises near the head of the coombe feeding a chalk stream which runs along the valley floor and adding a wetland element to the outstanding flora of this site.</p>
Knocking Hoe	<p>This section of Lower Chalk escarpment, dissected by a flat bottomed valley, still retains areas of unimproved calcareous grassland supporting a downland flora, which includes several nationally rare plants and other species rare in the county. The steep slopes of the knoll at the western end classically illustrate the influence of aspect upon the composition of plant communities and extensive scientific studies have been undertaken. Management practices aimed at preventing the spread of coarse grasses, particularly upright brome <i>Bromus erectus</i>, ensure the continuation of Knocking Hoe's botanical interest.</p>
Houghton Regis Marl Lakes	<p>Houghton Regis Marl Lakes have developed in a large disused quarry within the Lower Chalk north of Dunstable. The Lakes are an example of habitat type which is the rarest form of standing water in Britain confined to chalk or limestone areas with very few examples in southern England.</p>
Dunstable & Whipsnade Downs	<p>A steep escarpment situated on the Middle Chalk, this site extends for three kilometres between Dunstable and Whipsnade. With a westerly aspect, the steep slopes support a typical chalk downland flora, a habitat greatly reduced in extent both within Bedfordshire and nationally.</p>
Flitwick Moor	<p>Flitwick Moor is a remnant of a eutrophic (nutrient rich), valley mire and the largest area of wetland in Bedfordshire. Nationally this is a habitat that has become increasingly uncommon especially in south east England where it is most characteristic. The moor is renowned for both its flora and rich invertebrate fauna.</p>

Sundon Chalk Quarry	Sundon Chalk Quarries are part of a large disused complex of chalk pits just to the west of Upper Sundon in Bedfordshire. Within the quarries is found a range of habitats including small areas of fen lakes, chalk grassland, species-rich scrub and developing woodland. This variety of habitat has enabled a rich and varied insect fauna to develop making this one of the most important invertebrate sites in the county.
Blow's Down	Blow's Down is part of the Lower Chalk escarpment situated to the south east of Dunstable. Here the escarpment changes abruptly from a north west aspect to south west facing and the chalk is capped by clay. These marked geographical and geological features which also include a small disused quarry and old banks associated with medieval cultivation terraces, have influenced the development of a wide range of grassland communities which are a particular feature of this site.
Galley & Warden Hills	Located on the northern edge of Luton, and situated on the Middle Chalk with an overlying cap of clay-with-flints, this site supports areas of unimproved neutral and calcareous grassland with structural variety provided by scattered and dense scrub.
Cooper's Hill	Cooper's Hill is the best remaining example in Bedfordshire of the once more extensive heathland situated on the thin acidic soils of the Lower Greensand ridge. The site is one of the most northerly examples of lowland heath representing the Anglo-Norman association. Lowland heath has a limited distribution in south eastern England where it has declined markedly in recent years.
Pulloxhill Marsh	A very good example of a base-rich marsh, occurring in this part of the county where springs arise along the sedge of a cap of glacial gravel overlying impervious Gault clay. This type of habitat, although widely distributed in southern Britain has been greatly diminished both in extent and quality as a result of drainage and changes in agricultural practice. Lying in a small valley, the marsh has a rich assemblage of plant species, forming a mosaic of associations dominated by species characteristic of a base-rich habitat but with some components indicative of more acidic conditions. Species composition also varies downhill with increasing wetness while higher up the slope the marsh merges into drier unimproved neutral grassland.
Deacon Hill	Deacon Hill is a remnant of chalk downland with a characteristic species rich, calcareous grassland flora. Many of the plants are now uncommon in the county. Nationally this is a habitat that has been greatly reduced both in extent and quality through agricultural improvement and changes in agricultural practice.
Dropshort Marsh	Dropshort Marsh represents a type of wetland habitat once common in South Bedfordshire where a series of springs issue at the junction of glacial gravels with the underlying impervious Oxford clay.



Kensworth Chalk Pit	This site provides the best Chalk Rock exposure in central England, a distinct band which forms a marker horizon in the late Cretaceous Period. The top surface of the Chalk Rock is extremely fossiliferous and has yielded many well preserved and rare specimens including ammonites. The large quarry exposes much of the Turonian stage and the base of the overlying Coniacian stage. The extent of the exposure here makes this an unrivalled locality for stratigraphic studies in the Upper Cretaceous.
Potton Wood	Potton Wood is a large ancient woodland of the wet ash-maple type which is largely restricted in its national distribution to the heavy soils of lowland Britain. Situated close to the county boundary, the wood has a structure and rich flora characteristic of the West Cambs Boulder Clay woodland group. Most of the wood is primary with some very old secondary woodland on ridge and furrow. Some of the rides are a particularly valuable element of the wood, supporting a rich neutral grassland flora including species uncommon in the county.
King's Wood & Glebe Meadows, Houghton Conquest	Kings Wood is an example of ash/maple woodland, characteristic of the heavy Oxford and Boulder Clays. It represents a habitat which has become increasingly scarce in Bedfordshire and over its natural range in lowland England. The wood demonstrates the structural and biological diversity of an ancient, seminatural woodland, and the rich flora includes several species which are uncommon within the county.
Sandy Warren	This site supports one of the few remaining examples in Bedfordshire of the once more extensive heathland situated on the acidic soils of the Lower Greensand ridge and representing one of the more northerly examples of lowland heath of the Anglo-Norman association.
Smithcombe, Sharpenhoe & Sundon Hills	Between Sundon and Streatley, on the steep sinuous north-facing Lower Chalk escarpment are areas of unimproved calcareous grassland with a rich assemblage of characteristic plants. The natural process of habitat change is amply illustrated by the formation of species-rich scrub which merges into mature beech ( <i>Fagus sylvatica</i> ) woodland.
Maulden Heath	Maulden Heath is an example of lowland acidic grassland, situated on a gentle south-facing slope of the Lower Greensand ridge near Clophill, about 11 miles south of Bedford. The site consists of two separate areas supporting characteristic plant communities with variations which reflect their distinctive topographies. The grassland represents a habitat type uncommon nationally and restricted in its distribution in Bedfordshire where it is now one of the few remaining examples.
Maulden Wood & Pennyfather's Hills	Maulden Wood and Pennyfather's Hill is a large block of mixed deciduous and coniferous woodland situated 10 km south of Bedford. The site supports an exceptionally rich invertebrate fauna including both county and national rarities and therefore

	<p>has a distinctive and important contribution to make to invertebrate conservation in Bedfordshire. Especially important is the ride-associated invertebrate fauna. These species require a continuity of open and sunny wood edge habitat and this is provided by the rides and clearings which develop in woodland with a history of continuous management. Although much of the wood is now plantation it retains a well developed ride system which is lacking in many other woods in the county. Other factors which contribute to the importance of this site for invertebrates are the large size of the wood and the range of plant communities which reflect the varied geology and soil conditions.</p>
<p>Southill Lake &amp; Woods</p>	<p>Southill Woods is an example of a wet valley alderwood which has developed where springs and flushes arise at the junction of the Lower Greensand with the Gault Clay of mid-Bedfordshire. The woodland grades westward into open, tall fen vegetation. A small stream bisects the wood, and where it meets Southill lake there is an area of old reed bed. The lake is important for its small island which is occupied by the larger of only two heronries in the county. Valley alderwood is uncommon both in the county and throughout eastern England. Drainage has generally reduced the extent of wetland habitats nationally.</p>
<p>Maulden Church Meadow</p>	<p>Maulden Church Meadow is an unimproved pasture situated on the Lower Greensand ridge about 11 km south of Bedford. The higher northern part of the meadow rests on a thin cap of boulder clay, and supports neutral grassland communities which are dominant over most of the site. The Lower Greensand is exposed in the southernmost part of the meadow and here a more acidic grassland community has developed. Maulden Church Meadow represents a habitat that is now scarce throughout lowland Britain due largely to changes in agricultural practice.</p>
<p>Fancott Woods &amp; Meadows</p>	<p>Fancott meadows are mainly ancient ridge and furrow, exhibiting the characteristic species richness of unimproved neutral grassland traditionally managed for hay and grazing. Such grasslands are confined to the south of the country where they have been severely reduced by changes in agricultural practice. Part of the site is surrounded by a strip of semi-natural woodland with a varied ground flora and providing shelter for the meadow.</p>
<p>Nares Gladley Marsh</p>	<p>Nares Gladley Marsh is situated on the alluvial deposits which overly the Lower Greensand in the valley of the River Ouzel in Bedfordshire, about 3 km north west of Leighton Buzzard. A series of springs emerging from the Greensand form a complex of wet flushes surrounded by marshy grassland which have developed rich plant communities. These grade into unimproved acidic grassland on the drier slopes. The site represents one of</p>

	<p>the best remaining river valley and hillside marsh systems in the county and is typical of wetland habitat now seriously reduced in extent nationally.</p>
<p>Double Arches Pit</p>	<p>This locality shows the best accessible exposure of Lower Greensand and Gault in the Leighton Buzzard area, an area celebrated for its outcrops of these rocks. The study of these Lower Cretaceous rock units locally has played an important part in the elucidation of sedimentary, fossil and environmental changes through time in the Cambridge-Bedford province, particularly during the <i>tardefurcata</i> and <i>mamillatum</i> zones.</p> <p>The locality also shows unique examples of channelling in the Junction Beds and a clear development of the <i>Cirripede</i> (crustacean) Bed.</p>
<p>Totternhoe Chalk Quarry</p>	<p>The site is situated on a north-west facing slope of the Chilterns escarpment which has been much quarried in the past. It supports species-rich unimproved chalk grassland which has close affinities with that of the nearby Totternhoe Knolls SSSI. The grassland includes a mosaic of plant associations related to the uneven terrain and variety of aspects. The rich assemblage of characteristic chalk grassland plants includes several county and national rarities. In the central part of the site the grassland has been replaced by dense shrub. Chalk grassland is a habitat under threat, having been greatly reduced in extent both locally in Bedfordshire and nationally.</p> <p>Three main calcareous grassland communities occur on the site. These are characterised by sheep's fescue (<i>Festuca ovina</i>) and meadow oat-grass (<i>Helictotrichon pratense</i>), upright brome (<i>Bromus erectus</i>), and tor grass (<i>Brachypodium pinnatum</i>). A wide variety of other species occur on the site.</p> <p>These include yellow wort (<i>Blackstonia perfoliata</i>), clustered bellflower (<i>Campanula glomerata</i>), autumn gentian (<i>Gentianella amarelle</i>), horseshoe vetch (<i>Hippocrepis comosa</i>), large thyme (<i>Thymus pulegioides</i>), squinancywort (<i>Asperula cynanchica</i>), pyramidal orchid (<i>Anacamptis pyramidalis</i>), and bee orchid (<i>Ophrys apifera</i>).</p> <p>Other notable species are cypress spurge (<i>Euphorbia cyparissias</i>), a plant rare in Bedfordshire, chalk eyebright (<i>Euphrasia pseudokernerii</i>) and man orchid (<i>Aceras anthropophorum</i>), both nationally scarce species, and the nationally rare great pignut (<i>Bunium bulbocastanum</i>).</p> <p>The site has invertebrate interest including butterflies such as chalkhill blue (<i>Lysandra coridon</i>), small blue (<i>Cupido minimus</i>), dingy skipper (<i>Erynnis tages</i>) and the nationally scarce Duke of Burgundy (<i>Hamaeris Lucina</i>).</p>
<p>King's &amp; Baker's Wood &amp; Heaths</p>	<p>The site represents the largest area of woodland in Bedfordshire as well as remnants of lowland heath and acidic grassland. It lies on the Boulder Clay passing to Lower Greensand, producing an outstanding series of soil types ranging from slightly calcareous to acid and from wet to well drained. This exceptional range is reflected in the</p>

	<p>rich variety of species and habitats Most of the wood is ancient and the diverse tree and shrub layer shows wide structural variety derived from centuries of coppice and high forest management. The ground flora includes a large number of species which are uncommon or rare in the county, and the wide system of rides supports rich grassland that is an important element of the woodland. The lowland heath and acidic grassland represents a habitat that now has a very limited distribution, both in Bedfordshire and over its natural range in southern Britain.</p>
Tebworth Marsh	<p>One of the largest surviving base-rich marshes in the county, with a diverse community. This type of marshland, although widely distributed in Southern Britain, is nowhere common and has greatly diminished recently throughout its geographical range as a result of drainage and agricultural change.</p>
Totternhoe Knolls	<p>Totternhoe Knolls is a remnant of a chalk downland with characteristic species-rich calcareous grassland flora. Situated on a bluff of the lower chalk the site incorporates a Norman earthworks and old stone quarry workings. Chalk grassland has become greatly reduced in extent both locally and nationally. Within Bedfordshire extensive areas of the downland have been lost through agricultural reclamation and changes in management practice. The grassland has a mosaic of plant associations related to the uneven terrain and variety of aspects. They support a rich assemblage of characteristic chalk grassland plants including species now uncommon or rare in the county. Orchid species are well represented, including common spotted orchid (<i>Dactylorhiza fuchsia</i>), bee orchid (<i>Ophrys apifera</i>), twayblade (<i>Listera ovata</i>) and several county rarities. Characteristically the grassland supports a rich invertebrate fauna including butterflies such as the common blue and chalkhill blue.</p>
Wavendon Heath Ponds	<p>Wavendon Heath is located two kilometres north-west of Woburn and is situated on the Lower Greensand ridge. The site includes several habitats including three ponds representing areas of acidic mire and supporting plant communities uncommon throughout eastern England, two meadows of unimproved and semi-improved acid grassland, and an area of damp birch woodland. The importance of this site centres on the three ponds artificially created by dams across a small valley and fed by a wet flush on the hill slope. They represent a habitat characteristic of the Bedfordshire Greensand but now uncommon due to agricultural changes and afforestation. The meadows are traversed by a small stream representing a rich flora, including species uncommon in this county.</p>

Marston Thrift	<p>Marston Thrift is an example of ash/maple woodland, characteristic of the heavy Oxford and Boulder Clays. It represents a habitat which has become increasingly scarce in Bedfordshire and over its natural range in lowland England.</p> <p>The wood is characteristic of an ancient, semi-natural woodland, formerly managed as coppice-with standards. A population of Forster's woodrush (<i>Luzula forsteri</i>) occurs here at its only known station in Bedfordshire.</p>
Nine Acres Pit	<p>This locality shows a Lower Cretaceous section spanning the Aptian and Albian stages, including the finest development of Carstone and Shenley Limestone in the Leighton Buzzard area as well as superb exposures of dune bedding in the Upper Woburn Sands.</p> <p>The famous Shenley Limestone contains a unique fossil fauna of a diversity virtually unparalleled in the Albian elsewhere.</p>
Totternhoe Stone Pit	<p>The phosphatic base of the Totternhoe Stone is exposed at this site. It consists of a lime mud containing phosphatic pebbles and a rich late Cretaceous deposit of shark teeth. It has yielded many taxa of small sharks, some of which are underdescribed, and will be an important research site for years to come.</p> <p>Working upwards through the deposit the faunal composition changes. The basal part contains larger teeth, but as the sediment fines upwards small rays make an appearance.</p>

### Appendix 3: List of County Wildlife Sites in Central Bedfordshire

CWS	Habitat for which the site is recognised
Ampthill Cemetery and the Knoll CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> </ul>
Ampthill Park CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> <li>• Neutral grassland</li> <li>• Pasture woodland and parkland</li> <li>• Habitat mosaic</li> </ul>
Ampthill Tunnel CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Apesfield Spring CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Apsleybury Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Arlesey Meadows CWS	<ul style="list-style-type: none"> <li>• Mosaic of neutral grassland and wetland habitats</li> </ul>
Arlesey Road Pit CWS	<ul style="list-style-type: none"> <li>• Water body</li> </ul>

Ashen Grove CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Aspley Guise Meadows CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Aspley Heath Field CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> </ul>
Badgerdell Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Barley Brow CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> </ul>
Barton Gravel Pits CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> </ul>
Barton Hills CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> <li>• Ancient semi-natural woodland</li> </ul>
Barton Pit CWS	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> </ul>
Barton Quarry CWS	<ul style="list-style-type: none"> <li>• Mosaic of calcareous grassland, scrub and secondary woodland</li> </ul>
Barton scrubby grasslands CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> </ul>
Battlesden Lake CWS	<ul style="list-style-type: none"> <li>• Mosaic of a water body, marsh, neutral grassland and semi-natural woodland</li> </ul>
Beal's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Begwary Brook Pits CWS	<ul style="list-style-type: none"> <li>• Mosaic of freshwater and wetland habitats</li> </ul>
Biggleswade Allotments Meadow CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Hedgerows</li> </ul>
Biggleswade Common CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Pond</li> </ul>
Birchall's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Blow's Down CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> <li>• Scrub</li> </ul>
Blue Lagoon CWS	<ul style="list-style-type: none"> <li>• Water body</li> <li>• Calcareous grassland</li> </ul>
Blunham Disused Railway CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Bottom Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Boughton End Grasslands CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Bramagar Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Braystone CWS	<ul style="list-style-type: none"> <li>• Mosaic of species-rich neutral grassland, species-rich hedgerows, ponds supporting Great Crested Newts, mature willows and diverse small mammal population</li> </ul>
Briar Stockings Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Broadlands CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Brogborough Lake CWS	<ul style="list-style-type: none"> <li>• Mosaic of a water body, wetland habitats, neutral grassland, scrub and woodland</li> <li>• Population of nationally rare field cow-wheat (<i>Melampyrum arvense</i>)</li> </ul>
Buckle Grove CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Bunker's Hill CWS	<ul style="list-style-type: none"> <li>• Heathland and acid grassland</li> </ul>
Bushycommon Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> </ul>

Cainhoe Lakes CWS	<ul style="list-style-type: none"> <li>• A habitat mosaic of semi-improved acid and neutral grassland, ruderal communities, secondary woodland, scrub, hedgerows, marshy grassland, swamp, ditches, ponds and lakes</li> </ul>
Cainhoepark Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Hedgerow</li> <li>• Pond</li> </ul>
Castle Croft and Bluebell Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Habitat Mosaic</li> </ul>
Caswell Lane Field CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Chalton scrub and grassland CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> </ul>
Charle Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Chicksands Grassland CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Chicksands Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> </ul>
Chiltern Green CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Ancient semi-natural woodland</li> </ul>
Church Meadows CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic of neutral grassland, mature trees and open water</li> <li>• Pollard willows and black poplars</li> </ul>
Cityfield Farm Pits CWS	<ul style="list-style-type: none"> <li>• Water body</li> </ul>
Clipstone Brook CWS	<ul style="list-style-type: none"> <li>• River/Stream</li> <li>• Water body</li> <li>• Pollard willows</li> <li>• Neutral grassland</li> </ul>
Cockayne Hatley Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
College Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Cooper's Hill CWS	<ul style="list-style-type: none"> <li>• Heathland and acid grassland</li> <li>• Acid mire</li> </ul>
Coronation Pit CWS	<ul style="list-style-type: none"> <li>• Water body</li> <li>• Neutral and calcareous grassland</li> </ul>
Cranfield Manor Farm Meadow CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Deacon Hill CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> </ul>
Dedmansey Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Dell Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Dog Kennel Down CWS	<ul style="list-style-type: none"> <li>• Urban criteria</li> <li>• Calcareous grassland</li> </ul>
Double Arches Pit CWS	<ul style="list-style-type: none"> <li>• Mosaic of habitats including water bodies, marshy grassland, acid grassland, neutral grassland, calcareous grassland, scrub and developing woodland</li> </ul>
Dropshort Marsh SSSI	<ul style="list-style-type: none"> <li>• Marsh and bog</li> <li>• Neutral grassland</li> <li>• Pollard willows</li> </ul>
Duck End Marshy Grassland CWS	<ul style="list-style-type: none"> <li>• Wetlands</li> <li>• Rare plants</li> <li>• Acid grassland</li> </ul>

Dunstable and Whipsnade Downs CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> <li>• Neutral grassland</li> <li>• Scrub</li> </ul>
Dunstable Meadow CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> </ul>
Dunstable to Luton disused railway CWS	<ul style="list-style-type: none"> <li>• Mosaic of species-rich calcareous grassland, species rich neutral grassland, species rich scrub communities and species rich communities of dry open habitats</li> </ul>
Dunton Green Lane CWS	<ul style="list-style-type: none"> <li>• Hedgerows</li> </ul>
East Hyde Riverside CWS	<ul style="list-style-type: none"> <li>• Mosaic of swamp, neutral grassland, ruderal vegetation, scrub, open water and marginal vegetation.</li> </ul>
Eaton Bray Meadow CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Edlesborough Hill CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> </ul>
Eggington Fields CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Marsh</li> </ul>
Eversholt Millennium Pond CWS	<ul style="list-style-type: none"> <li>• Water body</li> </ul>
Everton Churchyard CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Everton Hill CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Fairfield East Orchard CWS	<ul style="list-style-type: none"> <li>• Traditional Orchard</li> </ul>
Fairfield West Orchard CWS	<ul style="list-style-type: none"> <li>• Traditional Orchard</li> </ul>
Fancott Woods and Meadows CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Ancient semi-natural woodland</li> </ul>
Flasket's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Flit Valley CWS	<ul style="list-style-type: none"> <li>• Mosaic of wet woodlands, mature trees and pollards, grasslands, ponds and wet ditches</li> </ul>
Flitwick Manor CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic containing semi-improved grassland, mature trees, secondary woodland, marshy grassland, swamp and open water including a river, streams, ditches, a pond and lake</li> </ul>
Flitwick Moor CWS	<ul style="list-style-type: none"> <li>• Wet woodland</li> <li>• Fen, swamp and marsh</li> <li>• Neutral grassland</li> </ul>
Flitwick Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Folly Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Fox and Hounds Quarry CWS	<ul style="list-style-type: none"> <li>• Rare vascular plant - Wood Vetch</li> <li>• Neutral grassland</li> </ul>
Foxhole Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Galley and Warden Hills CWS	<ul style="list-style-type: none"> <li>• Neutral and calcareous grassland</li> <li>• Hedgerows</li> </ul>
George Wood, Hyde CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
George Wood, Streatley CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Grange Meadow, Haynes CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Acid grassland</li> </ul>
Graves Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Great Barford Gravel Pits CWS	<ul style="list-style-type: none"> <li>• Water bodies</li> </ul>



Grove Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Hardingdell and Fernell's Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Harlington Village Pond CWS	<ul style="list-style-type: none"> <li>• Water body</li> </ul>
Hay Wood, Woburn CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Heath Wood, Leighton Buzzard CWS	<ul style="list-style-type: none"> <li>• W14 woodland</li> <li>• Dwarf gorse (<i>Ulex minor</i>)</li> </ul>
Heath Wood, Whipsnade CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Henlow Park Woods CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic of ruderal communities, mature trees, secondary woodland, scrub, swamp and open water</li> </ul>
Henlow Pit CWS	<ul style="list-style-type: none"> <li>• Water body</li> </ul>
Heydon Hill CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Acid grassland</li> </ul>
Hill Farm Pit CWS	<ul style="list-style-type: none"> <li>• Water body</li> <li>• Neutral grassland</li> </ul>
Hill's Plantation CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic supporting extensive woodland with open water and small areas of semi-improved grassland, ruderal communities, scrub, marshy grassland and swamp</li> </ul>
Hipsey Spinney CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Holcot Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> <li>• Ponds</li> </ul>
Holt Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Home Wood, Northill CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> </ul>
Home Wood, Potsgrove CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> <li>• Marsh</li> <li>• Water body</li> </ul>
Horsemoor Farm Marsh CWS	<ul style="list-style-type: none"> <li>• Marsh fed by springs</li> <li>• Mature broadleaved woodland</li> </ul>
Horsley's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Houghton Regis Chalk Pit CWS	<ul style="list-style-type: none"> <li>• Calcareous scrub and grassland</li> </ul>
Hudnall Corner CWS	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> </ul>
Hudnall Field CWS	<ul style="list-style-type: none"> <li>• Calcareous scrub and grassland</li> </ul>
Hungerhill Wood and New Planting CWS	<ul style="list-style-type: none"> <li>• Neutral grassland on Boulder Clay</li> </ul>
Icknield Way CWS	<ul style="list-style-type: none"> <li>• Chalk habitats</li> <li>• Hedgerows</li> <li>• CWS Link</li> </ul>
Ickwell Bury CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic of woodland, scrub, semi-improved grassland, swamp, open water and hedges</li> </ul>
Keepers Warren CWS	<ul style="list-style-type: none"> <li>• Greensand habitat</li> </ul>
Kensworth Chalk Pit SSSI	<ul style="list-style-type: none"> <li>• Chalk rock geology</li> </ul>
Kettledean Farm Grassland CWS	<ul style="list-style-type: none"> <li>• Calcareous scrub and grassland</li> </ul>
Keyse's Spinney CWS	<ul style="list-style-type: none"> <li>• Grassland on Boulder Clay</li> </ul>

	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> </ul>
Kidney and Bull Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Trailing tormentil (<i>Potentilla anglica</i>)</li> </ul>
King's and Baker's Woods and Heaths CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Heathland habitat</li> </ul>
King's Wood, Houghton Conquest CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> <li>• Boulder Clay grassland</li> </ul>
Kingshoe Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Knocking Hoe CWS	<ul style="list-style-type: none"> <li>• Chalk habitats</li> <li>• Ground pine (<i>Ajuga chamaepitys</i>) and great pignut (<i>Bunium bulbocastanum</i>)</li> </ul>
Langford Common CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Lark Hill CWS	<ul style="list-style-type: none"> <li>• Grassland on Boulder Clay</li> </ul>
Latch Pool and Ditch CWS	<ul style="list-style-type: none"> <li>• Water bodies</li> </ul>
Lidlington Pit CWS	<ul style="list-style-type: none"> <li>• Water body</li> <li>• A habitat mosaic containing semi-improved grassland, swamp and open water.</li> </ul>
Linslade Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Little John's and Dame Ellen's Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Long Grove CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Lord's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Lower Alders CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Lowe's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Luton Hoo Park CWS	<ul style="list-style-type: none"> <li>• Ancient woodland</li> <li>• Special woodland interest</li> <li>• Diversity</li> </ul>
Marston Thrift CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Maulden Church Meadow SSSI	<ul style="list-style-type: none"> <li>• Boulder Clay grassland</li> <li>• Greensand grassland</li> </ul>
Maulden Woods and Heaths CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Habitat mosaic of woodland, plantations, acid and neutral grassland</li> <li>• Greensand grassland</li> </ul>
Meadhook Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Millbrook Churchyard CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> <li>• Neutral grassland</li> </ul>
Millbrook CWS	<ul style="list-style-type: none"> <li>• A habitat mosaic containing marsh, swamp, acid grassland, neutral grassland, broadleaved woodland, springs and streams</li> </ul>
Millbrook Pillinge Pit CWS	<ul style="list-style-type: none"> <li>• A habitat mosaic containing semi-improved grassland, ruderal vegetation, mature trees, scrub, hedgerows, swamp and open water</li> </ul>

Millbrook Warren CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• W6 woodland</li> <li>• Lowland dry acid grassland</li> <li>• Ponds</li> </ul>
Milton Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• A habitat mosaic containing semi-improved grassland, mature trees, woodland, scrub, hedgerows, marshy grassland, swamp and open water.</li> </ul>
Mogerhanger Park CWS	<ul style="list-style-type: none"> <li>• A habitat mosaic containing semi-improved grassland, species-rich ruderal communities, mature trees, woodland and hedgerows</li> </ul>
Montague Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Moors Plantation CWS	<ul style="list-style-type: none"> <li>• Carr</li> <li>• Wetlands</li> </ul>
Nine Acres Pit SSSI	<ul style="list-style-type: none"> <li>• Geological SSSI</li> </ul>
Northley Farm Meadows CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Nunswood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Oaket Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Hedgerows</li> </ul>
Old Linslade Churchyard CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Acid grassland</li> </ul>
Old Warden Church CWS	<ul style="list-style-type: none"> <li>• Biologically significant trees</li> </ul>
Old Warden Disused Railway CWS	<ul style="list-style-type: none"> <li>• A habitat mosaic containing calcareous grassland, neutral grassland, scrub, semi-natural broadleaved woodland, wet woodland, pools, marsh and ruderal vegetation</li> </ul>
Oldhill Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Oosey Hill CWS	<ul style="list-style-type: none"> <li>• Scrub</li> <li>• Hedgerows</li> </ul>
Ouzel Valley CWS	<ul style="list-style-type: none"> <li>• A large habitat mosaic containing neutral grassland, acid grassland, springs, ditches and channels, marshy grassland, scrub, broadleaved woodland and ruderal vegetation</li> <li>• Pollard willows</li> </ul>
Palmer's Shrubs CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Marsh</li> </ul>
Palmers Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Neutral grassland</li> </ul>
Pateman's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Pedley Hill and Greencroft Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Hedgerow</li> </ul>
Pegsdon Grasslands CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> </ul>
Poplars Nursery CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Poppyhill Pits CWS	<ul style="list-style-type: none"> <li>• Waterbodies</li> <li>• River</li> </ul>
Portobello Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>

Potsgrove Grasslands CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Hedgerows</li> </ul>
Potton Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Pulloxhill Marsh SSSI	<ul style="list-style-type: none"> <li>• Marsh</li> <li>• Neutral grassland</li> </ul>
Pulloxhill South Grasslands CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> </ul>
Rackley Hill Pit CWS	<ul style="list-style-type: none"> <li>• Water body</li> </ul>
Ravensdell Wood CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> <li>• Ancient semi-natural woodland</li> </ul>
Readshill Grassland CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> </ul>
River Flit CWS	<ul style="list-style-type: none"> <li>• River</li> <li>• Adjacent habitats, including ponds, leat, ditches, rough grassland, ruderal vegetation, scrub, copses, plantations, wet woodland, mature trees and pollards.</li> </ul>
River Great Ouse CWS	<ul style="list-style-type: none"> <li>• River</li> <li>• Adjacent habitats and features which are considered part of the river system</li> </ul>
River Lea CWS	<ul style="list-style-type: none"> <li>• River</li> <li>• Adjacent habitats and features considered part of the river system</li> <li>• Population of Water Voles (<i>Arvicola amphibius</i>)</li> </ul>
River Ouzel CWS	<ul style="list-style-type: none"> <li>• River</li> <li>• Adjacent habitats and features considered part of the river system</li> </ul>
Rivers Ivel and Hiz CWS	<ul style="list-style-type: none"> <li>• River</li> <li>• Adjacent habitats and features considered part of the river system</li> <li>• Population of Water Voles (<i>Arvicola amphibius</i>)</li> </ul>
Rock Lane CWS	<ul style="list-style-type: none"> <li>• Hedgerows</li> </ul>
Rod Wood and Steppingley Copse CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Rookery Clay Pit CWS	<ul style="list-style-type: none"> <li>• Water bodies</li> </ul>
Round Wood, Hyde CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Rowney Warren CWS	<ul style="list-style-type: none"> <li>• Heathland and acid grassland</li> </ul>
Rushmere Manor Woods CWS	<ul style="list-style-type: none"> <li>• Heathland and acid grassland</li> </ul>
Rushmere Park CWS	<ul style="list-style-type: none"> <li>• Water bodies</li> <li>• Heathland and acid grassland</li> </ul>
Salford Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Sallowspring Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Sandy Cemetery CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> </ul>
Sandy Disused Railway CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic containing acid grassland, neutral grassland, ruderal vegetation, mature trees, secondary woodland, scrub, hedgerows, marshy grassland, swamp and open water.</li> </ul>
Sandy Meadows CWS	<ul style="list-style-type: none"> <li>• Marsh</li> <li>• Neutral grassland</li> </ul>

Sandy Warren CWS	<ul style="list-style-type: none"> <li>Habitat mosaic of heathland, acid grassland, secondary woodland and mature trees</li> </ul>
Sewell Disused Railway CWS	<ul style="list-style-type: none"> <li>Calcareous grassland</li> </ul>
Sharpenhoe Grove CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>
Sheerhatch Wood CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>
Shillington Churchyard CWS	<ul style="list-style-type: none"> <li>Neutral grassland</li> </ul>
Shillington Little Fields CWS	<ul style="list-style-type: none"> <li>Neutral grassland</li> </ul>
Shillington Meadow CWS	<ul style="list-style-type: none"> <li>Neutral grassland</li> </ul>
Silsoe Pit CWS	<ul style="list-style-type: none"> <li>Neutral grassland</li> </ul>
Simpsonhill Plantation CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> <li>Acid grassland</li> </ul>
Sir John's Wood CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>
Skimpot Wood CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>
South Mills Pits CWS	<ul style="list-style-type: none"> <li>Mosaic of wetland habitats, neutral grassland and scrub</li> </ul>
Southill Lake and Woods CWS	<ul style="list-style-type: none"> <li>Valley alderwood</li> <li>Semi-natural broadleaved woodland</li> <li>Marshy grassland</li> <li>Neutral grassland</li> </ul>
Speedsdairy Wood CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>
Spoondell CWS	<ul style="list-style-type: none"> <li>Species rich chalk grassland</li> <li>Species rich scrub</li> </ul>
Stanbridge and Blackgrove Woods CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> <li>Semi-natural scrub</li> </ul>
Stanbridge Meadows CWS	<ul style="list-style-type: none"> <li>Calcareous grassland</li> <li>Neutral grassland</li> </ul>
Stanford Plantation CWS	<ul style="list-style-type: none"> <li>Mosaic of habitats including mixed plantation and a small open lake</li> </ul>
Stanner's Wood CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>
Steppingley Hospital CWS	<ul style="list-style-type: none"> <li>Neutral grassland</li> <li>Traditional Orchard</li> </ul>
Stewartby Lake CWS	<ul style="list-style-type: none"> <li>Calcareous grassland</li> <li>Neutral grassland</li> <li>Ponds</li> </ul>
Stockgrove Country Park CWS	<ul style="list-style-type: none"> <li>Mosaic of Greensand habitats</li> </ul>
Stotfold Watermill Wetland CWS	<ul style="list-style-type: none"> <li>Population of Water Voles (<i>Arvicola amphibius</i>)</li> </ul>
Stratton Park Balancing Pond CWS	<ul style="list-style-type: none"> <li>Rare breeding birds</li> </ul>
Studham Common CWS	<ul style="list-style-type: none"> <li>A mosaic of species rich habitats</li> </ul>
Suncote Pit CWS	<ul style="list-style-type: none"> <li>Neutral grassland</li> <li>Species rich chalk grassland &amp; scrub mosaic</li> </ul>
Sundon Chalk Pits CWS	<ul style="list-style-type: none"> <li>Diverse calcareous habitats</li> </ul>
Sundon Hills CWS	<ul style="list-style-type: none"> <li>Chalk habitats</li> <li>Unimproved calcareous grassland</li> <li>Semi-natural broadleaved woodland</li> </ul>
Sundon Wood CWS	<ul style="list-style-type: none"> <li>Ancient semi-natural woodland</li> </ul>

Sunshine Riding Stables CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Calcareous grassland</li> <li>• Hedgerows</li> </ul>
Sutton Fen and Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> <li>• Mire, swamp or carr habitats</li> </ul>
Swiss Garden Woodland CWS	<ul style="list-style-type: none"> <li>• Wet woodland</li> <li>• Fern diversity</li> </ul>
Tebworth Marsh SSSI	<ul style="list-style-type: none"> <li>• Base-rich marsh</li> </ul>
Tebworth Meadow CWS	<ul style="list-style-type: none"> <li>• Semi-improved neutral grassland</li> </ul>
Temple Grove CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
The Linces CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland and woodland on cultivation terraces, or lynchets.</li> </ul>
The Paddocks CWS	<ul style="list-style-type: none"> <li>• Grassland habitat mosaic</li> </ul>
The Pinnacle CWS	<ul style="list-style-type: none"> <li>• Species rich acid grassland</li> </ul>
Thorn Spring CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Thrift Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Tiddenfoot Park CWS	<ul style="list-style-type: none"> <li>• Habitat mosaic</li> <li>• Lake</li> <li>• Acid grassland</li> <li>• Neutral grassland</li> </ul>
Tingley Field Plantation CWS	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> <li>• Calcareous grassland</li> </ul>
Toddington Manor Lakes CWS	<ul style="list-style-type: none"> <li>• Lakes</li> <li>• Marsh</li> </ul>
Totternhoe and Sewell Quarries CWS	<ul style="list-style-type: none"> <li>• Unimproved calcareous grassland</li> </ul>
Totternhoe Knolls CWS	<ul style="list-style-type: none"> <li>• Unimproved calcareous grassland</li> </ul>
Totternhoe Stone Pit SSSI	<ul style="list-style-type: none"> <li>• Unimproved calcareous grassland</li> </ul>
Upper Alders CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> <li>• Swamp habitats</li> <li>• Fen</li> </ul>
Utcoate Grange Meadow CWS	<ul style="list-style-type: none"> <li>• Unimproved acid grassland</li> <li>• Semi-improved acid grassland</li> </ul>
Warden Abbey Grasslands CWS	<ul style="list-style-type: none"> <li>• Neutral grassland</li> <li>• Grassland on Boulder Clay</li> </ul>
Warden Great Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> <li>• Unimproved neutral grassland</li> </ul>
Warden Little Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
Warden Warren CWS	<ul style="list-style-type: none"> <li>• Mixed and broadleaved semi-natural woodland</li> </ul>
Warren Villas CWS	<ul style="list-style-type: none"> <li>• Lake</li> <li>• Ponds</li> </ul>
Warren Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
Washer's and Daintry Woods CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
Waterloo Thorns CWS	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> <li>• Neutral grassland</li> </ul>

Wavendon Heaths and Aspley Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> <li>• Ponds</li> <li>• Lowland heathland</li> </ul>
Well Head CWS	<ul style="list-style-type: none"> <li>• Chalk springs</li> <li>• Stream</li> <li>• Marshy grassland</li> </ul>
Wentworth Fields CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> <li>• Neutral grassland</li> </ul>
Whipsnade Heath CWS	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> <li>• Clay with flints grassland</li> </ul>
Whipsnade WAP Grasslands CWS	<ul style="list-style-type: none"> <li>• Calcareous grassland</li> <li>• Neutral grassland</li> </ul>
Whipsnade Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
White Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural woodland</li> </ul>
Whitehill Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
Woburn Park CWS	<ul style="list-style-type: none"> <li>• Pasture woodland / parkland</li> <li>• Mature trees</li> </ul>
Woburn Park Grassland CWS	<ul style="list-style-type: none"> <li>• Acid grassland</li> </ul>
Wood End Alders CWS	<ul style="list-style-type: none"> <li>• Mature alder coppice</li> </ul>
Wood near Washer's Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
Woodbury Moats and Spinneys CWS	<ul style="list-style-type: none"> <li>• Semi-natural broadleaved woodland</li> <li>• Neutral grassland</li> </ul>
Woodbury Sinks CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> <li>• Neutral grassland</li> <li>• Acid grassland</li> </ul>
Woodcock Wood CWS	<ul style="list-style-type: none"> <li>• Ancient semi-natural broadleaved woodland</li> </ul>
Wrest Park Grounds CWS	<ul style="list-style-type: none"> <li>• Parkland habitat mosaic</li> <li>• Neutral grassland</li> <li>• Semi-natural mixed woodland</li> <li>• Lakes</li> </ul>
Zwetsloots Pits CWS	<ul style="list-style-type: none"> <li>• Water bodies</li> </ul>

## Appendix 4: List of Local Geological Sites in Central Bedfordshire

Local Geological Sites (LGS) in Central Bedfordshire	Reason for designation
Barton Hills	An evocative scenery displaying excellent chalk landscape features including a dramatic coombe, dry valleys, soil creep, frost shattering, small natural exposures of Lower and Middle Chalk and a natural spring which forms a small stream from source.
Broom Quarry	A sequence of Quaternary glaciofluvial sands and gravels, including a fossiliferous organic layer, cryoturbated horizons and a wide variety of sedimentary structures.
Cainhoe Quarry	Good section through part of the Woburn Sands Formation, showing excellent sedimentary structures. Cainhoe Quarry is in an area that shows transitional facies between typical Woburn Sand successions in SW Bedfordshire and areas to the northeast.
Chamberlain's Barn Quarry	Lower Cretaceous Woburn Sand Formation present, overlain by Gault Clay. A stratigraphically important and extensive exposure.
Churchway's Quarry	The site displays a good section through the Lower Cretaceous Woburn Sands Formation ('Brown Sands'). It has several faces which show excellent sedimentary structures that are typical of this stratigraphic interval. The contact with the overlying 'Silver Sands' is usually exposed. It is an excellent teaching site for undergraduates or geology groups.
Deepdale Quarry	This former quarry has been partially landscaped and planning permission is being sought to turn it into a camping ground. The principal exposure is a long, N-S trending cliff developed in the Lower Cretaceous Woburn Sands Formation. An excellent variety of sedimentological features are preserved and access is both safe and easy, making this an ideal Local Geological Site.
Dunstable and Whipsnade Downs	This is a beautiful landscape on the edge of a steep escarpment of Middle Chalk. Upper Chalk and other thin deposits are locally preserved at the top of the scarp. Rock type can be inferred at the grand scale by landscape features (e.g. chalk escarpment, clay vale with gravel-capped hills) and also from small exposures in pathways or in rabbit scrapings. This further encourages links to be made between rock type and soils/vegetation (the site is an SSSI for chalk grassland species) and the manner in which the geomorphological features of the chalk (escarpment, coombes, dry valleys) developed during the Quaternary.
Kensworth Nature Reserve	This exposure was retained during an early phase of the ongoing restoration of the enormous Kensworth Chalk Pit. The aim was to create a safe and accessible site where at least some of the features periodically exposed in the working quarry could be examined routinely. The area around the preserved face has been designated a Nature Reserve and it includes re-created calcareous grassland and woodland habitats.



	Exposed at the site is a section from the upper part of the Upper Turonian Lewes Nodular Chalk Formation into the Lower Coniacian Top Rock. It is possible to see three small faults with minor displacement, a large solution hollow with an infill of rubbly chalk and large flint nodules, and smaller solution pipes near the top of the exposure filled with red-brown Clay-with-flints. The Reed (Caburn) Marl occurs in the lower part of the succession at the northern end of the face, whilst the Chalk Rock hardground is exposed about half way up the face at the southern end.
Landpark Quarry LGS	<p>A former quarry with an overgrown crescent-shaped face some 35m long, but the west-facing portion has been cleared and can be inspected closely by climbing up the talus bank along the foot of the 2.5m face.</p> <p>The succession consists of soft, deeply weathered white chalk with three prominent flint horizons but no obvious distinguishing marl seams or hardgrounds. Geological mapping (Hopson, et al. 1996) suggests that the succession forms part of the Lewes Nodular Chalk Formation (White Chalk Sub-Group). Echinoids and bivalves found here indicate a likely Upper Turonian – Lower Coniacian age.</p> <p>The site is important because it provides safe access to an interesting chalk succession that contains flints and fossils. It complements the nearby LGS at Kensworth Nature Reserve and forms part of a network of chalk exposures around Dunstable that illustrate different facets of Upper Cretaceous geology.</p>
Ledburn Quarry	Ledburn preserves a section through part of the Woburn Sands Formation. The exposure is presently inaccessible and not particularly noteworthy.
Munday's Hill Quarry	<p>This is a large quarry that has been worked since 1925 and, over the decades, it has revealed excellent and unusually complete Lower Cretaceous successions. Formerly known as Garside's Pit, a typical succession (based on Shephard-Thorn et al., 1994), with maximum stratigraphic thicknesses indicated, comprises:</p> <ul style="list-style-type: none"> <li>· Gault Clay (10m), including the 'Cirripede Bed' locally near the base</li> <li>· Shenley Limestone (0.1m)</li> <li>· Woburn Sands 'Red Sands' (4m)</li> <li>· Woburn Sands 'Silty Beds' (4.5m)</li> <li>· Woburn Sands 'Silver Sands' (10m)</li> <li>· Woburn Sands 'Brown Sands' (5m)</li> </ul>
New Trees Quarry	A good section through the Lower Cretaceous Woburn Sands Formation ('Silver Sands') and a rare opportunity to see the 'Carstone Conglomerate' at the base of the Gault Clay Formation.
Ouzel Valley	An accessible and safe section of the River Ouzel which shows down-cutting and incision through a series of Pleistocene river terraces. There are intermittent exposures of Woburn Sands along the valley sides, especially where badgers have been active.
Quest Pit, Stewartby	This quarry opened in 1983 and it was the last active brick pit in Bedfordshire, ceasing operations in 2008. It provides access to the highly fossiliferous lower and middle parts of the Oxford Clay succession and drainage trenches allow occasional access to the underlying Callovian Kellaways Beds.
River Ivel, Biggleswade	An accessible site suitable for observing and explaining modern river processes and comparing them with those that would have formed the ancestral River Ivel during the latter stages of the Ice Age. Hand

	specimens of river gravel can occasionally be seen in the eroded bank and terraces.
Sandy, The Pinnacle Recreation Ground	This site forms an interesting and accessible geomorphological site and fine viewpoint. The bedrock here consists of friable Lower Cretaceous Woburn Sands and it is locally eroded by pedestrians and cyclists. At a larger scale the River Ivel has completely breached the sandstones and formed a broad valley to the west of the hilltop that is floored by the Oxford Clay and mantled with superficial deposits. Further west the low-lying clay vale shows areas of low hills caused by resistant glacial deposits.
Sandy Warren, The Lodge Quarry	An extensive quarried face of Woburn Sands Formation (formerly the Lower Greensand) providing a rare opportunity to examine these rocks in a consolidated and stable exposure. Sedimentary structures preserved here allow palaeo-environmental reconstructions to be made, linking this part of the county with the more extensive exposures of similar rocks around Woburn and Leighton Buzzard. The quarry provided building stone for local use from medieval times to the 18th century. Examples include the churches at Sandy and Everton, as well as the packhorse bridge at Sutton.
Scout Hut Quarry, Potton	This exposure of the Lower Cretaceous Woburn Sands Formation (historically called the Lower Greensand) was cleared in 2007-8. Formerly a quarry worked for sand and gravel, it was infilled during the early nineteenth century, but now a safe and accessible low face of sandstone has been revealed, making it an ideal site for educational visits. It contributes to an understanding of the regional geology of the Woburn Sands Formation and provides historical links with the local aggregate and phosphate fertilizer industries.
Smithcombe, Sharpenhoe and Sundon Hills	The area between Smithcombe and the Sundon Hills forms spectacular countryside and yet is less than 10 kilometres north of Luton. It provides an excellent example of a chalk scarp and dip slope, features which rely on the topographic expression of gently dipping chalk beds over a large area to be seen and appreciated. Fine views are afforded over the clay vale to the north and there is a strong link between rock type, scenery, soil type and vegetation.
Stockgrove Country Park	A pleasant, safe and accessible Country Park with geomorphological features such as dry valleys and springsapping hollows. It provides a strong linkage between geology, geomorphology, soil type and vegetation.

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## Abbreviations

**AONB** – Area of Outstanding Natural Beauty. In Central Bedfordshire, this is the Chilterns AONB.

**BAP** - Biodiversity Action Plan – The UK Biodiversity Action Plan was created in response to a commitment at the 2002 Convention on Biological Diversity. It summarises the status of the most threatened habitats and species in the UK and then sets out a series of actions to halt their decline and then reverse it. There are local as well as national biodiversity action plans.

**BLOG** – Bedfordshire and Luton Orchard Group - by a partnership of conservation organisations, interested individuals and local people all with an interest in surveying, improving and promoting the county's orchard and fruit tree heritage, biodiversity and management.

**BRMC** – Bedfordshire and Luton Biodiversity Recording and Monitoring Centre - is a partnership organisation based at the Bedford office of The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire which collates, stores and disseminates verified wildlife records from across the Central Bedfordshire. Also the repository for information about CWS and habitat maps for the area with both recent and historical information available.

**CBC** – Central Bedfordshire Council

**CROW Act 2000** - Countryside and Rights of Way Act 2000

**CWS** – County Wildlife Site - sites which have been selected on a county basis for being important for wildlife when assessed against a set of criteria.

**DEFRA** – Department for Environment, Food and Rural Affairs (Defra) - government department responsible for environmental protection, food production and standards, agriculture, fisheries and rural communities in the United Kingdom.

**GI** – Green Infrastructure

**GIS** - Geographic Information System

**GSR** – Greensand Ridge - a distinctive 'island' of significantly wooded sands and sandstone that rises prominently above the surrounding clay vales in Central Bedfordshire.

**LGS** - Local Geological Site - selected primarily for their scientific and educational importance but may also have considerable aesthetic value.

**LEP** – Local Enterprise Partnership

**LNP** – Local Nature Partnership - The Bedfordshire Local Nature Partnership is a partnership of approximately 20 organisations from across the county all with an interest in enhancing our natural environment & ensuring that across Bedfordshire is protect our incredibly diverse landscape.

**LNR** – Local Nature Reserve

**NE** – Natural England

**NERC** - Natural Environment and Rural Communities Act 2006

**NIA** – Nature Improvement Area

**NNR** – National Nature Reserve - established under the National Parks and Access to the Countryside Act 1949, which specified that they were for “preserving flora, fauna or geological or physiographical features of special interest in the area and/or for providing opportunities for the study of, and research into, those features”. The Natural Environment & Rural Communities Act 2006 extended the role of NNRs to include the provision of opportunities for public enjoyment of nature and/or open-air recreation.

**NPPF** – National Planning Policy Framework. This came into force in 2012 and replaced most of the planning guidance that was available previously.

**OAIP** – Outdoor Access Improvement Plan

**ODPM circular** – circular from the Office of the Deputy Prime Minister

**P3 group** - ‘People, Projects, Partnerships’ - a scheme that works with volunteers to help improve access to the local countryside and green spaces.

**PPS9** - Planning Policy Statement 9

**RBMPs** – River Basin Management Plans - have been drawn up by the Environment Agency for the 10 river basin districts in England and Wales as a requirement of the water framework directive. River basin management plans set out measures to improve water in rivers, lakes, estuaries, coasts and in groundwater.

**RNR** - Road Verge Nature Reserves - The Council has identified areas of roadside verge that have high value of flora and fauna to be maintained appropriately.

**RoW** – Right of way

**RSPB** – Royal Society for the Protection of Birds

**SAC** - Special Areas of Conservation - strictly protected sites designated under the EC Habitats Directive.

**SEMLEP** – South East Midlands Local Enterprise Partnership

**SPA** - Special Protected Areas - strictly protected sites classified in accordance with Article 4 of the EC Birds Directive, which came into force in April 1979. They are classified for rare and vulnerable birds (as listed on Annex I of the Directive), and for regularly occurring migratory species.

**SSSI** – Site of Special Scientific Interest - These are protected under the National Parks and Access to the Countryside Act 1949, Wildlife and Countryside Act 1981 (as amended) and Countryside and Rights of Way Act 2000 and represent the country’s best wildlife and geological sites.

**SuDS** - Sustainable Urban Drainage Systems are a sequence of water management practices and facilities designed to drain surface water in a manner that will provide a more sustainable approach than what has been the conventional practice of routing run-off through a pipe to a watercourse.

**TPO** - Tree Protection Orders – these can be made by local authorities to safeguard trees of significant amenity value.

**WFD** – Water Framework Directive - a European initiative to improve and protect waterways.

**WT (BCN)** – The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire.

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Central Bedfordshire Council

EXECUTIVE

6 October 2015

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## European Structural Investment Funds (ESIF)

Report of Councillor Nigel Young, Executive Member for Regeneration  
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### This report relates to a Key Decision

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#### Purpose of this report

1. To provide a comprehensive overview of the funding opportunities available through the European Structural Investment Fund (ESIF).
2. To inform on the ESIF bids under development by Central Bedfordshire Council.

#### RECOMMENDATIONS

That the Executive:

1. **support the approach to bidding for ESIF funds, maximising opportunities by working with partners in the South East Midlands and beyond, and identifying appropriate match funding to support this;**
2. **give approval for Central Bedfordshire Council (CBC) to continue to act as lead partner for bids under the ESIF programme, specifically a £3.9m ERDF bid and an ESF bid of approximately £16.8m, including match funding over three year programme periods; and**
3. **give delegation to the Director of Regeneration and Business and the Section 151 Officer to proceed with the development and submission of the ERDF and ESF bids, in consultation with the Executive Member for Regeneration and the Executive Member for Education and Skills. If successful, the final approval to enter into the Bid Agreements will be with the Executive.**

## Overview and Scrutiny Comments/Recommendations

3. The recommendations have been approved by Sustainable Communities Overview and Scrutiny Committee on 20 August 2015 and the Committee supported the approach to bid for ESIF funds and that details of IT pressures be provided to Members via the Corporate Resources OSC at their next meeting.

## Background

4. In the context of shrinking budgets and meeting the needs of our residents and businesses in Central Bedfordshire, it is important to maximise wider opportunities such as tapping into external funding.
5. A new European Structural Investment Fund (ESIF) programme has been announced by central Government, covering the period of 2014 to 2020. These funds aim to increase social and economic prosperity and to reduce disparity, creating a more competitive, prosperous and inclusive economy.
6. The funds offer the opportunity for Central Bedfordshire Council (CBC) to provide additional support for:
  - residents to move into employment or to progress up the career ladder by developing their skills;
  - businesses to tap into well skilled local residents, meeting business skills gaps; and
  - economic growth through promoting business innovation and development.
7. Funding has been allocated across the UK against each Local Enterprise Partnership (LEP) area, and Central Bedfordshire falls within the South East Midlands LEP (SEMLEP). The South East Midlands LEP (SEMLEP) has been given an ESIF allocation of c£79 million for delivery over the 6 year period, comprising three ESIF funding streams:
  - **European Regional Development Fund (ERDF)** £37.6m managed by the Department for Communities and Local Government (DCLG);
  - **European Agricultural Fund for Rural Development (EAFRD)** has an indicative budget of up to £4.3m managed by the Department for Environment, Food and Rural Affairs (DEFRA);
  - **European Social Fund (ESF)** £37.6m managed by the Department for Work and Pensions (DWP).
8. The 'Calls' for bids will be announced over throughout the 6 year period, most likely to clustered around 2015 for the first round of 3 year projects, and then in 2018 for the second round of 3 year projects.

9. CBC has been working closely with SEMLEP on the ESIF funding programme. This paper sets out an overview of the opportunities for CBC in relation to the various funding streams and more specifically the two bid proposals relating to the ERDF and ESF Local Call, details of which are set out in this paper.
10. CBC is in a strong position to act at the lead partner in particular funding strands of the ESIF programme. CBC has expertise and experience through leading previous ESF co-financing. It also delivers the Bedfordshire Adult and Community Learning Service and therefore carries the necessary reputation, experience and expertise to act as a reputable lead body.
11. Continuing as the lead body allows CBC to further build its expertise in bidding for and delivering funding, an area that will become more significant as Government budgets are cut and there is an increased reliance on other funding sources. It also places CBC in a strong position for future debates on skills devolution.

#### **European Regional Development Fund (ERDF)**

12. CBC has submitted a £2m ERDF outline application which if approved will be required to be developed into a detailed bid. This builds on our existing successful Innovation Bridge project which ends in August 2015, a partnership with the University of Bedfordshire which delivers innovation and research support to local businesses to grow.
13. In order to provide the wider support offer that businesses are seeking, the bid expands the Innovation Bridge project to deliver across a broader geographic area including SEMLEP, the Greater Cambridge Greater Peterborough LEP and the North Anglian LEP. If successful around 350 businesses will be supported and over 60 new businesses created, the current programme supported 45 businesses.
14. The bid is a partnership between Central Bedfordshire Council (as the lead partner) and the University of Bedfordshire, Anglia Ruskin University and University Campus Suffolk. ERDF requires 50% match funding which will be delivered through university staff time and through a Grant element of the project where a business who requires the Grant must match this themselves. The total project value including match funding is therefore £3.9m. If successful, CBC will administer the project, the cost of which will be covered by the ERDF funds.
15. If successful, this project will form a key tool in our Business Support Package for Central Bedfordshire businesses to grow and prosper. Bidders will be informed in August as to whether we will be invited to submit a full application. It is anticipated that successful full applications will be announced in late autumn/winter 2015.

### European Agricultural Fund for Rural Development (EAFRD)

16. This funding stream is open directly to businesses and business start ups themselves. It is only open to farmers, those in farm households and rural small and micro businesses. Grants range from £35k to £155k and all projects are required to create 2 jobs. CBC is promoting the programme and there are opportunities to get involved in future funding calls that will focus on tourism, food and drink and rural economies. CBC aims to tie it in to some of our Food Enterprise Zone development work. It will offer opportunities for supporting activities such as Farmers' Markets.

### European Social Fund (ESF)

17. SEMLEP has apportioned the ESF funds to be delivered through two approaches, broken down into smaller funding 'lots' throughout the 6 year programme. While competition will be fierce and in some instances national providers sought, CBC will still explore opportunities and potentially bid with other SEMLEP partners. CBC will engage with all successful bidders across to ensure local opportunities are maximised.
18. The two approaches are:
  - a) £19.9m allocated through three 'Opt In' national bodies (Department of Work and Pensions (DWP), the Skills Funding Agency (SFA) and Big Lottery) who will provide their own match funding before opening up the fund for organisations to bid to; and
  - b) £13.7m allocated through an '**Open Call**' approach where any organisation can bid for directly, but must provide their own match funding;

A £4m pot has also been allocated to Community Local Led Development in Corby and Luton.

### Opt Ins

19. It is likely the Opt In Calls will be dominated by national organisations bidding across several if not all LEP areas, offering efficiencies in national delivery programmes. CBC will explore opportunities for bidding, but it is likely that the real opportunities will be through the Open Call, detailed below.
20. The SFA Opt In bidding details and timeframes are still to be announced. Bid priorities will be around higher level skills development, redundancy support, apprenticeship support for SMEs and the management of a community grants programme.

21. The DWP Opt bidding details and timeframes are still to be announced. Although it is anticipated that national providers will be preferred, Milton Keynes is exploring leading a SEMLEP wide Local Authority bid for this funding, again enabling Local Authorities to have more influence over local delivery. Priorities are still being negotiated but likely to be aligned with Job Centre Plus activities and focussed on employment support. Competition for this funding area will be extremely fierce. CBC will align with Milton Keynes' leadership on this bid.
22. The Big Lottery Opt In is targeted at delivery through Voluntary and Community Sector organisations with the priorities of reducing worklessness, debt advice and money management addressing financial barriers to work, and self employment initiatives.

### **The 'Open Call' opportunity for CBC**

23. It is anticipated that an Open Call of £8.4m will be announced in September 2015. The Call requires delivery over a three year period with 50% match funding. Priorities are:
  - Access to employment for job seekers and inactive people;
  - Sustainable integration into the labour market of young people;
  - Social Inclusion;
  - Enhancing equal access to lifelong learning; and
  - Improving the labour market relevance of education and training systems.
24. A SEMLEP-wide consortium approach is encouraged and this is a prime opportunity for the Local Authorities to bid, enabling a more effective and focused programme which is often not achieved when delivered through national providers.
25. With our expertise and experience in previous ESF delivery, CBC is stepping forward as the lead partner to bid for this funding, pulling together a consortium of the 11 SEMLEP Local Authorities. As the lead partner CBC will support the delivery and performance management of the programme, ensuring that it meets ESF criteria. The administration cost of being the lead partner will be covered by the ESF funds and is anticipated to be between 9-15% depending on current discussions with the Local Authorities on the level of their support need.
26. Match Funding must be provided by each Local Authority involved in the Open Call bid. The total programme value including match funding will therefore be £17m across the SEMLEP area. Consequently CBC council departments are exploring what activities currently delivered could be eligible for use as match funding and what gaps in provision could be explored as part of the ESF delivery.

27. The funding is allocated on the basis of population and deprivation for each Local Authority (the indicative funding is set out in the Table below in paragraph 27). Most of the Local Authority Consortium partners are coming in with projects less than the proposed figures as they are unable to identify the amount of match funding required.
28. CBC has a notional allocation of £987,898 of funding over the three years to support employability and skills programmes across the Central Bedfordshire. This amount could increase if the other Local Authorities do not request their full allocation. CBC and Bedford are confident on our ability to identify match and consequently we will still bid to the full availability of £8.4m ESF.
29. ESF notional funding allocations:

Local Authority	ESF Funding	
	% of allocation	Allocation
Aylesbury Vale	3.4%	£285,830
Bedford	11.7%	£983,387
Central Bedfordshire	11.8%	£987,898
Cherwell	4.1%	£348,430
Corby	4.2%	£354,000
Daventry	1.8%	£150,718
Kettering	3.6%	£301,488
Luton	26.3%	£2,209,210
Milton Keynes	20.0%	£1,679,931
Northampton	11.4%	£960,214
South Northamptonshire	1.7%	£138,896
<b>ESF Open Call Total</b>	<b>100.0%</b>	<b>£8,400,000</b>

### Reasons for Decision

30. The current and future funding opportunities provide excellent opportunities to support residents and businesses. They cover CBC and the whole of the South East Midlands (SEM) area, with the potential to extend beyond the borders of the SEM area, particularly in relation to the ERDF bid.
31. Including match funding, the current funding bids under development are for programme values of £3.9m for the ERDF Innovation Bridge bid and £16.8m for the ESF Local Call. If successful, both programmes will commit CBC to the ESIF funding criteria and have implications on the Council which are described further in paragraphs 33 to 66.

### Council Priorities

32. If successful, the proposed funding bids will support business growth and enhance our local communities.

33. The ERDF programme will focus on business innovation a key growth generator.
34. The ESF programme will deliver employment and skills support services to the following vulnerable groups:
  - ESA and inactive benefit claimants, which includes individuals with learning disabilities, mental health conditions, and physical disabilities;
  - Over 50s;
  - Women;
  - Looked After Children;
  - Migrant communities;
  - Gypsy and traveller communities;
  - in certain areas, vulnerable young people such as gang members and NEETs, and those at risk of becoming such;
  - Work force progression and those looking to develop specialist skills in our growth sectors.

### **Corporate Implications**

35. We are committing CBC as lead body to delivering two ESIF programmes with a total value of £20.7M over 3 years. This will include funding for additional resource requirements such as staffing and infrastructure, estimated at between 9% and 15% of the total funding including match, subject to negotiations with partners. The whole programme will have a positive impact on CBC budgets and enable the authority to meet some important needs of its disadvantaged communities and of business growth. The following paragraphs provide more detail:

### **Legal Implications**

36. The Council's Executive Arrangements and Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 confirm that key decisions must be taken by the Council's Executive.
37. Service level agreements with Local Authority delivery partners should be approved by legal services and such agreement must be consistent with the content of the Council's bid and terms of the grant funding agreement. This should help the Council avoid the risk of clawback of grant funding.
38. In the event that the Council, or delivery partners, engage private partners for the delivery of services, the terms of such engagement must comply with the requirements of the grant funding agreement and a procurement process must be followed in accordance with the Council's contract standing orders and Public Contracts Regulations 2015 if applicable. All contracts should be approved by legal services.

39. The Council is subject to the requirement to obtain best value in any procurement process because it is a best value authority for the purposes of the Local Government Act 1999. The Act requires the Council to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. To this end, the Council must be satisfied that its procurement processes achieves best value in terms of price and quality.
40. The Council is required under the Public Services (Social Value) Act 2012 to consider the following in respect of procurements that are subject to the EU procurement regime:
  - a) How what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area; and
  - b) How, in conducting the process of procurement, it might act with a view to securing that improvement.

These criteria will be given due consideration in any procurement process.

### **Financial Implications**

41. The current team managing the ESF and ERDF programmes from the previous funding round have worked closely with the Finance Team to establish systems and protocols to ensure match funding can be properly evidenced and claimed, and that expenditure is ESIF eligible. These systems will be reviewed and worked upon in readiness for a new programme across the SEMLEP area. Without the proper systems in place this will put the ESIF programmes at risk therefore systems need to be in place before funding is accepted.
42. Match funding for the programme is being identified within existing budgets across CBC. There is no commitment to provide funds in excess of this other than for administrative costs which are 100% recoverable from the programme.
43. The programme bids are including additional funding to cover the costs of a dedicated External Funding Finance Manager which is proposed to sit within the corporate Finance team within the overall delegation of the Section 151 Officer and play a pivotal role in the overall management of the ESIF programmes.
44. As the lead contractor for both ESF and ERDF applications, CBC will need to ensure adequate cash flow as there may be a delay in receiving funding from DWP/ DCLG for payment of claims. It is likely we will have to operate on a cash flow basis of no more than 2 quarters in arrears. Further work is being undertaken to model the cash flow requirements based on accurate forecasting from delivery partners.



45. ESIF allocations to SEMLEP, (and the wider UK) have been made in Euros at a fixed Exchange Rate and it is noted the overall allocations may vary over time in line with exchange rate fluctuations. This is being managed by SEMLEP committing to funds at an early stage of the programme in sterling and they will take account of any exchange rate fluctuations by varying uncommitted funding.

### **Procurement Implications**

46. There is potential to develop a dynamic purchasing system for the whole programme to streamline procurement, speed up the process and ensure all tender opportunities follow ESIF eligibility requirements.
47. All procurement will be undertaken by Central Bedfordshire Council in accordance with the Council's Procurement Toolkit and Procurement Rules. Where there is a conflict between these rules and procedures and the ESIF Procurement Guidance CBC will ensure that the ESIF rules are followed.
48. The ESIF regulations have greater requirements to adhere to, than our corporate process. ESIF regulations require additional levels of publication of any tendering opportunities for example within the CBC procurement rules we are only required to obtain three quotes for a tender of between £2,000 and £20,000. Under ESIF regulations we are required to widely publicise the tendering opportunity so while not current CBC protocol any ESIF tenders or tenders where we are using identified match funding, must be published on our website for any potential bidder to see.
49. Experience from the previous European Funded projects delivered by CBC has provided several guiding principles for this as follows:
  - All contracts are advertised openly on the Central Bedfordshire Council procurement web pages, using the Intend procurement system where the value of the contract indicates that this is appropriate;
  - All bid submissions are evaluated in an open and transparent manner by a team of evaluators using the Central Bedfordshire Council procurement toolkit and seeking guidance on EU principles where required; and
  - Contract management and initiation takes place in accordance with the Council's procurement team and legal team who have experience of EU procurement standards and requirements.

## **Equalities Implications**

50. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
51. The programmes are targeted to create positive change within some of our most deprived communities. The programme will provide additional employment and skills support to some of our most vulnerable groups and as such is specifically targeted to address inequalities in the labour market.
52. To follow ESIF requirements all projects must adhere to European Equalities and Diversity requirements which mean:
  - No beneficiaries are excluded from participation in the ESIF programmes on the grounds of their protected characteristics;
  - The needs of all potential beneficiaries are considered at project design stage in order that the service is appropriately delivered;
  - Services are responsive to the needs of all communities where relevant; and
  - Support is targeted towards under-represented communities where relevant.

## **Risk**

53. A full risk analysis is being completed as part of the bid development CBC as lead body will need systems and contracts in place to ensure risks are mitigated and possibilities of claw back by DWP are closely managed, ensuring failure to deliver or incorrect claims are identified quickly and project managed effectively.
54. A risk register will be maintained and have a supporting risk strategy. These will be reviewed at the regular steering group meetings, risks clearly identified with the appropriate ownership agreed for effective management. This will include the risks identified in this report and through the thorough risk analysis that will be completed as part of the bid submission process. The documents will be live and updated regularly.

55. There is reputational risk to CBC if the programmes fail to deliver and we fail to claim the fully allocated amounts of ESIF. In order to mitigate this risk, significant work is already being undertaken across directorates and with the corporate teams to build on the expertise and capacity established through the successful delivery of the 2007-2014 ESF programme. Expertise has shown that through robust monitoring of funding claims and ensuring compliance with the ESIF regulations the risks of underspend and clawback can be successfully mitigated. It is proposed that the programme has dedicated resource embedded within the Council to ensure the robustness of the funding.
56. If a clawback situation arises with a partner, we will ensure it is passed to the correct deviating delivery partner through a formal SLA. We are working with IT on identifying necessary databases and systems and with Legal and Finance on ensuring correct agreements, systems and processes are in place.
57. As well as ensuring our external agreements with Delivery Partners are robust we must have commitment and understanding from our internal departments participating and benefiting from receipt of ESF. Support will be provided to delivery partners in delivery of the ESF programme through directly funded resource. This support will be calculated on a risk basis in terms of delivery partner expertise in delivering ESF and size of budget allocation.
58. The ESIF programmes require us to enforce robust approaches in order to maximise the funding opportunities offered through this ESF call, minimising risks of poor performance, lack of delivery and potential claw back. This has been mitigated by establishing a core services working group including members of Finance, Risk, Audit, Procurement, HR and Legal.
59. There is also a risk of needing to cover redundancy payments for staff contracted to wholly deliver the ESF programme. This is currently being researched with DWP to clarify the position and then options will be explored if necessary regarding recruitment solutions and project management resources.

### **Sustainability Implications**

60. The ERDF and ESF programmes will meet the key objectives of CBC's Sustainable Development Policy:
  - Social progress that recognises the needs of everyone;
  - Effective protection of the environment;
  - Prudent use of natural resources; and
  - The maintenance of high and stable levels of economic growth and employment.

61. The ERDF programme includes a focus on low carbon SME support and encourages innovative approaches to growth and development which consider environmental impact.
62. Additionally as highlighted in the Equalities paragraphs 47 through 49 the programmes support our most deprived areas and disadvantaged communities, addressing the social elements of sustainable development.
63. As the lead authority, CBC's Sustainable Development Policy will apply to all partners and ensure that sustainable development covers the three areas of economy, society and the environment, across the whole of the SEMLEP area.

### **ICT**

64. Due to the scale of the projects, particularly the ESF programme, the need to have a central Management Information System to manage project and programme delivery is critical.
65. The system needs to be able to be accessed by multiple external delivery partners across a wide geographical area for both ERDF and ESF.
66. This system and access will need to be stable, comply with data protection and allow for meaningful data to be analysed ensuring the smooth monitoring of delivery and performance.
67. ESF in particular will require CBC to have to upload participant data to DWP on a quarterly basis.
68. Initial dialogue is already underway with ICT colleagues to examine options to build on the existing MIS used by the Regeneration and Business Directorate for the management of Skills Funding Agency Funding data which is compliant with ESIF regulations.

### **Human Resources**

69. A budget will be developed to cover the cost of staff recruitment, salary and on-costs, ICT staff needs, evaluation and ICT systems to provide dedicated resource to the management of the programmes. All costs to administer the partnership programme and meet ESIF requirements will be included. It is estimated that at least 4 to 5 FTE new staff will be required and costs will be met from the ESF and ERDF programme funding.

### **Conclusion and next Steps**

70. Bidding into the ESIF programmes offers CBC both additional funding for its own employment support activities and strategic positioning. It provides an in-depth opportunity to look at economic growth across Central Bedfordshire and beyond into the whole of the SEMLEP and wider area and to work with key influential partners.
71. Working in partnership within and outside of the CBC itself has encouraged synergy and development of shared approaches. It has also created closer working with the Universities, important partners in future innovation and growth.
72. If the recommendations are agreed, CBC will continue with the bid development with subsequent full bids submitted to the Managing Authorities DCLG and DWP. If these are approved we will return to Executive with more detail on the programmes themselves and for approval to accept the offers, enter into contracts with the delivery partners and proceed with delivery of the programme priorities.

### **Appendices**

None

### **Background Papers**

None

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Central Bedfordshire Council

EXECUTIVE

6 October 2015

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**Stratton Business Park Local Development Order**

Report of Cllr Nigel Young, Executive Member for Regeneration  
([nigel.young@centralbedfordshire.gov.uk](mailto:nigel.young@centralbedfordshire.gov.uk))

Advising Officers: Jason Longhurst, Director of Regeneration and Business  
([jason.longhurst@centralbedfordshire.gov.uk](mailto:jason.longhurst@centralbedfordshire.gov.uk)) and Vicky Hlomuka, Business  
Support Officer ([Vicky.hlomuka@centralbedfordshire.gov](mailto:Vicky.hlomuka@centralbedfordshire.gov))

**This report relates to a non-Key Decision**

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**Purpose of this report**

1. The report outlines a proposal to adopt a Local Development Order (LDO) for Stratton Business Park in Biggleswade.
2. LDO's allow Local Planning Authorities to extend permitted development rights for certain specified forms of development. These are developments for which planning permission would normally be granted, and come with proposed conditions and restrictions which would normally be imposed through planning permission. The LDO is intended to help businesses by making the planning process quicker, easier and cheaper, making the site in question more attractive for investors and occupiers, therefore encouraging employment growth, whilst ensuring that nearby residents are protected.

**RECOMMENDATIONS**

The Executive is asked to:

- 1. adopt the proposed Local Development Order for Stratton Business Park, Biggleswade to assist economic and employment growth in the area.**

**Overview and Scrutiny Comments/Recommendations**

3. The item did not go to Overview and Scrutiny. After discussion with the Executive member and Director responsible for this piece of work, it was decided that it was not necessary based on the nature of the item. This decision has been checked and agreed by the Chairman of Sustainable Communities Overview and Scrutiny Committee, Cllr McVicar.

## Issues

### Background

4. LDO's were introduced with the Planning and Compulsory Purchase Act 2004, and allow Local Planning Authorities to extend permitted development rights for certain specified forms of development to enable businesses and landowners to undertake a greater range of works without the need for planning permission.

### Stratton Park

5. Stratton Park is a purpose built business park / industrial estate, currently extending to approximately 36 hectares. There are further phases of development already allocated and proposed through the submitted Development Strategy, and when all of these are developed, the site will extend to around 83 hectares. Stratton Park is located adjacent to the A1, some 45 miles north of London, and less than 30 miles north of the M25. The site enjoys easy access onto the A1 which makes it an attractive location for business. Stratton Park first saw development in the 1990s and the site has been steadily developing since that date.
6. Stratton Park is well suited to a Local Development Order. It is a substantial, purpose built established industrial / employment area, with well-defined development parameters and site boundaries, but with some scope for intensification. The units are generally of a modern appearance and in good condition, but there will always be scope for updates, minor works and similar type development. In addition, there is significant land available for future development which could grow the Park substantially and provide space for new occupiers or enable the expansion of existing occupiers.
7. In a business park / industrial estate such as this, a considerable range of minor works will be uncontroversial and planning applications for such work are normally determined under delegated authority. It would be advantageous to make this process easier and quicker where possible.

### Benefits of the LDO

8. Benefits of the proposed LDO include making it easier for occupiers and landowners, ensuring appropriate protections are in place for neighbours, providing Stratton with a source of competitive advantage compared to areas along the A1 corridor, encouraging employment and the growth of companies on the park, facilitating the upkeep and ongoing maintenance of the Park and demonstrating a positive approach to planning and the general desire by the Council to support businesses.



## **The Agrifood Sector and Food Enterprise Zone**

9. Stratton Park is a key location for the food sector of the economy, and this is a sector which Central Bedfordshire Council sees as a very important one for the future growth of the local economy, and is keen to encourage. As well as Jordan's, Stratton Park also houses Kramp, Bibby Distribution, Woods Bakery and many companies in the wider supplier chain. Approximately one third of the people employed on Stratton Business Park are employed in food related businesses.
10. Earlier this year, Central Bedfordshire Council was awarded funding from the Department of the Environment, Food and Rural Affairs (DEFRA) to develop a Food Enterprise Zone for the Ivel Valley area, one of seventeen across the country, to promote businesses in this sector. It was intended that an LDO would be a major part of the Food Enterprise Zone. Other elements of the Food Enterprise Zone, which will benefit the whole of the Ivel Valley Area, include innovation support from Cranfield university and investment support including promoting funding opportunities and providing a one stop shop of support from across the Council.

## **Proposed LDO**

11. The Woodside LDO which was adopted in Spring 2014 has brought investment to previously unoccupied units in Dunstable and helped in attracting Amazon to ProLogis Park. Building on this, we consider the LDO at Stratton to be a great opportunity to assist with bringing investment into Biggleswade.
12. It is proposed that the LDO for Stratton Business Park should enable a mixture of minor works such as certain changes of use, new or replacement windows, shutters and doors, mezzanine floors and the sub division of units to be undertaken without the need for planning permission. The draft LDO also proposes that extensions up to 1200sqm (1500 sqm for businesses in the Agrifood sector) of current floor area should be permitted without the need for planning permission. The full list of provisions is detailed in Part B of Appendix 1 of the LDO, which is appended to this report.

## **Restrictions and conditions**

13. The proposed LDO will also ensure that the needs of nearby residents, neighbours and others are properly recognised and their amenity protected, so that they can be assured that the LDO permits only development of an appropriate scale, and that appropriate safeguards are in place.

The proposed LDO therefore has conditions relating to building height, noise levels, light levels, contaminated land, parking standards and conformity with the Central Bedfordshire Design Guide, and these are conditions which would normally be imposed on a planning permission in this area. A full list of conditions, along with a number of informatives designed to assist businesses and landowners, is at Sections C and D of the Local Development Order, which is attached to this report.

14. It is important to stress that any development which falls outside of the terms of the proposed LDO is not necessarily unacceptable, but instead must go through the normal planning process. It should also be made clear that the proposed LDO does not supersede the need to comply with other relevant legislation, for example Building Regulations, Hazardous Substances Consent or licences or permits from other bodies such as the Environment Agency.
15. It is also important to clarify that the proposed LDO does not allocate any additional land, but instead seeks to maximise the potential of the existing site. LDO's are intended to be in place for a specified period of time. It is proposed that the Stratton LDO be put in place for five years, at which point it will be reviewed and could then be extended, amended, or allowed to lapse.

### **Public consultation**

16. A public consultation on the draft LDO took place between 13 August and 14 September 2015. This consisted of a public exhibition held at the Weatherley Centre in Biggleswade, where members of the public or businesses could attend and ask questions of Officers, which was publicised locally. There was also a static display in Biggleswade library. A breakfast event also took place for businesses on Stratton Park. The consultation process and the results are summarised in the public consultation report, but the key aspects are as follows:
  - A total of 42 questionnaire responses were received along with six letters from statutory consultees and two internal responses. Of the questionnaire responses, 31% were from residents living close to the area in question.
  - A majority (72%) agreed with the principle of the LDO, namely allowing businesses to undertake a greater range of work without planning permission. A majority (68%) agreed with allowing a range of minor works to be undertaken without planning permission.
  - 55% agreed with proposals to allow extensions, whereas 35% disagreed. A large majority (74%) agreed with the principle of placing restrictions or conditions in an LDO to protect residents and others.

A range of comments were forthcoming, but the majority of those who raised concerns did so based on issues around monitoring and concern on the impact of residents and concern about the appearance of the site and any other impact to the site including traffic.

17. The final document takes on board the results of the consultation and several amendments have been made as a result. These include some changes to the wording of the flooding / draining conditions and informatives, adding in green energy under ancillary structures and a condition about archaeology. On the whole, the amendments are minor amends to wording / terminology rather than material changes.

### **Reason/s for Decision**

18. To encourage economic and employment growth in the Biggleswade area and to support the Councils' priority to create jobs and enable business growth.

### **Council Priorities**

19. The proposed LDO will bring planning flexibilities to a key strategic business location which will enable businesses to make some changes to their buildings, including an element of extension without the need to apply for full planning permission. This supports the Council's priority to enhance the local community as it will enable businesses to grow and help create additional jobs by making it easier and quicker for businesses to grow and expand.

### **Corporate Implications**

### **Legal Implications**

20. Local Authorities are permitted to make Local Development Orders (LDO's) under Part 4 of the Planning & Compulsory Purchase Act 2004. A LDO allows a local authority to extend permitted development rights for certain forms of development within a defined area. This order seeks to streamline the planning process by removing the need for developers to make a planning application to Central Bedfordshire Council in respect of the Stratton Park in Biggleswade thus creating certainty and saving time and money for those involved in the planning process.
21. A draft order and statement of reasons has been prepared and advertised and an extensive consultation period has been conducted in accordance with the Town & Country Planning (Development Management Procedure) (England) Order 2015 and the Council's own Statement of Community Involvement.

### **Financial Implications**

22. Based on applications received in the period 2010-2015, it is estimated that the proposed LDO will result in an approximate £1000 in lost planning fees. However, the LDO may lead to increased uptake of various developments proposed through the LDO, leading to a slightly higher loss of planning fees than this. This reduced income will be offset by a reduction in the workload of planning officers in processing applications, and in reduced costs from not being required to undertake public consultation on planning applications. This estimate of loss of planning fees does not take into account the future phases of development and as there is no historic record of planning applications for these, it is difficult to estimate future loss in fees. However, the historic data from the current site provides a guideline to forecast any future potential loss in fees. Any loss of fees will also be offset against the uplift in National Non Domestic Rates (NNDR) that the developments may generate.

### **Equalities Implications**

23. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
24. Good planning can improve environments and opportunities for communities experiencing disadvantage. Planning which does not adequately engage with, or consider the needs of, local communities is unlikely to improve their life chances and may further entrench area-based disadvantage. Promoting equality of opportunity and social inclusion relates to the access to facilities and services, enhancing employment opportunities, the protection of open spaces as well as a broad range of policies concerned with the quality of life.
25. This proposal seeks to increase employment in the Biggleswade area, which will increase opportunities for residents to work locally. This will have a positive impact upon equalities.

### **Sustainability:**

26. This proposal should help sustainability by improving employment in the Biggleswade area and increasing opportunities for residents to work nearer home, especially with a view to the housing growth in the town over the coming years.

In addition, the proposal to encourage the use of Renewable energy generation, such as solar thermal or photovoltaic (PV) panels, or the use biomass or Combined Heat and Power (CHP) systems under the order will encourage the growth of renewable energy and make the development closer to being energy secure and truly sustainable. As the LDO is focused on companies in the food sector, it also suggests that there may be scope to make use of food waste from the production process to generate electricity and heat using anaerobic digestion technology.

### **Public Health**

27. Good quality employment has a significant positive impact upon health and wellbeing. This proposal seeks to improve the economic and employment prospects in Biggleswade and is therefore likely to impact upon health and wellbeing in this area of Central Bedfordshire.

### **Risk Management**

28. It is considered that there are no operational, financial or reputational risks from this proposal. There is a very small risk that unintended development could arise if the parameters of the proposed LDO are not drafted properly. However, these have been considered in detail, so officers are confident that such an eventuality will not occur. There is also a slight risk of legal challenge. However, the LDO has been subject to public consultation and therefore this risk is considered to be minimal.

### **Conclusion and next Steps**

29. It is recommended that the Executive consider and adopt the proposed Local Development Order for Stratton Business Park. The proposal provides benefits to businesses on the park and should also lead to a reduction in officer time spent on minor planning applications. Feedback from the consultation was positive overall with no major objections to the LDO. Having had 18 months to observe the success of the Woodside LDO, there is confidence that it would have a positive impact in Biggleswade.
30. Should the recommendations be agreed, it is proposed that the LDO will be officially launched and promoted alongside the launch of the Food Enterprise Zone, encouraging businesses to take advantage of the LDO, and helping to promote the area to business more generally.

### **Appendices**

The following Appendix is attached/provided through an electronic link:

Appendix 1 – Stratton Business Park Local Development Order – Final Document and Statement of Reasons

### **Background Papers**

The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

- (i) Draft Stratton Local Development Order – Consultation Report
- (ii) Environmental Impact Assessment Screening Opinion Letter (dated 8 September 2015)

# Stratton Business Park Biggleswade Local Development Order

and Statement of Reasons

Date of adoption: 6<sup>th</sup> October 2015



## 1. Purpose of this document

1.1 Central Bedfordshire Council (CBC) (the Local Planning Authority) has adopted a Local Development Order (LDO) for Stratton Business Park in Biggleswade, hereafter referred to for simplicity just as “Stratton Park”.

1.2 Local Development Orders were introduced with the Planning and Compulsory Purchase Act 2004 and allow local planning authorities to extend permitted development rights for certain specified forms of development. The Planning Act 2008 removes the requirements that LDO’s should implement policies set out in adopted local development documents. The Growth and Infrastructure Act 2013 simplified the Local Development Order process; it replaced the requirement for the local planning authority to submit the order to the Secretary of State before adoption, instead it is now a requirement to notify the Secretary of State as soon as practicable after adoption. The Act also removed the requirement for Local Development Orders to be reported on as part of the Authorities’ Monitoring Reports.

1.3 The process governing the preparation and the implementation of Local Development Orders is outlined here: <http://planningguidance.planningportal.gov.uk/blog/guidance/when-is-permission-required/what-types-of-area-wide-local-planning-permission-are-there/>

1.4 Article 38 of the Town and Country Planning (Development Management Procedure) (England) Order (DMPO) 2015 paragraph 1 outlines that if a local planning authority proposes to make a LDO they must first prepare:

- (a) A draft of the Order; and
- (b) A statement of their reasons for making the order.

1.5 The LDO document is provided in Appendix 1 of this document.

1.6 Article 38 paragraph (2) of the DMPO states that the statement of reasons must contain:

- (a) A description of the development which the order would permit; and
- (b) A plan or statement identifying the land to which the order would relate.

1.7 This document contains the statement of reasons for making the LDO. A map identifying the area of land to which the Order relates is included in Appendix 2. The LDO will be implemented for a period of 5 years from the date of adoption, but will be reviewed before this date to determine whether an extension to the timescale should be considered, whether the terms should be amended, or whether it should be allowed to lapse.

1.8 For the purposes of this document, the AgriFood sector is defined as the production, processing, manufacturing or distribution of food or drink products or companies that form a significant part of the agriculture, food and drink



supply chain – wherein a significant part of their business is supplying this sector. It also includes associated bioscience. This definition of the AgriFood sector is hereafter referred to for simplicity just as “AgriFood”.

## 2. Introduction and Reasons for the proposed LDO

### Overview of Stratton Park

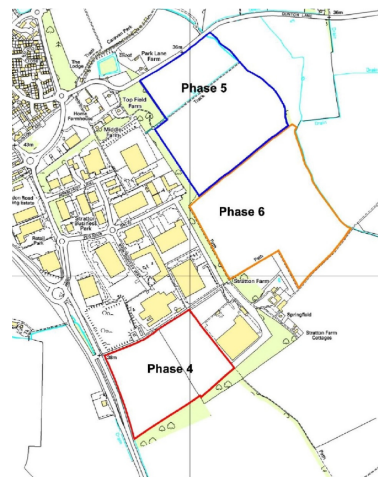
Stratton Park is a purpose built business park / industrial estate, currently extending to approximately 36 hectares. There are further phases of development already allocated and proposed through the submitted Development Strategy, and when all of these are developed, the site will extend to around 83 hectares. Stratton Park is located adjacent to the A1, some 45 miles north of London, and less than 30 miles north of the M25. The site enjoys easy access onto the A1 which makes it an attractive location for business. Stratton Park first saw development in the 1990s and the site has been steadily developing since that date.

### Occupiers

The site is generally occupied by headquarters style buildings for industrial and / or distribution businesses. Key occupiers include Jordans Ryvita, one of the country’s largest producers of breakfast cereal and related products, Liebherr, an earthmovers and materials handlers with a huge range of tower and mobile cranes and Kramp who are a supplier of spare parts, technical services and business solutions particularly for the agricultural sector., Stratton Park is currently home to around 40 companies and 1600 jobs, and expansion of the site is expected to increase these figures substantially.



*Aerial view of Stratton Park*



*Future phases of development*

### The AgriFood sector

Stratton Park is a key location for the AgriFood sector of the economy, and this is a sector which Central Bedfordshire Council sees as a very important one for the future growth of the local economy, and is keen to encourage. As well as Jordan's, Stratton Park also houses Kramp, Bibby Distribution, Woods Bakery and many companies in the wider supplier chain. Approximately one third of the people employed on Stratton Business Park are employed in food related businesses. Stratton Park lies within the wider Ivel Valley area which is also an important location for both food production and farming. The Ivel Valley is the eastern area of Central Bedfordshire broadly running from Stotfold in the South to Tempsford in the North and Shefford in the West. 40% of Central Bedfordshire's AgriFood businesses are located in the Ivel Valley. Across the wider Central Bedfordshire area there are over 400 AgriFood businesses and 1500 people employed in the sector.

### Regeneration work

Central Bedfordshire Council and private developers are undertaking significant work to improve and regenerate Biggleswade and the A1 corridor more generally. Substantial work was undertaken to the A1 roundabout which provides access to Stratton Park in 2014 to improve capacity. A sizeable housing development, Kings Reach, is being developed on the eastern side of Biggleswade and substantial improvements to the London Road Retail Park, which lies in close proximity to Stratton Park are also underway and expected to complete in 2015. In addition, Central Bedfordshire Council has a long held aspiration to regenerate and improve areas of Biggleswade Town Centre, and a number of projects are underway on aspects of this.

### Demographics

The demographics and socio-economic picture in Biggleswade is largely in line with that of Central Bedfordshire as a whole. There were 16,550 residents in 2011, an increase of 1190 (8%) since 2001 (Source: Census 2011), with those aged 16-65 making up 65% of that total. Though there are some areas with high levels of children and older people in income deprived households, deprivation is not a particular issue in Biggleswade, with all ten Lower Super Output Areas (LSOA's) being in the 50% least deprived LSOA's in England. 76.8% of the towns population aged 16 or above are economically active, with 70.5% being employed, or self employed.

### Justification for the proposed LDO

Central Bedfordshire Council is seeking to support significant job creation by 2031. This is detailed in the submitted Development Strategy for Central Bedfordshire. As well as allocating new land for employment development through this strategy including at Stratton Park, the Council is committed to helping existing businesses and employment areas to grow, and includes flexible and positive policies in order to help encourage employment growth and achieve jobs targets. This Local Development Order for Stratton Park, and work around encouraging the food industry in the Ivel Valley are elements of this work.

Stratton Park is well suited to a Local Development Order. It is a substantial, purpose built established industrial / employment area, with well-defined development parameters and site boundaries, but with some scope for intensification. The units are generally of a modern appearance and in good condition, but there will always be scope for updates, minor works and similar type development. In addition, there is significant land available for future development which could grow the Park substantially and provide space for new occupiers or enable the expansion of existing occupiers.

In a business park / industrial estate such as this, a considerable range of minor works will be uncontroversial and planning applications for such work will be considered under delegated authority. It would be advantageous to make this process easier and quicker where possible.

### **Purpose of the proposed LDO**

The purpose of this LDO is to assist Stratton Park, help businesses located there, encourage growth in the food sector, help contribute towards economic and employment growth in Biggleswade, and in Central Bedfordshire more generally, through simplifying the planning permission requirements on the site. This will give businesses and developers confidence by detailing the specific types of development and uses which are permitted and enable development to take place more quickly. It will support business by making it simpler for businesses to set-up, diversify or expand their existing operations. The LDO will also give greater confidence to business to invest in Stratton Park. Experience from elsewhere in Central Bedfordshire suggests that the LDO will be seen as very positive by occupiers, and by land owners and local agents seeking to attract new businesses to the site. It will also be part of a wider package of measures seeking to help the food industry on Stratton Park and in the Ivel Valley more generally.

The LDO will also ensure that the needs of nearby residents and others are properly recognised and their amenity protected, so that they can be assured that the LDO permits only development of an appropriate scale and that appropriate safeguards are in place.

Success will be measured by Stratton Park continuing to be a prime business location in Central Bedfordshire, continuing to attract investment and new employment and in ensuring it is seen as a key location for the food industry.

## **3. Benefits of the LDO**

3.1 There are a number of benefits to be derived from the LDO in that it will:

- Promote and communicate a clear and individual planning policy framework for Stratton Park to landowners, occupiers, and other stakeholders.

- Make it easier for landowners, occupiers and developers by outlining all of the development that is permitted, without the need for planning permission which will improve investor and occupier clarity, certainty and confidence.
- Ensure that appropriate protections are in place for nearby residents and others so that their amenity is protected from inappropriate development.
- Enable and facilitate economic growth to happen in a timely manner allowing businesses to react quickly to economic growth opportunities and respond according to the requirements of industry.
- Provide Stratton Park with a source of competitive advantage compared to other areas, particularly along the A1 corridor and help attract footloose investment.
- Encourage early development of Phases IV, V and VI of Stratton Park, which are currently undeveloped.
- Encourage employment and the growth of companies on Stratton Park. These companies and landowners will enjoy a saving in time and cost when planning investment, and enjoy greater certainty on what they are able to do with their buildings.
- Encourage the growth of the micro generation of renewable energy, specifically through the use of solar and PV panels, biomass and Combined Heat and Power systems (CHP).
- Facilitate the upkeep and ongoing maintenance, improvement and regeneration of the buildings on Stratton Park to ensure that it remains a high quality business park location.
- Ensure that Stratton Park is seen as a key location for the AgriFood industry and encourage the growth of this sector in this location, and in the Ivel Valley more generally.
- Form part of a wider package of measures designed to assist the AgriFood industry throughout the Ivel Valley.
- Reduce the burden on the Local Planning Authority and its consultees.
- Demonstrate a positive approach to planning and the general desire by CBC to support business and encourage business growth.

## **4. Provisions of the LDO**

4.1 The Stratton Park Local Development Order grants planning permission for specified development in the area, subject to Conditions.

4.2 The parameters for the proposed Stratton Park LDO simplifies the planning process in relation to:

Types of development
Extending existing buildings
Changes of use
Other minor works

4.3 The Stratton Park Local Development Order, set out in full in Appendix 1 of this document, modifies nationally prescribed permitted development rights (under the Town and Country Planning (General Permitted Development) Order 2015) to allow for small scale minor works to buildings and to the extension or construction of new floor space as follows:

Proposed type of development	Proposals
Extending existing buildings	Extensions to existing B1, B2 or B8 units within the defined area shown on Appendix 2 of up to 1200sqm, provided the extension is within the curtilage of the existing building and the extension does not exceed the height of the existing building. For uses falling within the AgriFood business definition (see 1.8), extensions to existing units within the same defined area are allowed up to 1500sqm. Existing buildings can only benefit once from this allowance under the LDO.
Changes of use	Changes allowed between B2 or B8 to B1, or B2 to B8 with no size limit.  Businesses which are located within 150m of residential property can also potentially enjoy this condition subject to prior written approval from the Council.
Other Minor Works	
Sub Division of Units	Allowed with no size limit
Recladding / Installation of new windows / Shutters / Doors	Allowed with no restrictions
Mezzanine Floors	Allowed with no restrictions
Solar / PV Panels	Allowed with no restrictions
Signage / Flags	To accord with the current advertisement regulations
Fencing	Allowed to 3m in height provided not adjacent to residential property or a public highway, in which case 1m.
Ancillary Structures	Single storey ancillary structures allowed for specifically identified uses for existing B1, B2 or

	B8 units provided the new floor space does not exceed 100 sqm. Existing buildings can only benefit once from this allowance under the LDO.
Odour & Fume Extraction	<p>For businesses in the AgriFood sector (see 1.8), this is allowed subject to the following guidelines -</p> <p>Installations are allowed up to 1m above eaves provided they comply with the noise criteria as assessed using BS4142. Any noise from the installation must achieve a level which is equal to or below background at sensitive receptors</p> <p>Any odour or fumes from the processes shall not be detrimental to the amenity of sensitive receptors.</p>
Fixed Plant & Equipment	Installations are allowed provided that they comply with the noise criteria as assessed in accordance with BS4142. Any noise from the installation must achieve a level which is equal to or below background at sensitive receptors.
Lighting	Flexibilities on lighting columns and levels of lighting. Maximum 5m in height.
7 day/24 hour Access & Noise	<p>24 hour access is allowed to extensions constructed within the defined LDO area Appendix 2.</p> <p>Businesses which are located within 150m of residential property will need to secure prior written approval from the Council.</p>
New and additional service roads	New and additional service roads are permitted in the LDO area defined in Appendix 2 provided they do not provide direct access onto a classified road.

4.4 The Council believes that minor works of these types would be uncontroversial in this location. In addition, they are concerned with the normal operation of businesses of the type who locate on Stratton Park, so will assist those businesses with their everyday activities. The Council also believes that built development of this type and scale is entirely appropriate within Stratton Park and that provided appropriate safeguards around the proximity of neighbouring uses and appropriate heights are in place, any newly built development would be of an acceptable form in this location.

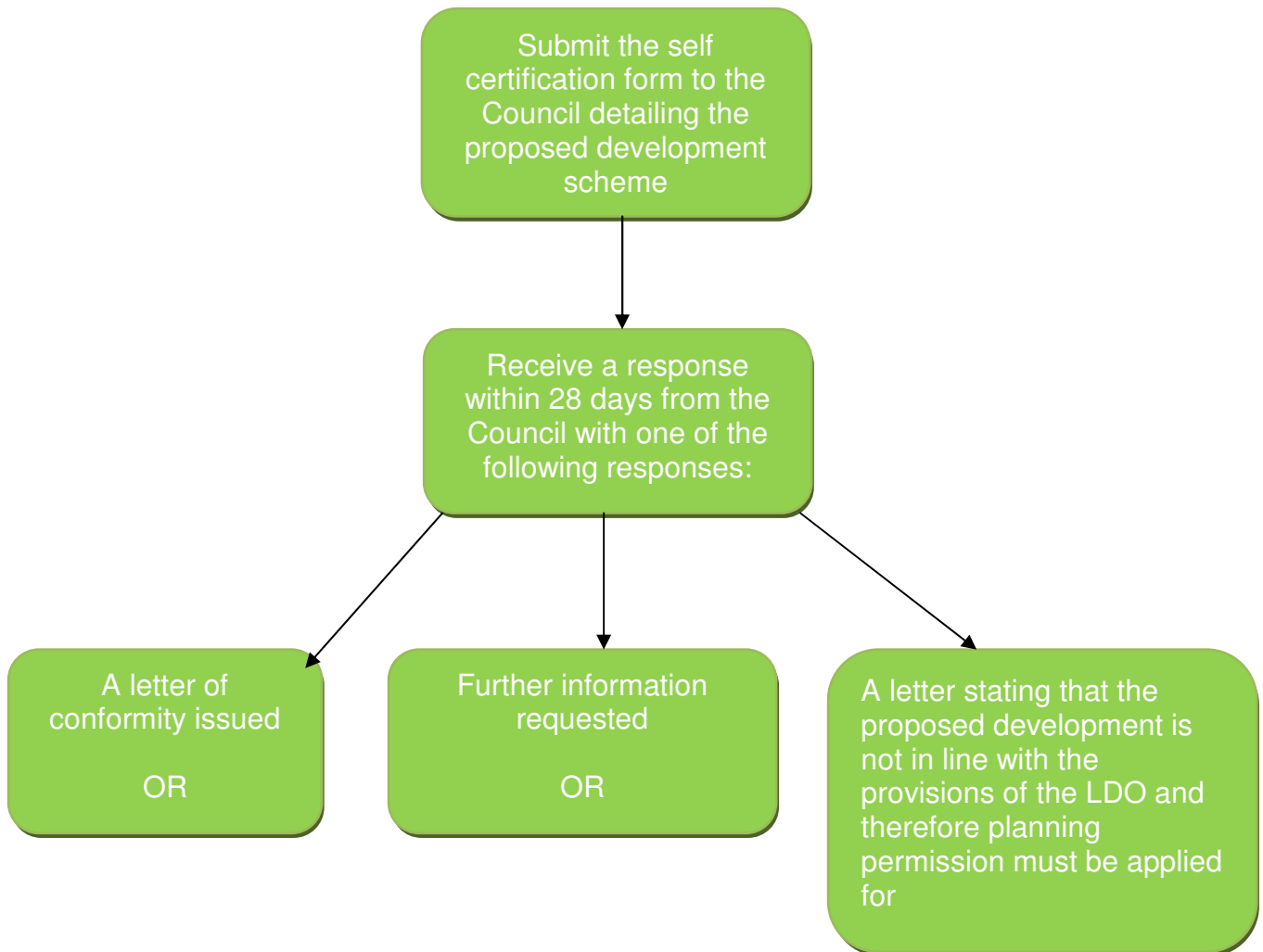
(N.B. For the avoidance of doubt, all references to new floor space to be provided through the LDO relate to Gross External Area. GEA means the gross external area measured in accordance with the RICS Code of Measuring Practice published by the Royal Institution of Chartered Surveyors and the Incorporated Society of Valuers and Auctioneers Sixth Edition (2007 edition)).

4.7 The full terms of this LDO, along with conditions, are detailed in Appendix 1 of this document. The Local Development Order makes no changes to advertisement consent regulations, since these are subject to separate legislation outside of the terms of legislation covering Permitted Development.

4.8 Phases 4, 5 and 6 of Stratton Business Park (see Appendix 2) are at various stages of development status. They are included in this LDO subject to outline planning permission, reserved matters approval or full planning approval being granted first, and the buildings under those approvals having been built.

## 5. Procedure

It is proposed that the LDO shall use the following procedure:



5.1 Development which has started under the provision of the LDO can be completed following the expiry of the LDO, or in the event that the LDO is revoked or revised. The uses that have taken place will therefore be allowed to continue to operate but no further changes of use will be allowed under the terms of the LDO following its expiry without planning permission.



5.2 Proposed development which falls outside the scope of the LDO will require the submission of a planning application or other appropriate application. For the avoidance of doubt, an LDO does not exclude applicants from applying for planning permission for developments that are not permitted by the Order. Neither does an LDO supersede the requirements for development to comply with all other relevant legislation, for example, Building Regulations, Environmental Health, Hazardous Substances Consent, and licences or permits from other bodies such as the Environment Agency.

## **6. Conditions and Informatives**

6.1 Developments undertaken under the terms of the proposed Local Development Order will be subject to standard conditions in areas such as highways, contaminated land, noise, design, proximity to neighbouring uses and others. The full proposed standard conditions can be found in Part C of Appendix 1 of this document. Informatives, covering a number of areas, can be found in Part D of Appendix 1 of this document.

## **7. Environment Impact Assessment (EIA) Screening**

7.1 There are some potentially sensitive receptors in the wider area, including a Scheduled Monument and a County Wildlife Site nearby.

7.2 It is considered that, subject to the appropriate conditions, the proposed Local Development Order would not have any unusually complex or potentially hazardous environmental effects sufficient to trigger the need for an EIA. The proposed LDO has been considered against the relevant tests set out under the Town & Country Planning (Environmental Impact Assessment) Regulations 2011 and the Local Planning Authority has formally adopted an opinion that an EIA is not required.

## **8. Monitoring**

8.1 This LDO will be monitored to assess its effectiveness in delivering development. Although the requirement to report on the LDO as part of the Annual Monitoring Report (AMR) process has been removed, the Council still considers it useful to monitor this information.

## **9. Compliance and Enforcement**

9.1 Failure to comply with the terms of the LDO or any other statutory requirements may result in appropriate enforcement action being taken by the Local Planning Authority.



## **10. Consultation on the LDO**

10.1 Central Bedfordshire Council has undertaken public and business consultation on this draft LDO with relevant stakeholders and the communities affected. This consultation will follow the publicity and consultation requirements of Article 38 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO), and be in accordance with the Council's own guidelines on public consultation as set out in the 'Statement of Community Involvement' (2012). The final version of this document incorporates a number of changes made in response to this consultation, along with a number of updates and corrections.

## Appendix 1: The Stratton Business Park Local Development Order

### Part A

1. This Local Development Order relates to the area within Stratton Business Park, as outlined in red on the map contained within Appendix 2.
2. The Order grants planning permission, subject to compliance with certain criteria and standard conditions, for the extension or alteration of an office building, industrial building or warehouse. The criteria which proposed development will be permitted under are detailed in Part B.
3. Planning permission is granted for the above development proposals subject to conditions set out in Part C.
4. The Order, and the terms within it, will be active for a period of five years following the day of its adoption, and will expire following this period. The Order will therefore cease to apply following the fifth anniversary of the adoption of the Order.
5. Development which has started under the provision of the Order will be allowed to be completed in the event the Order is revoked or revised.
6. Development which has started under the provision of the Order prior to its expiry can be completed following the expiry of the Order.
7. The developments that have taken place under the Order will therefore be allowed to continue to operate but no new developments will be allowed under the terms of the Order following its expiry without planning permission.
8. For the purposes of this document, the AgriFood sector is defined as the production, processing, manufacturing or distribution of food or drink products or companies that form a significant part of the agriculture, food and drink supply chain – wherein a significant part of their business is supplying this sector. It also includes associated bioscience. This definition of the AgriFood sector is hereafter referred to for simplicity just as “AgriFood”.
9. In terms of extensions, existing buildings can only benefit once from the allowance set out in Part B (12) of the Stratton Business Park Local Development Order.
10. Phases 4, 5 and 6 of Stratton Business Park (see Appendix 2) are at various stages of development status. They are included in this LDO subject to outline planning permission, reserved matters approval or full planning approval being granted first, and the buildings under those approvals having been built.

### Part B

In addition to the provisions of the Town and Country Planning (General Permitted Development) Order 2015 or any order revoking and re-enacting

that Order with or without modification, within the area identified in the map at Appendix 2, and subject to the conditions detailed in Part C, the following development is permitted:

1. The change of use of a building from a use falling within Class B2 (general industrial) or B8 (storage or distribution) of the Schedule to the Use Classes Order, to a use for any purpose falling within Class B1 (business).
2. The change of use of a building from a use falling within Class B2 (general industrial) of the Schedule to the Use Classes Order, to a use for any purpose falling within Class B8 (storage or distribution).
3. The sub division of a building within Class B1 (business); Class B2 (general industrial) or B8 (storage and distribution) of the Schedule to the Use Classes Order to create a new planning unit falling within Class B1 (business); Class B2 (general industrial) or B8 (storage and distribution).
4. The installation, alteration or replacement of external cladding, shutters, windows or doors.
5. The installation, alteration or replacement of mezzanine flooring
6. The installation, alteration or replacement of solar photovoltaics or solar thermal equipment.
7. The installation, alteration or replacement of external lighting.
8. The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure.
9. The installation, alteration or replacement of fume or odour extraction at a premises used for the AgriFood sector.
10. The installation of fixed plant and equipment
11. The erection or installation of a single storey structure for ancillary purposes such as the parking of bicycles, the charging of electric cars, a smoking shelter, a covered bin store or the housing of plant or machinery, including those for green energy, biomass or Combined Heat and Power (CHP) systems. The gross footprint of the structure (measured externally) must not exceed 100 square metres. Existing premises can only benefit once from this allowance under the LDO.
12. The extension of a building used for a purpose falling within Class B1 (business), B2 (general industrial) or B8 (storage or distribution) of the Schedule to the Use Classes Order up to a maximum of:
  - (i) 1200 square metres of new floor space; or
  - (ii) 1500 square metres of new floor space in the case of a building used for a purpose within the AgriFood sector.
13. The formation, laying out or construction of a hard surface to form a service road and the maintenance or improvement of such a surface including the replacement in whole or in part of such a surface provided they do not provide direct access onto a classified road.
14. 24 hour access is allowed to extensions constructed under the LDO. Businesses which are located within 150m of residential property require prior written approval from the Council.

All references to new floor space to be provided through the LDO relate to GEA which is defined as the gross external area measured in accordance with the RICS Code of Measuring Practice published by the Royal Institution of Chartered Surveyors and the Incorporated Society of Valuers and Auctioneers Sixth Edition (2007 edition).

## **Part C**

Development under this Local Development Order is subject to the following conditions:

### **1. Height and layout:**

No development under the provisions of Appendix 1, Part B (11) and (12) of the LDO shall exceed –

- (i) if within 10 metres of any curtilage of a residential property, 5 metres in height; or
- (ii) in all other cases, the height of the building being extended.

Reason: In the interests of visual and residential amenity.

No development under the provisions of Appendix 1, Part B (8) of the LDO shall exceed –

- (i) if erected or constructed less than 2 metres from any highway used by vehicular traffic, 1 metre in height; or
- (ii) if erected or constructed less than 2 metres from any residential property, 2 metres in height; or
- (iii) in all other cases, 3 metres in height.

Reason: In the interests of visual and residential amenity and highway safety.

All development under the provisions of the LDO shall be within the curtilage of an existing Class B1 (business), Class B2 (general industrial) or B8 (storage or distribution) site and shall only be used for a purpose incidental to the use of that Class B1 (business), Class B2 (general industrial) or B8 (storage or distribution) site.

Reason: To prevent the amalgamation of existing B Class sites to create larger planning units and thereby ensure that the LDO only permits development of an appropriate scale.

### **2. Noise disturbance and privacy:**

Noise resulting from the use of plant, machinery or equipment shall achieve a level which is equal to or below the existing background level when assessed

in accordance with BS4142, at a point one metre external to the nearest noise sensitive building.

Reason: To prevent nuisance from noise and to safeguard the amenities of neighbouring residents.

Any upper-floor window located in a wall or roof slope fronting any residential dwelling at a distance of 21 metres or less shall be—

- (i) obscure-glazed, and
- (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.

Reason: To safeguard the amenities of neighbouring residents.

### **3. Lighting:**

Any external lighting on the site shall be installed to meet the guidance provided by the Institution of Lighting Professionals in their document 'Guidance Notes for the Reduction of Light Pollution'. The guidance notes are available from the Institute of Lighting Professionals website.

Reason: In the interests of visual and residential amenity.

No external lighting column shall exceed 5 metres in height.

Reason: In the interests of visual and residential amenity.

### **4. Odour / Fume Extraction & Fixed Plant**

No development under the provisions of Appendix 1, Part B (9) of the LDO shall take place until the proposed means of odour and fume extraction / fixed plant and equipment has been approved in writing by Central Bedfordshire Council's Environmental Health Department.

Reason: In the interests of neighbouring amenity and to ensure that the development properly conforms to Environmental Health legislation and guidance.

No development under the provisions of Appendix 1, Part B (9) of the LDO shall exceed the height of the eaves of the building on to which it is attached by more than one metre.

Reason: In the interests of visual and residential amenity.

**5. Land contamination:**

No development under the provisions of Appendix 1, Part B (12) of the LDO shall take place until written confirmation has been secured from the Public Protection Team as to whether a Site Investigation and Remediation Report will be required.

Any scheme of investigation and / or remediation, including variations as required by the Public Protection Team shall be submitted to and approved in writing by the Public Protection Team prior to the commencement of such works. This should include responses to any unexpected contamination discovered during works.

Should groundwater or surface water courses be at risk of contamination during or after development, the Environment Agency approval of measures to protect water resources must be sought. Waste Licensing and related matters are also in the remit of the Environment Agency.

Reason: To protect human health and the environment.

**6. CBC Parking Standards:**

All development under the provisions of Appendix 1, Part B (1), (2), (3), (5), (11) and (12) of the LDO, shall make provision for vehicular parking and manoeuvring arrangements in accordance with the CBC Parking Strategy, Appendix F, Central Bedfordshire Local Transport Plan as endorsed for Development Management purposes by CBC Executive October 2012 and the Central Bedfordshire Design Guide, Adopted March 2014 (or any adopted documents revoking or re-enacting those documents).

For any development where the parking and manoeuvring arrangements are not in accordance with those documents, an evidence base demonstrating that the parking and manoeuvring arrangements proposed will not have a detrimental affect on the adjacent highway safety, shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development.

Reason: In the interest of highway safety and to minimise danger, obstruction and inconvenience to users of the adjoining highway.

**7. Drainage:**

No development under the provisions of Appendix 1, Part B (12) of the LDO shall take place until a scheme detailing the design, construction and associated management and maintenance for the proposed surface water drainage system, based on sustainable principles, and foul water drainage has been submitted to and approved in writing by the Local Planning Authority.

The approved drainage system shall be implemented in accordance with the approved detailed design and shall be managed and maintained thereafter in accordance with the agreed management and maintenance plan.

No building shall be occupied until the developer has formally submitted in writing to the Local Planning Authority that the approved scheme has been checked by them and has been correctly and fully installed as per the approved details.

The drainage design must therefore ensure that the frequency and rate of discharge and volume of surface water run off from the new development is, wherever possible, equal to the frequency and rate of discharge and volume of surface water that would be discharged under equivalent pre-developed conditions.

Reason: To ensure that the entire system will be operationally ready at all times and functions within the performance requirements; that the operation of the system is safe, environmentally acceptable, and economically efficient; that as far as possible the failure of one section of a drainage system will not adversely affect the performance of the other parts. To prevent the pollution of the underlying Principal Aquifer and the water environment.

#### **8. Archaeology:**

No development under the provisions of Appendix 1, Part B (4, 6, 7, 8, 11, 12 and 13) of the LDO shall take place until the details of the proposal have been sent to the Central Bedfordshire Council Development Control Archaeologists and they have confirmed in writing that the proposal is compliant with the requirements of paragraphs 132 to 134 of the *National Planning Policy Framework* (NPPF).

Reason: To prevent substantial harm being caused to the setting of the Stratton Park medieval moated enclosure and manorial earthworks Scheduled Monument, which under the terms of the NPPF are designated heritage assets of the highest significance.

### **Part D**

Additionally, attention is drawn to the following advice notes:

#### **1. Land contamination:**

INFORMATIVE: It is the developer's responsibility to ensure that final ground conditions are fit for the end use of the site. If during any site investigation, excavation, engineering or construction works evidence of land contamination is identified, the applicant shall notify the Council's Contaminated Land Pollution Team and the Environment Agency without delay. Any land contamination identified shall be remediated to the satisfaction of the Environment Agency to ensure that the site is made suitable for its end use.

## **2. Wheel Cleaning:**

INFORMATIVE: It is contrary to Section 163 of the Highways Act 1980 for surface water from private development to drain onto the highway or discharge into the highway drainage system. All development should therefore be designed and constructed so that surface water from the development does not drain into the public highway or the highway drainage system.

## **3. Travel plans and travel plan statements:**

INFORMATIVE: In the interests of improving site access and travel choice, reducing congestion and demand for parking spaces and increasing business efficiency and equality, a Travel Plan should be prepared and implemented for all commercial premises in accordance with the Council's detailed guidance and thresholds which are available online via the Council's website (<http://www.centralbedfordshire.gov.uk/travelling/your-travel-choices/travel-plans/travel-plans-and-guidance.aspx>).

## **4. Conformity with the design guide:**

INFORMATIVE: The building siting, design and materials of all development, landscaping and green infrastructure should be carried out in accordance with the design principles set out within the Central Bedfordshire Design Guide, Adopted March 2014 (or any subsequent Central Bedfordshire Design guidance document revoking or re-enacting that document) and shall include appropriate manoeuvring space for vehicles to access and egress from site in forward gear.

## **5. Flood risk and drainage:**

INFORMATIVE:

When addressing flood risk and drainage matters, consideration should be given to opportunities to reduce the overall level of flood risk in the area and beyond through the layout and form of the development and the application of sustainable drainage systems (SuDS). New development should be sustainable and where appropriate contribute to the creation of infrastructure and communities that are safe from flooding for their intended lifetime through the use of sustainable drainage systems (SuDS).

Prior to any development involving the creation of any hardstanding or impermeable surface, including the erection of ancillary structures or the extension of any existing building, it is advised that you discuss the management of surface water with the Environment Agency, Internal Drainage Board, the Lead Local Flood Authority, and relevant Sewerage Undertaker. Applicants may be asked to provide information to allow for an assessment to be made of the appropriateness of the type of surface water drainage system for a proposed site, along with details of its extent/position, function, and future management arrangements. SuDS should be proposed in accordance with the Council's sustainable Urban Drainage Guidance and

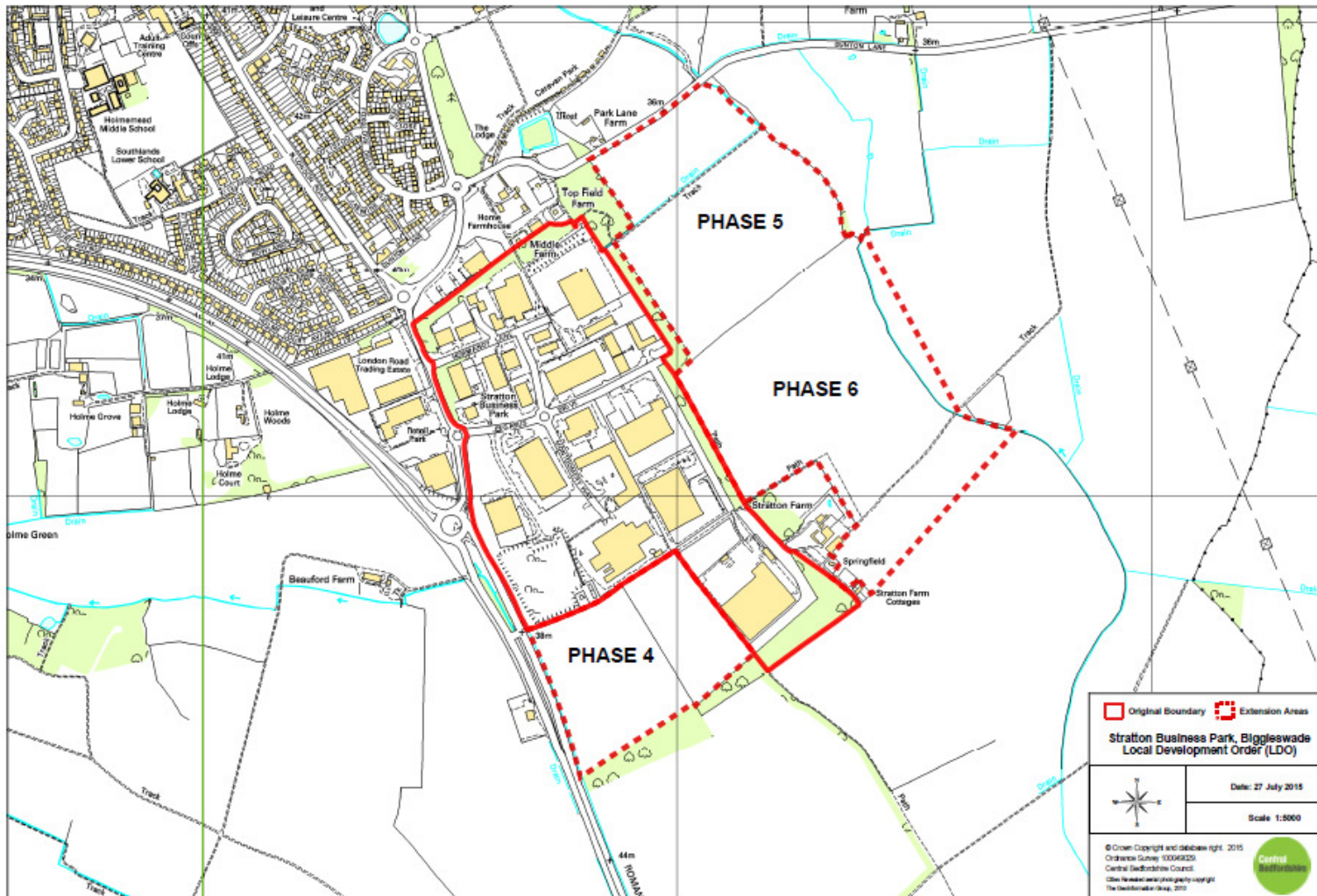


should be properly designed and ensure that the maintenance and operation costs are proportionate and sustainable for the lifetime of the development.

## **6. Contamination and groundwater protection requirements**

In accordance with the Environment Agency Groundwater Protection Policy, direct discharges into groundwater of surface water run-off are not acceptable. The design, construction and future operation and maintenance of any drainage system must be in accordance with the Environment Agency's Groundwater Protection Policy. The Environment Agency should be consulted on the design of foul and surface water drainage, to prevent the pollution of the underlying Principal Aquifer and the water environment. Further advice in respect of flood risk and the design of foul and surface water drainage is available online via the Environment Agency's website.

## Appendix 2: The Stratton Business Park Local Development Order Site Plan



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## Contact us...

Për Informacion Per Informazione Za Informacije नारुवारी लयी  
المعلومات معلومات کے لئی তথ্যের জন্য Za Informacja برای اطلاع

by telephone: 0300 300 8000

by email: [customer.services@centralbedfordshire.gov.uk](mailto:customer.services@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

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

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Central Bedfordshire Council

EXECUTIVE

6 October 2015

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**Agreement to Homes and Communities Agency Grant  
Funding Conditions**

Report of Cllr Carole Hegley, Executive Member for Social Care and Housing  
([carole.hegley@centralbedfordshire.gov.uk](mailto:carole.hegley@centralbedfordshire.gov.uk))

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing  
([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk)) and drafting Officer Nick Costin,  
Head of Housing Solutions ([nick.costin@centralbedfordshire.gov.uk](mailto:nick.costin@centralbedfordshire.gov.uk))

**This report relates to a non-Key Decision**

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**Purpose of this report**

1. The report proposes the Executive accept the funding conditions for the receipt of capital grant in respect of the development of Priory View, Dunstable to meet Homes and Communities Agency grant conditions.

**RECOMMENDATIONS**

The Executive is asked to:

- 1. approve the acceptance of the Homes and Communities Agency's conditions in respect of grant towards the costs of the development of Priory View, as set out in Appendix A to this report.**

**Overview and Scrutiny Comments/Recommendations**

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

**Issues**

3. In 2013 Central Bedfordshire Council applied for grant from the Homes and Communities Agency (HCA) for funding contribution to the development cost of Priory View Independent Living scheme. The application was successful and the Council was allocated grant of £1.703M.

4. Grant is payable in two tranches: 50% at the commencement of the development and 50% when the development is completed. Priory View is heading towards completion and the first tranche of funding has been claimed. Before the final tranche can be claimed, the HCA specifically requires that the Council Executive formally accepts the conditions that are attached to it.
5. A report was presented to Executive on 15 July 2014 recommending approval to accept the funding conditions. Executive approved the acceptance of the funding conditions and the minutes of the Executive meeting were provided to the HCA as required. This is, however, an annual requirement and the HCA require Executive to formally approve the grant conditions before the final payment can be made for Priory View (£0.85M). This requirement only applies to existing projects and will not apply to funding obtained in future HCA programmes.
6. The funding conditions are set out in full in Appendix A. Some of these conditions are of a technical nature or not relevant to the Priory View development and are not referred to in this report.
7. It should be noted that the conditions refer to 'Registered Providers' (RP's) and in this context the Council is the Registered Provider.
8. The most significant conditions are set out in the sections below.
  - (a) Grant must be used in accordance with the HCA's criteria, procedures and audit arrangements. This includes a requirement to conduct an independent compliance audit once the scheme is completed.
  - (b) Grant must be applied to the provision of affordable housing within the designated scheme.
  - (c) Dwellings must meet the HCA's Design & Quality Standards.
  - (d) The RP must possess a legal interest in the property.
  - (e) No member, employee or agent of the RP should have an interest in the vendor, contractor or the land to be acquired.
  - (f) Rents and regulated charges must comply with those agreed at confirmation of the grant.
  - (g) Procurement of contracts in relation to the scheme must follow the EU Procurement regime.
  - (h) The RP must participate in and comply with the HCA's programme management and other management systems.

- (i) The RP must explicitly agree to the funding conditions at 'Committee' level and retain a copy of the minute for Audit/Regulatory purposes.
9. As far as is possible, the Council is compliant with these and the remaining grant conditions with information and updates provided to the HCA at regular quarterly review meetings.

### **Options for Consideration**

10. Under the requirements of the funding agreement the HCA retains the right to withdraw and/or recover grant paid should a recipient fail to comply with the conditions including Executive's approval to accept grant funding conditions.

### **Reason for Decision**

11. To comply with the conditions required to receive the remaining £0.85M grant and to avoid repaying the grant already received. Total grant allocation is £1.703M

### **Council Priorities**

12. The actions support the Council priorities:
  - Enhancing the local community
  - Promoting health and well being and protecting the vulnerable
  - Value for money.

### **Corporate Implications**

#### **Risk Management**

13. The main risk identified with the recommendation is the financial risk associated with the HCA having the right to reclaim grant paid if the funding conditions are not met. This risk is evaluated as being low and is being actively managed through the Housing Service Development Programme and Capital Monitoring. Actions include regular reporting to HCA and quarterly progress meetings with them.
14. There is a very significant financial risk associated with not accepting the recommendations inasmuch as this would result in the grant not being paid and the loss of this sum to the Council. Thus the risk of not proceeding far outweighs the risk of proceeding.

### **Legal Implications**

15. The Council is required to provide an undertaking to comply with HCA's funding terms and conditions to ensure that the funding stream is secure for this project. This requirement only applies to existing projects, not to funding allocated under the 2015 – 18 affordable homes programme.

### **Financial Implications**

16. The development of Priory View, Dunstable is identified in the Housing Revenue Account (HRA) Capital Programme. The Council has secured grant funding of £1.703M from the Homes and Communities Agency (HCA) towards the cost of the scheme, the balance being funded from the HRA. If the HCA funding is not secured then the Council will need to make up the shortfall.
17. The HCA require Executive's acceptance of the funding conditions associated with the grant on an annual basis. This is required in order to draw down the remaining grant funding of approximately £0.8M upon completion of the works, anticipated before end December 2015.

### **Equalities Implications**

18. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
19. The Grant must be applied to the provision of affordable housing within the designated scheme and dwellings must meet the HCA's Design & Quality Standards. These provisions will support the promotion of equality of opportunity.

### **Conclusion and next Steps**

20. There is a very significant financial risk associated with not accepting the recommendations inasmuch as this would result in the grant not being paid and the loss of this sum to the Council, including repayment of grant already received. Thus the risk of not proceeding far outweighs the risk of proceeding.
21. Minutes of the Executive meeting will be sent to HCA as required to meet funding conditions.



**Appendix**

Appendix A: The Homes and Communities Agency Grant Funding Conditions under the Affordable Homes Programme

**Background Papers**

None

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## **Appendix A – The Homes and Communities Agency Grant Funding Conditions under the Affordable Homes Programme**

### **Introduction**

These Funding Conditions apply to previous programmes allocated under the NAHP and the AHP 11-15 programme (including sub-programmes), the Affordable Homes Guarantee Programme and Care and Support.

The affordable housing investment provisions of the Housing and Regeneration Act 2008 came into force from 1 April 2010. Allocations for the provision of affordable housing made prior to 1 April 2010 are treated as being made under s18 of the Housing Act 1996. Allocations for the provision of affordable housing made from 1 April 2010 (including substitute allocations) are made under s19 of the Housing and Regeneration Act 2008. It is likely that a number of providers will have allocations made under both sets of powers. In addition, from 1 April 2012 the Homes and Communities investment powers within Greater London passed to the Greater London Authority who may provide funding for housing and regeneration under sections 30 and 333ZE of the GLA Act (as amended). These Funding Conditions apply to all allocations that exist outside of London, except for those agreed under the 2015-18 Affordable Homes Programme, regardless of the powers under which they were made. For allocations agreed under the 2015-18 Affordable Homes Programme, the grant agreement includes the requirements of these conditions, where relevant, and replaces the requirement for annually agreed conditions.

The Funding Conditions apply to all Registered Providers of social housing, including all classes of Registered Providers including local authorities.

These Funding Conditions set out the requirements that must be met by Registered Providers when using Social Housing Grant, Social Housing Assistance, Purchase Grant (or any successor assistance to it) provided by the Homes & Communities Agency and its predecessor body the Housing Corporation. For the purposes of these Funding Conditions, the generic term “grant” is used throughout to cover all of the above.

### **Grant Conditions applied to all Programmes**

1. All funding is subject to either the provisions of the Housing Act 1996 or the Housing and Regeneration Act 2008 as applicable (or any amendment or re-enactment thereof) and any applicable determinations made under those Acts by the Agency.
2. All grant applications and other scheme submissions relating to the achievement of forecast milestones must be made, and all grants provided must be used, in accordance with the Agency’s published criteria, procedures and audit arrangements; including, but without limitation, the Affordable Housing Capital Funding Guide and Help to Buy guidance. Non-compliance with the Agency’s requirements and procedures could result in the suspension or withdrawal of allocations or payments and recovery of grant (plus interest where applicable).

3. Grant funding is conditional upon Registered Providers meeting the standards set by the social housing regulator under Sections 193 and 194 of the HRA 2008 including the regulator's tenancy standard. This will be monitored by the social housing regulator and assessments of providers published in accordance with the Regulatory Framework. '*The regulatory framework for social housing in England from April 2012*' and associated materials can be found on the Agency's website at [www.gov.uk/government/publications/the-regulatory-framework-for-social-housing-in-england-from-2012](http://www.gov.uk/government/publications/the-regulatory-framework-for-social-housing-in-england-from-2012)
4. Where Registered Providers are undertaking the role of Employer/Client on developments for which grant has been requested, funding is conditional upon Registered Providers undertaking grant funded projects in accordance with the principles set out in the '2012 Construction Commitments - Affordable Housing Provider version' or subsequent 'Clients' Commitments Best Practice Guide' [http://www.constructingexcellence.org.uk/news/Client%20Commitments\\_March%202013.pdf](http://www.constructingexcellence.org.uk/news/Client%20Commitments_March%202013.pdf). Further detail is available at <http://www.clientscommitments.org.uk/> The Agency will exercise discretion in relation to Registered Providers undertaking small or occasional projects with insignificant construction activity.
5. All grant paid must be applied to the provision of affordable housing and must be used as prescribed in the Agency's guidance. Registered Providers should ensure appropriate financial appraisal of schemes to confirm their viability both during the development period and in the long term. All schemes should be developed to the size and standards submitted at allocation unless specific prior approval to waive certain aspects is granted by the Agency.
6. Funding is conditional on Registered Providers either possessing a legal interest in the property already, or having entered into a binding legal agreement to acquire such an interest as part of a scheme, prior to drawing down grant. Where Registered Providers are acquiring an interest in the property or where works are to be done, the property must offer good title. Property already in Registered Providers ownership must comply with this condition. Where a leasehold interest is to be acquired, the outstanding term should be at least 30 years for rehabilitation schemes, 60 years for new build schemes, and at least 99 years for affordable home ownership schemes at the date of purchase completion. For properties leased under the Empty Homes programme, the lease length must be equal to or longer than the length specified on IMS at the time of grant allocation, unless changes have been agreed subsequently and recorded on IMS.
7. Under the NAHP 08-11 Programme Partnering Agreement (PPA), and later consortium grant agreements, grant can be paid via the Lead Partner to other Registered Providers within the partnership. In this case, the Lead Partner is simply a conduit for payment and not a grant recipient. Lead Partners do not, therefore, need an interest in the site to enable this transaction.
8. No member, employee, agent or consultant of Registered Providers or any partner organisation should have any interest in the proposed vendor, contractor or the land or property to be acquired, including properties purchased by individuals under Affordable Home Ownership or other such schemes. This includes any firm, partnership or organisation in which they or their families are involved.

9. The Agency takes a zero tolerance approach to bribery and corruption and sets the highest standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of its activities. The principles contained within this policy apply to any body or organisation undertaking business with the Agency. The Agency's Anti-Bribery and Corruption policy can be accessed via the link located within the Agency's Ethical Policies website page: [www.gov.uk/government/collections/ethical-policies](http://www.gov.uk/government/collections/ethical-policies)
10. For Affordable Rent units, Registered Provider's rents must be consistent with those agreed at programme offer (unless a programme change notice has been agreed subsequently).
11. For Social Rent units there should be consistency between the rents, including housing benefit eligible service charges specified by Registered Providers at the time of grant allocation, with those agreed at confirmation of grant stage and those charged from first letting or point of sale onwards. Registered Providers will therefore charge rents, including housing benefit service charges, on first letting or point of sale which are no higher than those agreed at confirmation of grant and thereafter it will only change its rents in compliance with standards specified by the social housing regulator. The social housing regulator standard also applies to service charges and includes requirements related to annual changes. Where this is not the case, Registered Providers must be able to demonstrate that the service charge increase is based on cost recovery. Registered Providers should note the rent restriction does not apply to those specific committed programme schemes where an agreement is in place to convert these units to Affordable Rent prior to completion.
12. Where a scheme is to be developed by a different Registered Provider from that which will ultimately own or manage the scheme, there must be a written agreement between the Registered Providers on the terms of transfer and the rents including housing benefit service charges to be charged for the scheme.
13. The conditions above in respect of rents and service charges apply equally where affordable housing is transferred to an RP, from an unregistered body which has received funding to develop that housing, whether under s27A of the Housing Act 1996 or s19 of the Housing and Regeneration Act 2008.
14. All funding is subject to Registered Providers complying with the EU Procurement regime.
15. Registered Providers must ensure that house builder warranties suitable for mortgage purposes together with the accompanying 'cover note' as required under the Council of Mortgage Lenders initiative are available upon completion of homes.
16. Registered Providers are required to commission an appropriately qualified independent consultant or auditor to undertake a programme of self-assessment procedural compliance audit.
17. Registered Providers undertaking delegated development activities in partnership with a 'Lead' Registered Provider shall fully co-operate with the Lead

- Organisation in order to enable the Lead Organisation to discharge its functions on behalf of its partner Registered Providers.
18. Where a Registered Provider is acting as the 'Lead' for a group or consortium of other Registered Providers that are participating in the delivery and/or management of homes included within a programme partnering agreement or grant agreement, then that lead organisation will be deemed responsible to the Agency for the following additional responsibilities and obligations on behalf of any of the participating Registered Providers:
- Monitoring programme delivery by all Registered Providers members of the partnership and taking appropriate action to avoid slippage;
  - Ensuring that the principles of the '2012 Construction Commitments AHP version' or subsequent 'Clients' Commitments Best Practice Guide' are understood and followed within the partnership;
  - Determining the individual Registered Providers that will carry out development functions for specific projects;
  - Usage of suitable legal and procedural documentation for all partnership members including an appropriate and binding agreement between the lead Registered Provider and the other participating Registered Providers that sets out the roles and responsibilities of all parties and details arrangements for resolving disputes within the partnership;
  - Ensuring that house builder warranties suitable for mortgage purposes together with the accompanying 'cover note' as required under the CML initiative are available upon completion of homes;
  - Where necessary, providing staff training and/or skills assistance to other partner Registered Providers participating in development activities;
  - Where a development is carried out on behalf of another Registered Providers within the partnership or consortium, ensuring that the build contract is assignable to the other Registered Providers on completion, together with warranties from all design consultants and sub-contractors and where relevant, obtaining consent from the social housing regulator for the transfer;
  - Arranging regular progress review meetings involving all members of the partnership or consortium;
  - Agreeing and facilitating a programme of quarterly review meetings with the Agency's lead investor or lead area contact, including where appropriate, timely submission of the officer certificates;
  - Commissioning appropriately qualified independent auditors to undertake a programme of self-assessment procedural compliance performance tests across the partnership as agreed with the Agency in accordance with the Agency's published standardised terms of engagement.
19. For allocations covered by a Framework Delivery Agreement, Registered Providers should comply with the lead partner responsibilities as set out in the Framework Delivery Agreement.

## **RENT**

20. All properties developed for letting at affordable rents on assured tenancies with social housing grant/social housing assistance funding will be subject to the Right

to Acquire provisions of sections 180 to 185 of the Housing and Regeneration Act 2008 and section 16 and 17 of the Housing Act 1996 (or any amendment or re-enactment thereof), unless they are exempted by Part V of the Housing Act 1985 as amended by the Housing (Right to Acquire) Regulations 1997 or under one of the Housing (Right to Acquire or Enfranchise)(Designated Rural Areas) Orders 1997 or any subsequent amendments or because they are properties funded as part of a Temporary Social Housing or Empty Homes Lease & Repair scheme. In this context, “developed for letting at affordable rents” includes new build, rehabilitation, off the shelf, existing satisfactory purchase, purchase and repair, and re-improvement schemes.

### **SHARED OWNERSHIP**

21. The shared ownership lease used by Registered Providers for future sales must include the fundamental clauses detailed in the Agency’s Affordable Housing Capital Funding Guide. Failure to include, a breach of, or variation (without the explicit written consent of the Agency) of the fundamental clauses, may be considered a Relevant Event under clause 7(e) of the Agency’s The Recovery of Capital Grants and Recycled Capital Grant Fund General Determination 2015, or its replacement, for Grant recovery purposes.

### **EQUITY LOAN**

22. For all equity loans schemes Registered Providers must ensure they operate in line with the Agency’s processes, published guidance and policy. Registered Providers must ensure they are compliant with any required licencing and legislation.

### **PROGRAMME MANAGEMENT/SYSTEM MANAGEMENT**

23. Registered Providers must join and fully participate in the Department for Communities and Local Government’s “Continuous Recording of Lettings System” (CORE) if they have a current development programme and they own or manage either self-contained homes and/or hostel/shared housing bedspaces
24. The Registered Provider must join and fully participate in recording both:
  - any lettings made; and
  - any sales of Registered Providers stock, including outright sales and shared ownership schemes, but excluding sales of additional equity shares purchased by existing shared owners (known as ‘staircasing’).
25. Registered Providers must follow the processes for re-forecasting milestones and for proposing any grant variation as set out in the Agency’s Affordable Housing Capital Funding Guide. Decisions on accepting proposed variations will be made in the light of the Agency’s available resources and the organisation’s progress towards meeting its targets.
26. The Agency may impose sanctions including amendment or withdrawal of allocations if forecast milestones are not met.

27. In the event of a Registered Provider failing to comply with these funding conditions or if there is any cause for serious concern about their performance or financial viability, the Agency reserves the right to suspend funding and, where there is a serious breach of these funding conditions or requirements set out in the Affordable Housing Capital Funding Guide, to recover relevant grant payments made, plus interest where appropriate.
28. If a Registered Provider should fail to comply with the conditions specified under sections 18 (3), 20 (4) and 21(4) of the Housing Act 1996, or those imposed or required under ss19 and 31 to 33 of the Housing And Regeneration Act 2008 the Agency may suspend, withhold or recover all or part of the grant, plus interest where appropriate, in accordance with the determinations made or powers arising under the relevant Act and its published guidance - including the Agency's Affordable Housing Capital Funding Guide.
29. Where Registered Providers receive grant funding this will be subject to the Agency's grant recovery principles as outlined in its Recovery of Capital Grants and Recycled Capital Grant Fund General Determination 2015 as supplemented by requirements in the Agency's Affordable Housing Capital Funding Guide unless otherwise specified in the Grant Agreement or Framework Delivery Agreement. These principles will also be applied where affordable housing is transferred to a Registered Provider, from an unregistered body which has received funding to develop that housing, whether under s 27A of the Housing Act 1996 or s 19 of the Housing and Regeneration Act 2008.
30. Registered Providers must review their IMS security arrangements and in particular:
  - ensure that the Agency is notified immediately if a Security Administrator leaves or changes posts and responsibilities;
  - ensure that the list of IMS users and their authorities is regularly reviewed to ensure they are correct and appropriate;
  - ensure that users are removed from IMS immediately they leave the organisation or are no longer required to work on IMS; and
  - ensure that IMS passwords are not shared and that all users are prevented from entering IMS under a User ID other than their own.
31. Failure to comply with the above may result in the withdrawal of the Registered Provider's IMS access.
32. A copy of the relevant committee minutes of the decision to agree to comply with the Funding Conditions must be retained by Registered Providers for Compliance Audit/Regulatory purposes.
33. The Agency reserves the right to issue additional conditions in year as deemed appropriate and necessary.

The Agency reserves the right to update and amend these conditions



Central Bedfordshire Council

EXECUTIVE

6 October 2015

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**Appointment of Proper Officer under Public Health Legislation**

Report of Cllr Brian Spurr, Executive Member for Community Services  
([brian.spurr@centralbedfordshire.gov.uk](mailto:brian.spurr@centralbedfordshire.gov.uk))

Advising Officers: Marcel Coiffait, Director of Community Services  
([marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk)) and Jo Borthwick, Service  
Manager Public Protection ([jo.borthwick@centralbedfordshire.gov.uk](mailto:jo.borthwick@centralbedfordshire.gov.uk))

**This report relates to a Key Decision**

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**Purpose of this Report**

1. To confirm the appointment of all of the Medical Consultants in Communicable Disease Control (CCDCs) and other equivalently medically qualified deputising officers in the Public Health East of England area as Proper Officers as required by Public Health legislation.

**RECOMMENDATIONS**

To recommend to Council to approve the following appointments:-

1. **all the Medical Consultants in Communicable Disease Control (CCDCs) and other equivalently medically qualified deputising officers\*\* in Public Health East of England (the Public Health England centre responsible for the East of England area) as Proper Officers under the Public Health (Control of Disease) Act 1984 (as amended)\*;**
2. **Central Bedfordshire Council's Director of Public Health, or successor titles, employed by Central Bedfordshire Council with the duty to safeguard public health as a Proper Officer under the Public Health (Control of Disease) Act 1984 (as amended)\*;**
3. **Central Bedfordshire Council's Director of Community Services, being the lead officer for Environmental Health employed by Central Bedfordshire Council with the duty to safeguard public health as a Proper Officer under the 1984 Act (as amended)\*; and**
4. **to allow the Directors identified in 2 and 3 above, to authorise officers to carry out particular functions or exercise particular powers for the purpose of safeguarding public health.**

\* Act amended by the Health and Social Care Act 2008 and regulations made under it and the Public Health Acts of 1936 and 1961.

\*\* Defined as a person suitably qualified in the field of health protection and registered with an appropriate body such as the Faculty of Public Health, the Chartered Institute of Environmental Health and/or the Nursing and Midwifery Council or the General Medical Council.

### **Overview and Scrutiny (O&S) Committee Comments/Recommendations**

2. This item will not be taken to O&S Committee as this is a statutory function and doesn't involve the development or review of policy. As it involves the appointment of individuals to an office other than an office in which s/he is employed, this is a function that is retained as a Council function and not delegated to any Committee.

### **Issues**

#### **Public Health Responsibility**

3. The Council has some statutory duties in relation to controlling the risk associated with communicable diseases and other public health risks such as a food poisoning outbreak. The Council holds these duties together with other bodies like the NHS or health service providers.
4. One of the Council's duties is a requirement to appoint a Proper Officer to undertake key functions if there were to be a public health incident (e.g. legionnaire's disease outbreak or any suspected Ebola cases).

#### **Proper Officer**

5. The role of the Proper Officer is detailed in the Public Health (Control of Disease) Act 1984 (as amended). One of their responsibilities is to receive, give or require information to enable action to be taken in relation to people, premises or objects where they may be infected, contaminated or could otherwise adversely affect public health.
6. Public Health England is an executive agency, which supports the [Department of Health](#), in providing public health advice, support and services tailored to local needs. Health Protection Team lead Public Health England's response to all health related incidents, to prevent and reduce the effect of diseases and chemical and radiation hazards.
7. The Health Protection Team that covers Central Bedfordshire is Public Health East of England. They employ a number of Consultants in Communicable Disease Control (CCDCs). If all of them are appointed as Proper Officers this will give the Council sufficient flexibility to ensure the duties placed on the Council under the Act can be met.

The Council will work closely with the CCDC to ensure an effective response to any health hazard identified.

8. Failure to appoint a Proper Officer could mean that the Council is unable to perform the functions required of it in the event of a public health outbreak.

#### **Reason for Decision**

9. To meet a legal requirement to appoint a Proper Officer under Public Health legislation.

#### **Council Priorities**

10. The following Council priority is met in following this recommendation:
  - Promote health and well being and protect the vulnerable.
11. The appointment of a Proper Officer for Public Health will support the Council priority given above, in that it will enable us to effectively deal with any public health hazards thereby reducing the risks to the more vulnerable community and protecting the health of all our residents.

#### **Corporate Implications**

12. None

#### **Legal Implications**

13. Appointment of a Proper Officer under the Public Health (Control of Disease) Act 1984 is a statutory requirement. A proper officer must report matters to the Local Authority if the officer forms the opinion that it is desirable for the protection of the public health that measures be taken to prevent the spread of infection or food poisoning or similar health hazards. Such measures can include interference with property such as breaking and entering into premises if there is hazardous material to remove or interference with a business such as closing a building to workers as well as the public. Measures can include interference with persons in scenarios where quarantine or even medical examination is required. The Proper Officer is not only a representative of the Council but is likely to be a leader in the case of any contagious disease or outbreak and needs to be suitable qualified to hold such a position and be able to make decisions to protect the public from health hazards.

14. CCDCs are best qualified to make decisions as to whether a disease, infection or hazard requires measures of intervention. The Council's Directors for Community Services and Public Health are also best placed to implement the majority of such measures. All would be able to co-ordinate responses to an emergency situation. The hierarchal level and professional qualification of the persons recommended to be Proper Officers puts safeguards in place so that decisions about interference with people or property are appropriate and balanced between people's rights and the need to protect the public from a health hazard.
15. Whilst there is unlikely to be any challenge to the appointment of Proper Officers, there is the potential for challenges against decisions where measures implemented result in damage to persons or property. For example, measures of quarantine could leave a person in difficulty or feeling harassed or discriminated against. Measures of closure result in damage and that might include loss of profits or business. The financial implications of this and any impact on equality is discussed below. Nonetheless, if decision makers have all the information needed and make a balanced decision based on that information, the likelihood of a challenge being successful will be minimised. The risk of challenge can not be eliminated as not everyone will be happy with a decision that affects them and, the larger the number of people affected by a decision, the greater of chance that a decision is challenged. However a robust decision will assist in minimising that risk or assisting the Council to defend Proper Officer decisions made on its behalf.

### **Financial Implications**

16. A Justice of the Peace can require payment of compensation or expenses in connection with the measures specified in a Part 2A order.
17. A part 2A order is an order which imposes restrictions or requirements on a person in relation to thing(s), a body, human remains or premises.
18. A person can apply to a Justice of the Peace for compensation from the Local Authority for financial loss although compensation is not payable for the costs of doing anything required under part 4 of the order which relates to the actions required to meet the requirement of the order.

### **Equalities Implications**

19. The duty to appoint a Proper Officer is a statutory requirement.
20. Outbreaks or notifiable diseases may be more prevalent in certain communities, genders, races or amongst those with disabilities. In addition the implications of meeting any public health requirements made as a result of an order under the legislation could be greater for some sections of the community.

21. The Council, working with the appointed Proper Officer will consider these implications and liaise closely with the Corporate Policy Advisor (Equality and Diversity) to ensure that good practice approaches are adopted.

### **Risk Management**

22. Failure to appoint a Proper Officer could mean that the Council is unable to perform the functions required of it in the event of a public health outbreak and statutory requirements are not met. The appointment reduces the risks to the more vulnerable community and protects the health of all our residents.

### **Conclusion and next Steps**

23. The Executive is requested to approve the following recommendation be made to Full Council to put into effect the following:
  - That the following be appointed as Proper Officers for Central Bedfordshire Council for the purpose of the Public Health (Control of Disease) Act 1984 (as amended):
  - The Medical Consultants in Communicable Disease Control (CCDCs) and other equivalently medically qualified deputising officers
  - The Director of Public Health, or successor titles; and
  - The Director of Community Services.
24. Once the Proper Officer has been appointed Public Protection will advise the relevant staff in Public Health England of this appointment and they will be available to act in this capacity as and when required.

### **Appendices**

None

### **Background Papers**

None

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Central Bedfordshire Council

EXECUTIVE

6 October 2015

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## 2015/16 Quarter 1 Performance Report

Report of Cllr Richard Wenham, Executive Member for Corporate Resources ([Richard.Wenham@centralbedfordshire.gov.uk](mailto:Richard.Wenham@centralbedfordshire.gov.uk))

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### This report relates to a non-Key Decision

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#### Purpose of this report

1. To report Quarter 1 2015/16 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set. This report comprises the following sections:
  - overall summary for the Quarter 1 (see paragraphs 8-13).
  - the Executive report scorecard (see page 2 of this report)
  - performance as at end of quarter 1 (page 6 )
    - Green performance
    - Amber performance
    - Red performance
  - Directorate summaries (pages 7 to 12 of this report).

#### RECOMMENDATIONS

The Executive is asked to:

1. Acknowledge the continuing good performance for those indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities, and to ask officers to further investigate and resolve underperforming indicators as appropriate.
2. We will continue to report on these MTP indicators until the Council has adopted the new five year plan.
  3. In the new year, future performance management arrangements and reports will focus on a new basket of indicators measuring performance against that plan's core programmes so as to show how we are collectively working towards achieving the delivery of the five year plan priorities.

#### Overview and Scrutiny Comments/Recommendations

4. During the October/November cycle of meetings, relevant sections of this report will be presented to the Overview and Scrutiny committees.

# Executive report scorecard - Quarter 1

Enhance your local community						
	Performance will be reported	Latest Actual	Last Reported	Direction of Travel	Current Status	
...	A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey (Bi-Annual)	88 %	Apr 15	-	★
...	A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Quarterly	5.7 %	Mar 15	↓	★
...	A3 MTP % of approved residential developments achieving CABE excellent status	Quarterly	100 %	Jun 15	→	★
...	A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Quarterly	2.8	Jun 15	↑	★
...	A5 MTP Number of recorded anti-social behaviour incidents	Quarterly	2,188	Jun 15	↓	n/a
Improved educational attainment						
...	B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	Annual (Dec)	72	Dec 14	↑	▲
...	B2 MTP Young People who are not in education, employment or training-Ranking	Annual Average (Nov - Jan)	42	Feb 15	↑	●
...	B3 MTP Number of education and training opportunities made available in the Autumn.	Annual (School Yr)	5,278	Dec 14	↑	★
...	B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Quarterly	84 %	Jun 15	→	★
Promote health and wellbeing and protect the vulnerable						
...	C1 MTP Protecting Vulnerable Adults	Quarterly	Green	Jun 15	→	★
...	C2 MTP Additional 'Extra Care' flats provided	Quarterly	Red	Jun 15	→	▲
...	C3 MTP Percentage of decent homes (Council stock)	Quarterly	99.9 %	Jun 15	↑	●
...	C4a MTP Village Care Scheme % Coverage	Quarterly	100 %	Jun 15	→	★
...	C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	84.5 %	Jun 15	↑	★
...	C6 MTP % clients receiving self directed support	Quarterly	74.9 %	Mar 15	↓	▲
...	C7 MTP Percentage of 40 to 74 year olds offered a health check	Quarterly	106.7 %	Mar 15	↓	★
...	C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Quarterly	76.8 %	Jun 15	↓	●
...	C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Quarterly	92.8 %	Jun 15	↓	★
...	C10 MTP % child protection cases due to be reviewed during that year were reviewed	Quarterly	100 %	Jun 15	→	★
...	C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Quarterly	529	Jun 15	↑	▲
Better infrastructure						
...	D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey (Bi-Annual)	31 %	Apr 15	↓	▲
...	D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey (Bi-Annual)	48 %	Apr 15	↑	●
...	D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Annual (March)	76.8 %	Mar 14	↑	★
...	D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annual (March)	91.4 %	Mar 14	↑	n/a
Great universal services						
...	E1 MTP % of household waste sent for reuse, recycling & composting (Rolling 4 Quarters)	Quarterly	48.5 %	Mar 15	↓	●
...	E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Bi-Annual (Oct/Apr)	25.4 %	Apr 15	↑	★
...	E3 MTP Percentage Satisfaction of adults with library services	Every 3 years (Mar)	95 %	Mar 13	↑	★
...	E4 MTP Number of visits to libraries	Annual (March)	932,865	Mar 15	↓	n/a
Value for money						
...	F1 MTP Percentage increase in Council Tax	Annual (March)	0 %	Mar 15	→	★



5. There are 29 indicators in the current MTP basket. 26 have agreed targets and a RAG status and direction of travel and for the other three indicators we only report a direction of travel.
- 17 indicators are reported quarterly
  - four twice yearly
    - i. two in Q1 & 2
    - ii. two in Q1 & 3
  - seven annually
    - i. one in Q1
    - ii. one in Q3
    - iii. five in Q4 (or as soon after when data is available)
- and
- one indicator is only measured every three years and is next due to be reported in Q1 2016/17.
6. Arrows in the scorecard show the performance 'direction of travel' and the RAG symbols shows whether or not agreed targets are being met.

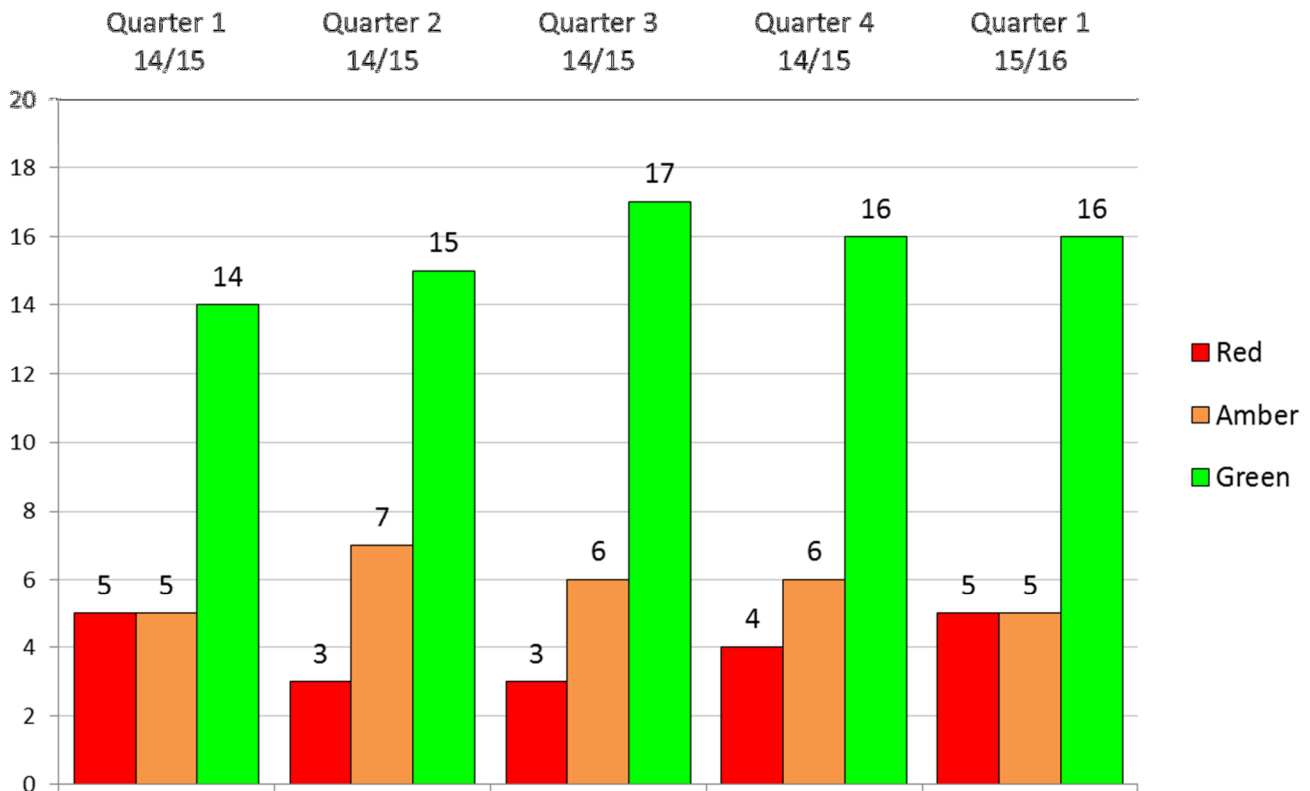
Performance Judgement		
Direction of travel (DoT)	RAG score	
 Performance is reducing		Target missed – Performance at least 10% below the required level of improvement
 Performance remains unchanged		Target missed – Performance less than 10% below the required level of improvement
 Performance is improving		Target achieved

7. In this report the latest data for all the Council's MTP indicators is shown, even if new data is not being reported this quarter, so that a complete picture of overall performance is given.

### Quarter 1 Summary

8. There are 29 indicators in the Medium Term Plan basket. At the end of Quarter 1, 26 have RAG scores:
- 16 are GREEN
  - 5 are AMBER
  - 5 are RED, and
  - 3 are NOT SCORED as these do not have targets set.

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**Comparing Q1 2015/16 against last quarter (Q4 2014/15):**

10.24 indicators reported new data in Quarter 1 and in the main performance reported in the last quarter has been sustained:

- 13 are GREEN;
- 4 are AMBER;
- 4 are RED; and
- 3 are NOT SCORED.

11. Three indicators have a changed RAG status from Quarter 4 2014/15:

- % referrals of children leading to the provision of a social care service (C8a) moved from GREEN last quarter to AMBER;
- the % resident satisfaction with road maintenance (D1a) moved from AMBER to RED; and
- the % of adults in Central Bedfordshire taking part in sport or active recreation (E2) moved from AMBER to GREEN.

**Comparing Q1 2015/16 with Q1 2014/15:**

12. Within each of the RED, AMBER and GREEN categories there are indicators showing movement when compared to the same quarter last year. As we still

await data for five indicators, we can directly compare 21 actuals reported this quarter with those reported in 2014/15:

- One has an improved RAG status:
  - E2 the % of adults in Central Bedfordshire taking part in sport or active recreation moved from AMBER to GREEN.
- 18 maintained RAG status:
  - 11 remain GREEN with five continuing to achieve the maximum level of performance (100% or above);
  - 4 remain AMBER
  - 3 remain RED
- Two indicators show a decline in performance.
  - While C11 the average time in days between a child entering care and moving in with its adoptive family actual reduced from 541 days to 529 days, the RAG status shows a move from AMBER to RED due to a more challenging target being set each quarter;
  - C8a % referrals of children leading to the provision of a social care service also moved from GREEN to AMBER.

13. Overall this is encouraging and shows performance is being sustained and remains strong across the priorities in the Medium Term Plan.

## Quarter 1 - Green

Green Performance					
...	Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
...	A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Apr 15	84 %	88 %	★
...	A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Mar 15	5.0 %	5.7 %	★
...	A3 MTP % of approved residential developments achieving CABE excellent status	Jun 15	100 %	100 %	★
...	A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Jun 15	3.2	2.8	★
...	B3 MTP Number of education and training opportunities made available in the Autumn.	Dec 14	5,211	5,278	★
...	B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Jun 15	75 %	84 %	★
...	C1 MTP Protecting Vulnerable Adults	Jun 15	Green	Green	★
...	C4a MTP Village Care Scheme % Coverage	Jun 15	100 %	100 %	★
...	C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Jun 15	60.0 %	84.5 %	★
...	C7 MTP Percentage of 40 to 74 year olds offered a health check	Mar 15	100.0 %	106.7 %	★
...	C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Jun 15	90.0 %	92.8 %	★
...	C10 MTP % child protection cases due to be reviewed during that year were reviewed	Jun 15	100 %	100 %	★
...	D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Mar 14	76.8 %	76.8 %	★
...	E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Apr 15	22.6 %	25.4 %	★
...	E3 MTP Percentage Satisfaction of adults with library services	Mar 13	93 %	95 %	★
...	F1 MTP Percentage increase in Council Tax	Mar 15	0 %	0 %	★

## Quarter 1 - Amber

Amber Performance					
...	Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
...	B2 MTP Young People who are not in education, employment or training-Ranking	Feb 15	38	42	●
...	C3 MTP Percentage of decent homes (Council stock)	Jun 15	100.0 %	99.9 %	●
...	C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Jun 15	80.0 %	76.8 %	●
...	D1b MTP Percentage resident satisfaction with pavement maintenance	Apr 15	50 %	48 %	●
...	E1 MTP % of household waste sent for reuse, recycling & composting (Rolling 4 Quarters)	Mar 15	51.0 %	48.5 %	●

## Quarter 1 - Red

Red Performance					
...	Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
...	B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths -ranking	Dec 14	38	72	▲
...	C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Jun 15	472	529	▲
...	C2 MTP Additional 'Extra Care' flats provided	Jun 15	Green	Red	▲
...	C6 MTP % clients receiving self directed support	Mar 15	100.0 %	74.9 %	▲
...	D1a MTP Percentage resident satisfaction with road maintenance	Apr 15	36 %	31 %	▲

## Social Care, Health & Housing

Promote health and wellbeing and protect the vulnerable	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
C1 MTP Protecting Vulnerable Adults	Quarterly	Green	Jun 15	→	★
C2 MTP Additional 'Extra Care' flats provided	Quarterly	Red	Jun 15	→	▲
C3 MTP Percentage of decent homes (Council stock)	Quarterly	99.9 %	Jun 15	↑	●
C4a MTP Village Care Scheme % Coverage	Quarterly	100 %	Jun 15	→	★
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	84.5 %	Jun 15	↑	★
C6 MTP % clients receiving self directed support	Quarterly	74.9 %	Mar 15	↓	▲

### Summary - Social Care, Health & Housing

#### Quarter 1 2015/16 (April - June)

Overall performance remains good against the Medium Term Plan priority "Promote health and wellbeing and protecting the vulnerable"

Priory View Independent Living development is anticipated for completion in January 2015. The Council is also pursuing other opportunities for expansion of independent living schemes across Central Bedfordshire.

Safeguarding awareness is improving. Information sharing across local partner agencies is helping to ensure timely and proportionate response to safeguarding alerts. Measures for reporting proportion of clients receiving self directed support has changed, although performance against national targets remains good.

Progress has been maintained in the other targets.

## Public Health

Promote health and wellbeing and protect the vulnerable	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
C7 MTP Percentage of 40 to 74 year olds offered a health check	Quarterly	106.7 %	Mar 15	↓	★

## Summary - Public Health

### Quarter 1 2015/16 (April to June 2015)

Health Checks continue to be an effective way to identify residents who are at high risk of developing cardio-vascular disease and then to provide them with support to reduce this risk through changing lifestyle behaviours and/or medication.

At the end of May 2015, the percentage of Health Checks offered was below target at 75% (2,066 invited against a target of 2,748). The conversion rate, which is the proportion of Health Checks delivered against those offered, at 44.4% is lower than our target of 66% but in line with national rates. The main reason for the apparent decline in performance is largely due to issues with reporting data since TCR (the Quest Browser that went live in April and which can directly interrogate GP systems and allow practices to target the highest risk patients) as just under half of practices have yet to upload their activity data so this figure only represents a proportion of activity.

Work has continued to support GP practices including improved promotional literature for patients and sharing best practice. Point of care blood testing has been introduced in practices to reduce the number of appointments and therefore increase uptake of the health check.

## Children's Services

Improved educational attainment	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	Annual (Dec)	72	Dec 14	↑	▲
B2 MTP Young People who are not in education, employment or training-Ranking	Annual Average (Nov - Jan)	42	Feb 15	↑	●
B3 MTP Number of education and training opportunities made available in the Autumn.	Annual (School Yr)	5,278	Dec 14	↑	★
B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Quarterly	84 %	Jun 15	→	★
<b>Promote health and wellbeing and protect the vulnerable</b>					
C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Quarterly	76.8 %	Jun 15	↓	●
C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Quarterly	92.8 %	Jun 15	↓	★
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Quarterly	100 %	Jun 15	→	★
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Quarterly	529	Jun 15	↑	▲

## Summary - Children's Services

### Children's Services Quarter One (April to June) 2015/16

84% of schools and colleges are good or outstanding - which is good performance. Ofsted publish a similar indicator which does not include colleges or sponsored Academies which are yet to be inspected. This shows Central Bedfordshire compares well to statistical neighbours and national averages - as at 31 March 2015, 84% of Central Bedfordshire Schools are good or better and the Statistical Neighbour Average was 82% and England 82%.

Gilbert Inglefield Academy was inspected on 14 January 2015 and was judged to require Special Measures (the inspection report was published on 21 April 2015). The school continues to address the issues identified.

Performance data across safeguarding measures shows that child protection reviews completed within timescales continue to achieve the 100% target.

76.8% of referrals have led to the provision of a social care service, this is slightly below the recently proposed increased target of 80%. Some recording issues have however been identified and once corrective action has been completed, performance is expected to be above target (this should be evident in Quarter 2). This indicator reflects the proportion of referrals that go on to further social care input, in most cases this will be to start an assessment. Detailed analysis of completed referrals has shown that assessments are started where needed and continue to focus correctly on the right children who need our services.

Following system changes, data for assessments completed within 45 days is not yet available. With processes now well established, good performance is expected to continue through 2015/16.

Information in respect of assessments completed within 45 days and figures for referrals leading to the provision of a social care service (following the corrective action of recording issues) are expected to be available in Quarter 2.

Children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments. The average timescales from entering care and moving in with adoptive family for the 3 years ending 30 June 15 was 529 days. Whilst this is 57 days above the nationally set target, the timings remain in the best interests of the child and the adoptive family. This is 95 days below the comparator average for 2011/14, Central Bedfordshire continues to compare well to other local authorities. With more adoptions planned and shorter timescales in most cases it is expected that improvements will be apparent in the coming year.

## Community Services

Enhance your local community	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey (Bi-Annual)	88 %	Apr 15	↓	★
A5 MTP Number of recorded anti-social behaviour incidents	Quarterly	2,188	Jun 15	↓	n/a
Seasonal					
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Quarterly	2.8	Jun 15	↓	★
Better infrastructure					
D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey (Bi-Annual)	31 %	Apr 15	↓	▲
D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey (Bi-Annual)	48 %	Apr 15	↑	●
Great universal services					
Seasonal					
E1 MTP % of household waste sent for reuse, recycling & composting (Rolling 4 Quarters)	Quarterly	48.5 %	Mar 15	↓	●
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Bi-Annual (Oct/Apr)	25.4 %	Apr 15	↑	★
E3 MTP Percentage Satisfaction of adults with library services	Every 3 years (Mar)	95 %	Mar 13	↑	★
E4 MTP Number of visits to libraries	Annual (March)	932,865	Mar 15	↓	n/a

## Summary - Community Services

### Quarter 1 2015/16 (April - June)

Serious Acquisitive Crime (SAC) offences have increased slightly in Central Bedfordshire during Q1 2015/16 compared to the same period last year. 737 SAC offences were recorded, which is 21 more offences than were recorded in Q1 2014/-15, a 3% increase. This is due to an increase in theft from motor vehicle offences, where 432 offences were recorded, an increase of 61 offences, or 16% compared to the previous year.

However, Q1 also saw reductions in the number of domestic burglaries, robberies and theft of motor vehicles. There were 27 less domestic burglaries in Q1 2015-16 compared to the previous year, a decrease of 13%. The number of robbery offences reduced by 10% and the number of theft of motor vehicle offences reduced by 9%.

There were 2,188 ASB incidents reported to Bedfordshire Police for Central Bedfordshire during the first quarter of 2015/16. This is an increase of 242 incidents (12%) on Q1 last year. The increase is predominately due to the increased reporting of nuisance motorcycles, mainly in the South of the area in Dunstable and Houghton Regis. The increase is likely to also be linked to the amount of communications that have been issued from the Community Safety Team, the Police and the local Town Councils encouraging the public to report incidents of nuisance motorcycles in attempt to gain a better understanding and details of the offenders in order to provide a proactive response.

The latest Active People Survey data (Apr 13 - Mar 15) shows the percentage of Adults in Central Bedfordshire taking part in sport or active recreation is 25.4%, an increase from previous results of 23.3%. The physical activity team will continue to develop and deliver Active Lifestyle Pathways for people who have additional needs, e.g. disability or mental health.

Latest figures for the number of visits to libraries saw a large decrease in visitor numbers for some libraries in Central Bedfordshire in 2014/15. The biggest decrease was at Shefford Library, which was flooded and had to move to temporary premises with periods of closure from July-October 2014. There were also some shorter periods of individual library closures for capital works projects (Potton, Ampthill). Some individual libraries showed increases in visitor numbers including Flitwick, Stotfold, Barton and Sandy.

End of year figures for Waste was not available in time for publication of the Q1 report, but has since been reported and shows that 48.5% of waste was sent for recycling during 2014/15. This is below the annual target of 51% and is also slightly reduced from 2013/14, mirroring what is being seen in many LAs across the UK and likely to be the result of changes to buying behaviour and reductions in packaging materials. 22.1% of waste was sent to landfill in 2014/15, representing a small decline in performance compared to 2013/14. However this indicator has still performed extremely well against the 2014/15 annual target of 46%.



## Regeneration

Enhance your local community	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Quarterly	5.7 %	Mar 15	↓	★
A3 MTP % of approved residential developments achieving CABE excellent status	Quarterly	100 %	Jun 15	→	★
<b>Better infrastructure</b>					
D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Annual (March)	76.8 %	Mar 14	↑	★
D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annual (March)	91.4 %	Mar 14	↑	n/a

## Summary - Regeneration

### Quarter 1 2015/16 (April - June)

Record levels of enquiries are being received following the launch of the new Be Central Bedfordshire website, which has had more than 2,700 hits. During the 1st Quarter 39 direct inward investment enquiries have been managed, an increase of 95% compared to the same period in 2014/15.

In the Adult Skills programme, there have been a total of 2,196 adult learner enrolments so far this year. Of the 1124 learners to have completed a programme in the year to date, there have been 529 positive outcomes in the form of entering employment, entering further or higher education, or going onto further training or an apprenticeship.

The Superfast Broadband Project is on track, with Phase 4 recently completed. In the first quarter of 2015-16, there was a target of enabling 6865 premises and 6986 were achieved across the partnership area. As of 30th June, a total of 23,058 premises now have the ability to order superfast broadband. This exceeds the envisaged quarterly target and accounts for 61% of the total premises expected, across the partnership.

Planning performance dipped slightly over the 1st Quarter due to a number of pressures on the service, but a focus on resources has improved performance which is now back in line with targets.

The number of people in employment fell slightly, but this is not in line with other data such as unemployment levels, which has continued to reduce. The fall in employment rate could be accounted for within the confidence level of the surveyed figure, but we will be monitoring this closely. Central Bedfordshire's employment is 5.7% above the national employment rate, and exceeds the target for Central Bedfordshire to remain 5% above the national rate.

Performance continues to be strong and reflects the realignment of the Directorates services and resources. This is ongoing as the Directorate faces fresh challenges resulting from the recent Government announcements regarding changes to Planning that will impact the service. Further changes to the welfare system, particularly around expectations on young people claiming Universal Credit, will also present challenges and an ongoing pressure for the Employment & Skills service.

Regeneration & Business will actively work to encourage the growth of suitable businesses in Central Bedfordshire; influencing this through effective use of our assets, sector development and a package of support from Central Bedfordshire Council aligned to our key businesses, sectors and potential investors.

## Finance

Value for money	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
F1 MTP Percentage increase in Council Tax	Annual (March)	0 %	Mar 15	➔	★

## Summary - Finance

### Quarter 4 (January to March 2015)/Quarter 1 update

At Full Council on 26 February, the Council agreed for the fifth consecutive year not to increase the Council Tax charges it makes; so there were no increase for the 2015/16 year arising from CBC charges.

This has only been possible through very careful financial management which has seen some £70m removed from the annual running costs of the council since 2009. Whilst no increase in Council Tax required a further saving of £13.7m to be made in the 2015/16 financial year for a balanced budget, this is being carefully planned so that front line services are protected as much as possible.

The 2015/16 budget provides for £186.5m to be invested in day-to-day services across our area in the next year. Council also agreed a four-year programme of spending from capital and housing budgets to invest in services such as leisure, new and improved accommodation to help people to live independently and improvements to the area's roads.

The Medium Term Financial Plan process for 2016/17 - 2019/20 was taken by the Executive at its August meeting. This paper set the scene for the next iteration of the budget which will need to consider the implications of the emergency budget in July and the next spending round, the details of which are due to be announced in December. Indications are that Local authorities will continue to see significant cuts in funding which will need to be addressed through further efficiencies. It has also been announced that Public Health are likely to see an in year grant reduction of £0.75M.

## **Council Priorities**

12. The high proportion of indicators scored as Green evidences that the Council continues to perform well across a wide range of services and the MTP indicator basket underpins the delivery of the Council's Medium Term Plan priorities:
- enhancing your local community – creating jobs, managing growth,
  - protecting our countryside and enabling businesses to grow.
  - improved educational attainment
  - promote health and well being and protect the vulnerable
  - better infrastructure – improved roads, broadband reach and transport
  - great universal services – bins, leisure and libraries
  - value for money – freezing council tax.

## **Corporate Implications**

### **Legal Implications**

13. None directly, however any areas of on-going underperformance would be a risk to both service delivery and the reputation of the Council.

### **Financial Implications**

14. None directly, although the MTP indicator set monitors the percentage increase in Council Tax.

### **Equalities Implications**

15. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
16. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

### **Public Health**

17. The MTP indicator set includes an indicator monitoring the percentage of 40 to 74 year olds offered a health check.

### **Sustainability:**

18. A broad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste are included in the MTP indicator set.

### **Community Safety:**

19. The levels of serious acquisitive crime and anti-social behaviour are included in the MTP indicator set.

### **Risk Management:**

20. Effective monitoring of performance indicators mitigates the risk of failing to deliver the Council's priorities, reputational risks and the risk of failing to deliver statutory responsibilities.

## Central Bedfordshire Council - MTP indicators reported in LG Inform

The Council's Medium Term Plan (MTP) 'Delivering Your Priorities' sets out this Council's priorities and the way in which we measure performance in delivering these. There are a total of 29 indicators used to monitor these MTP commitments of which eleven have comparator data available through LG Inform. These eleven indicators are presented in this report which enables an understanding of how we compare to other areas.

While not all the indicators we measure in our Medium Term Plan indicator basket have comparator information available within the LG Inform web-based tool, where this is available we are now integrating this into our performance reporting framework.

In some cases the metrics and the data held in LG Inform differ slightly from those reported in our quarterly performance reports - either in terms of the currency of the data as much of this is historical, or because the exact definition of the measure is slightly different. However, the charts and text give a high level overview of how CBC performance for these eleven measures compare with national averages.

### How to interpret the charts

The report contains a series of horizontal bullet charts comparing recent Central Bedfordshire performance against the national average across eleven different indicators. Each chart is followed by some summary text which provides a brief overview.

On each chart the purple dot represents the Central Bedfordshire figure and the blue dot shows the national (England) average.

Polarity is based upon Central Bedfordshire's performance relative to 'All English authorities'. The polarity colours are separated into three (green, amber, red) with green representing better performance. Arrows down the right hand side reflect the direction of travel in Central Bedfordshire for that indicator compared to the previous year/quarter. Note that for some metrics a lower figure represents better performance.

Two of the charts present data that LG Inform considers to have no polarity (ie. there is no definition as to whether a high or low figure is considered better performance) - this is clearly stated in the text following each chart. Therefore the colours of these charts are less relevant. In these charts yellow represents higher values and black reflects lower values.

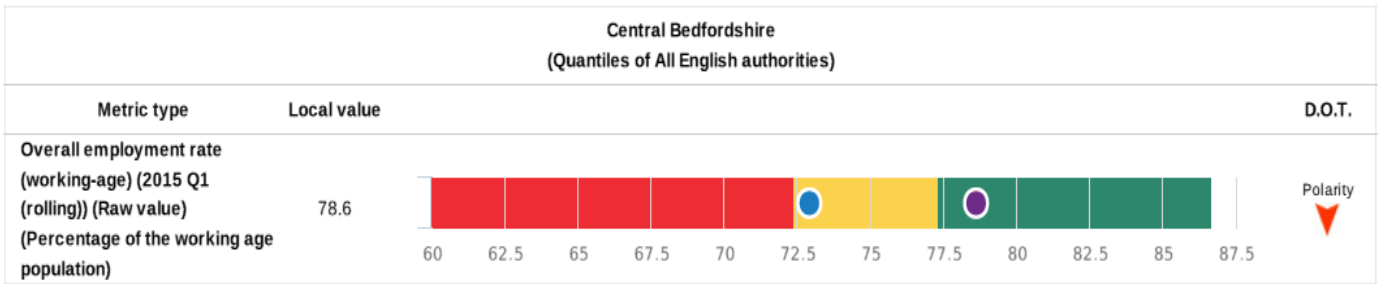
Please note that the time period covered by each indicator varies, with the date listed in the heading down the left hand side.



### LG Inform

LG Inform is an online tool developed by the Local Government Association (LGA) that brings together publically available information for easy comparison.

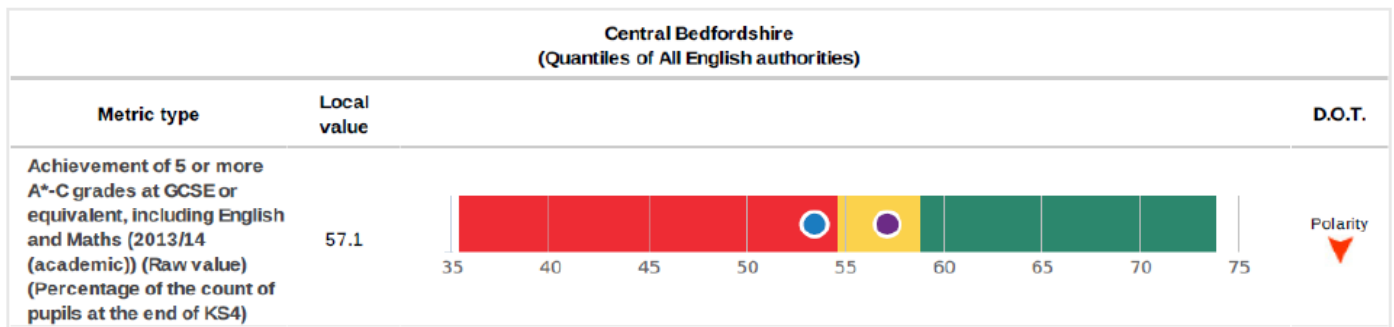
## Central Bedfordshire Medium Term Plan Indicators



The employment rate in Central Bedfordshire stood at 78.6% in March 2015, compared to the national figure of 72.9%.

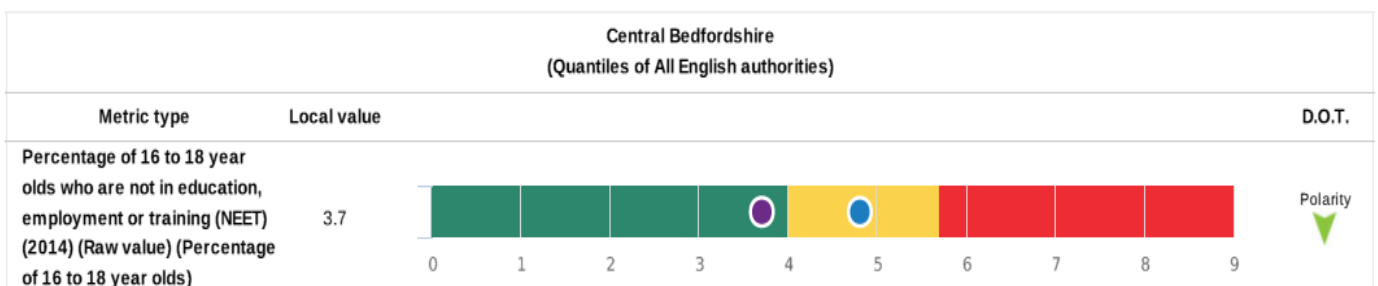
Our medium term plan commitment is to remain 5% above the national average - and CBC is currently 5.7% points above the England average for the March 2015 data.

This is a drop from the previous quarter when the CBC rate was 9.1% above the national figure. The CBC rate dropped from 81.6% to 78.6% - although this decline is not in line with other data such as unemployment levels and could be accounted for by the confidence intervals.



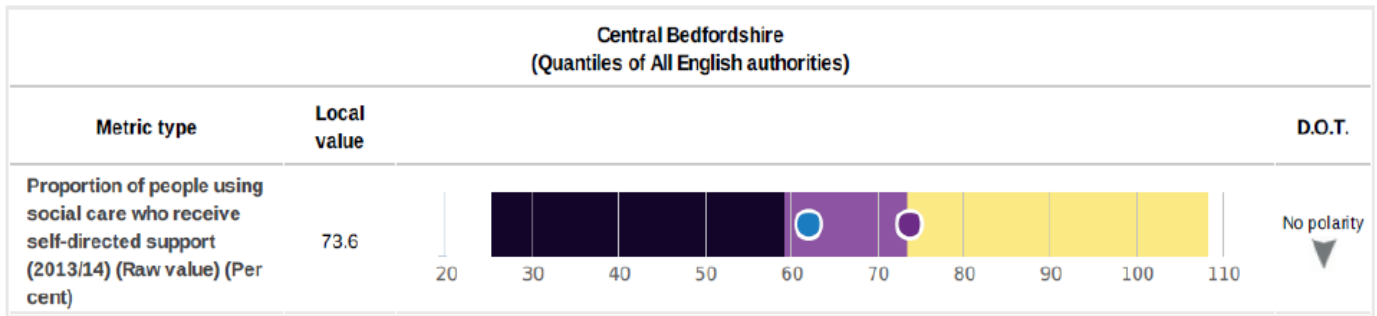
In 2013/14, 57.1% of pupils at the end of Key Stage 4 in Central Bedfordshire achieved 5 or more A\*-C grades at GCSE or equivalent, including English and Maths, compared to the national average of 53.4% .

Our MTP commitment is to be in the top 25% by 2016 (ie. ranked in the top 38). The 2013/14 results position Central Bedfordshire's ranking as 72 of 151 local authorities - this is a major improvement from 114th in the previous year.



The rate of NEETs in Central Bedfordshire has decreased from 4.3% in 2013/14 to 3.7% in 2014/15 and remains well below the national average of 4.7%.

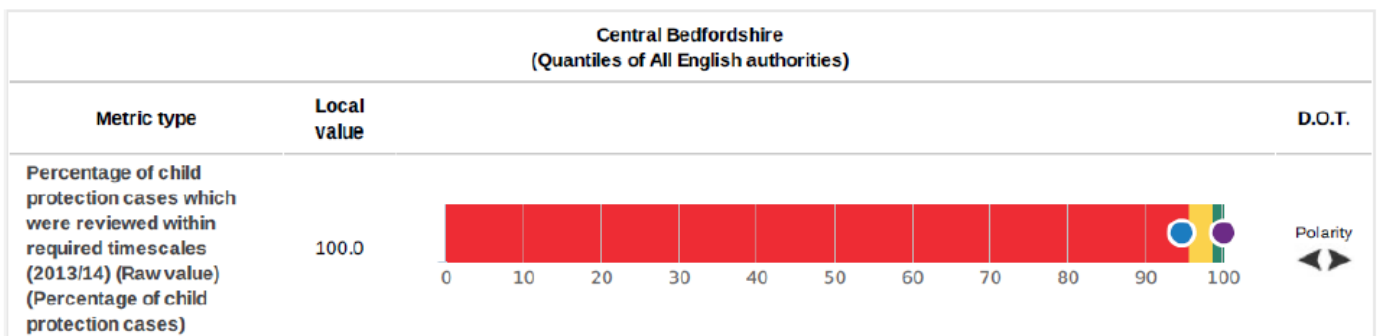
Our MTP commitment is to be in the top quartile (ie. ranked in the top 38) and reduce the numbers year on year. The 2014/15 results position Central Bedfordshire ranking as 42 of 152 local authorities, a slight improvement from 43<sup>rd</sup> in the previous year.



Our MTP commitment was to achieve 100% performance, which was a challenging stretch target set locally.

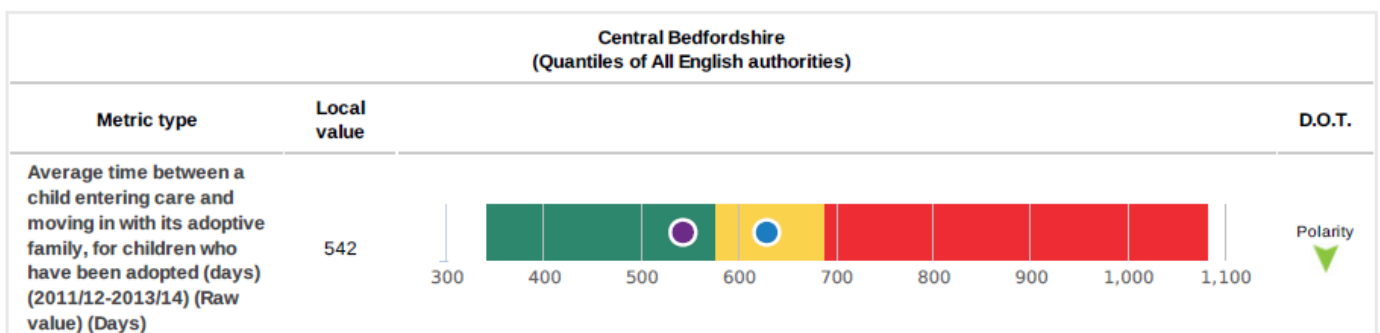
The proportion of people in 2013/14 using social care who receive self-directed support in Central Bedfordshire was 73.6%, significantly greater than the national rate of 61.9%. Provisional data for 2014/15 suggests a Central Bedfordshire rate of 74.9%.

*Note that this metric has no polarity.*



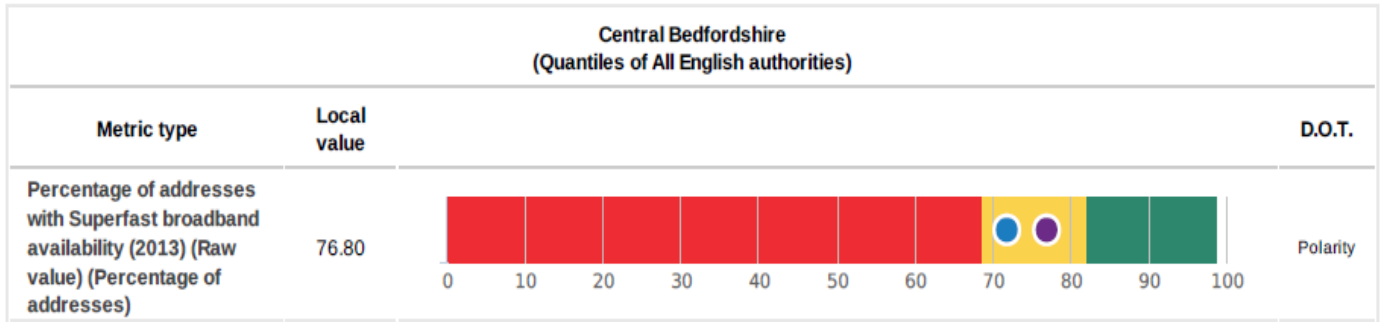
Our MTP commitment is to ensure 100% of child protection places are reviewed within the required timescales and we monitor and report this performance on a quarterly basis, where as LG Inform reports on an annual basis.

100% of child protection cases were reviewed within the required timescales in Central Bedfordshire in 2013/14, compared to the England average of 94.6%. Central Bedfordshire also achieved 100% in 2014/15.



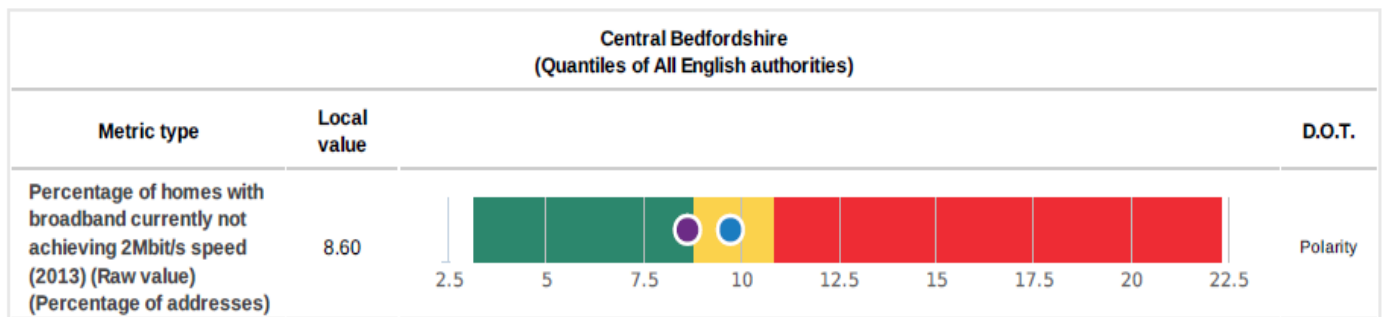
Our MTP commitment is to meet government targets and the chart above shows that in 2011/12-2013/14 Central Bedfordshire, at 542 days over a rolling 3 year target, was well ahead of the national average (628 days) for the average time taken between a child entering care and moving in with its adopted family.

Our latest MTP Quarter 1 report for June 2015 shows a rate of 529 days, missing the target of 472 days.



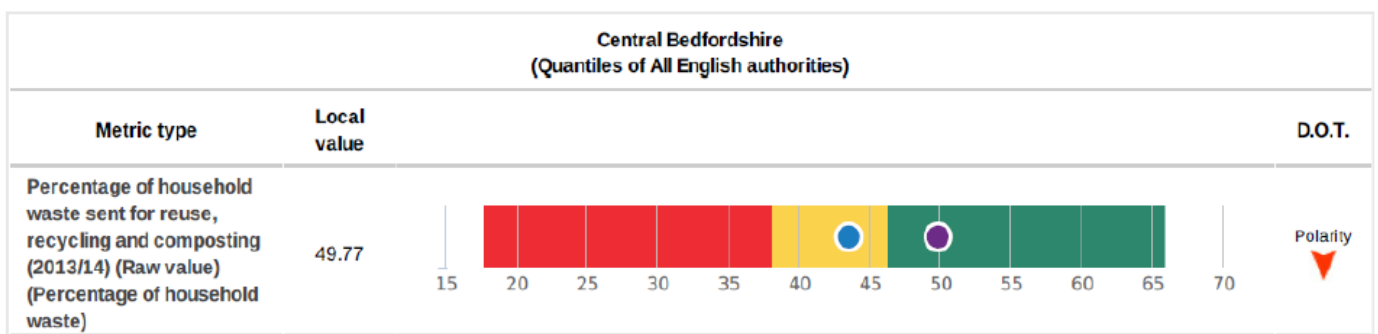
Our MTP target is for 95% of households in Central Bedfordshire to have access to superfast broadband by 2016.

By the end of 2013/14 Central Bedfordshire was on target with 76.8% households having access to superfast broadband, compared to the England rate of 71.7%.



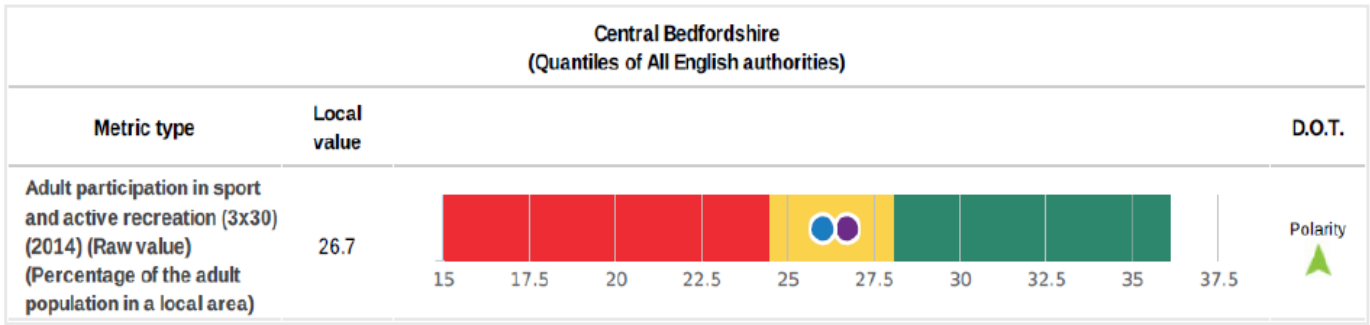
Our MTP commitment is for all Central Bedfordshire households to have access to at least 2mb broadband by 2016.

The above chart shows that by the end of 2013/14, 8.6% of Central Bedfordshire homes were yet to reach this standard (91.4% already have access to at least 2mb broadband), slightly better than the national average 9.7%.



Our MTP commitment is to achieve a 60% reuse, recycling or composting rate by 2020.

By the end of 2013/14, 49.77% of waste arising from Central Bedfordshire's households was sent for reuse, recycling or composting, compared to the lower national rate of 43.45%. The four quarters to December 2014 recorded a rate of 49.3%, missing the 51% target.

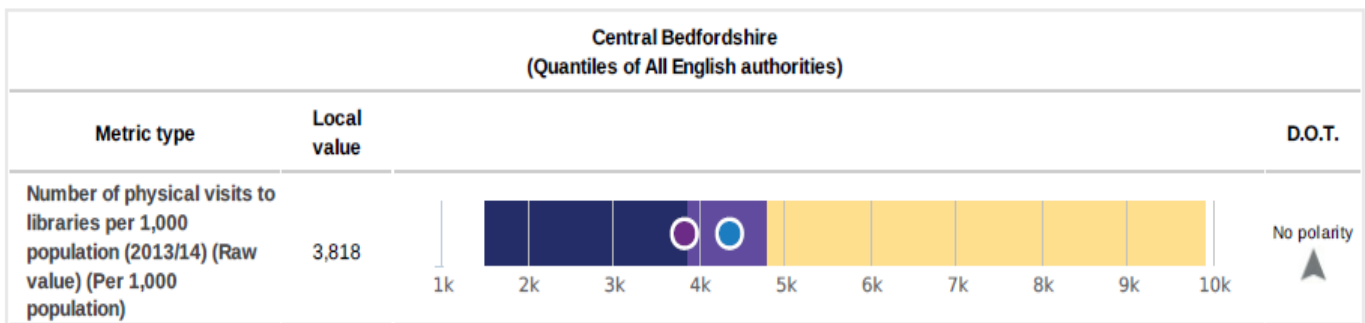


Our MTP commitment is to ensure Central Bedfordshire's adult participation in sport and physical activity remains above the national average.

The Active Sport Survey records participation with two measures informing on those who participate in the equivalent of at least 3 sessions of 30 minutes sport or recreation per week.

The measure reported in LG Inform recorded a 26.7% participation in Central Bedfordshire which was slightly higher than the England average of 26.0%.

The measure we use in the MTP shows the percentage of adults in Central Bedfordshire taking part in sport or active recreation is 25.4%, a slight increase from the previous result of 23.3%.



Our MTP commitment is to achieve a 20% increase in the usage of libraries by 2016 from the 2011/12 baseline to around 1.3 million visits in a year.

The above chart records the number of visits per 1,000 people for 2013/14 with Central Bedfordshire at 3,818 performing below the national average of 4,344.

The actual number of visits to Central Bedfordshire libraries recorded for 2014/15 is 932,865, a decrease from 993,971 in 2013/14.

*Note that this metric has no polarity*



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