

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **T McMahon**
Town Clerk: **Clare Evans**

Tel: 01582 708540
E-mail: info@houghtonregis.org.uk

25th September 2020

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Monday 5th October 2020 at 7.00pm.

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK¹](#)

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

Clare Evans
Town Clerk

THIS MEETING MAY BE RECORDED²

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

The use of images or recordings arising from this is not under the Council's control.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 5 - 8

To approve the minutes of the meeting held on 24th August 2020.

Recommendation: To approve the Minutes of the meeting held on 24th August 2020.

5. COMMITTEE AND WORKING GROUP MINUTES

Pages 9 - 78

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	2 nd March and 8 th June 2020 Members are specifically referred to the following; 11186 Local Govt Pension Scheme: Statement of Local Discretion 11187 Bad Debts and Late payment policy 11189 Disciplinary Policy 11190 Grievance Policy 11233 Sickness Policy 11234 Health & Safety at Work Policy <i>Please contact the Head of Democratic Services if you would like a copy of any of these policies re-sent to you.</i>
Community Services Committee	22 nd June 2020
Environment & Leisure Committee	1 st June 2020
Planning Committee	6 th July, 27 th July, 17 th August and 7 th September 2020
Town Partnership Committee	28 th January 2020.

Pages 79 - 81

To receive the minutes of the following sub-committee and consider any recommendations contained therein

New Office Provisions Sub-Committee	None to present.
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New Cemetery Sub-Committee

2nd September 2019.

Recommendation: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;

- *11186 Local Govt Pension Scheme: Statement of Local Discretion*
- *11187 Bad Debts and Late payment policy*
- *11189 Disciplinary Policy*
- *11190 Grievance Policy*
- *11233 Sickness Policy*
- *11234 Health & Safety at Work Policy*

6. TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

7. REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Councillors are requested to provide verbal reports from meetings they have attended of outside organisations or from training courses they have attended on behalf of the Council.

8. INTERNAL AUDIT, PLANNING AND REVIEW

Pages 82 - 86

A system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk or failure to achieve policies, aims and objectives. It thus provides a reasonable, not absolute, assurance of effectiveness. A system of prioritisation therefore pertains.

It is the responsibility of Council to determine the scope of audit, without undue influence from the internal auditor, to ensure his/her independence and that planning and reporting access is effective and direct

Members will find attached the current policy, only slightly adjusted to reflect a change in numbering in the council's Standing Orders and Financial Regulations. The policy has been reviewed and it is considered that it remains suitable and fit for purpose.

Recommendation: To approve the Internal Audit Planning, Reporting & Review Policy.

9. EQUALITY AND DIVERSITY POLICY

Pages 87 - 93

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of

equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

Members will find attached the current policy. The policy has been reviewed and it is considered that it remains suitable and fit for purpose.

Recommendation: To approve the Equality and Diversity Policy.

10. CHRISTMAS OPENING HOURS

At this meeting of Town Council members usually receive a report on office opening hours over the Christmas period. Due to Covid-19 the office reception is currently open for reduced hours, it is hoped to increase reception hours over the next few weeks but this is reliant on national guidance and instruction.

Assuming it is possible to have an office reception the following Christmas opening hours are suggested:

- Thursday 24th December – Open 9am to 1pm
- Friday 25th December – Bank Holiday
- Monday 28th December – Bank Holiday
- Tuesday 29th December – Closed
- Wednesday 30th December – Closed
- Thursday 31st December– Closed
- Friday 1st January– Bank Holiday
- Monday 4th January December – Normal office hours resume

Telephone services would remain, the grounds staff will check the play areas and pavilions on 29th December and 31st December and staff will be on call should an emergency situation arise. Members are reminded that the town council does not provided any core front line services such as social services, housing and highways. These are provided by the principal authority.

Recommendation: To approve the office opening hours between Christmas and New Year as follows:

- Thursday 24th December – Open 9am to 1pm**
- Friday 25th December – Bank Holiday**
- Monday 28th December – Bank Holiday**
- Tuesday 29th December – Closed**
- Wednesday 30th December – Closed**
- Thursday 31st December– Closed**
- Friday 1st January– Bank Holiday**
- Monday 4th January December – Normal office hours resume**

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Town Council
24th August 2020 at 7.00pm

Present: Councillors: D Abbott
J Carroll
C Copleston
Y Farrell
S Goodchild
D Jones
M S Kennedy
T McMahon
R Morgan
S Thorne
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 2

Apologies: Councillors: A Slough

Absent: Councillors: D Dixon-Wilkinson

11300 APOLOGIES

Apologies were received from Cllr A Slough.

11301 QUESTIONS FROM THE PUBLIC

A member of the public asked the Council what problems they see at the current time and what can they say to the public.

It was advised that this question did not fall within any specific agenda item, as such was unable to be answered, however, members advised that they were aware and concerned that people and families were currently suffering.

11302 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11303 MINUTES

To approve the minutes of the meeting held on 20th July 2020.

Resolved: To approve the minutes of the meeting held on 20th July 2020 and for these to be signed by the Chairman.

11304 ELECTORAL REVIEW OF CENTRAL BEDFORDSHIRE COUNCIL

Members were invited to consider the Local Government Boundary Commission national electoral review in relation to Central Bedfordshire Council.

Members discussed the marked boundaries and felt that improvements could be made. Members suggested that any changes made now would need re-assessing later as the new building developments were completed.

The original officer recommendation read:

To support the fundamental aims of the electoral review but object to the 2 identified variances between the CBC ward boundary and the parish boundary in Houghton Regis namely:

1. *The area around All Saints where the electorate would be represented at a CBC level by a ward councillor for the proposed Houghton Regis West and at a parish level by a ward councillor for Dunstable Town Council.*
2. *The proposed boundary between Houghton Regis West and Houghton Regis East does not follow the parish ward boundary between Houghton Hall and Parkside.*

It is felt that these discrepancies are nonsensical and may undermine the reputation of the democratic system and may lead to voter disengagement.

An amended recommendation was proposed to read:

To support the fundamental aims of the electoral review.

To support the original submission of Central Bedfordshire Council (CBC) with the critical exception of combining Parkside and Tithe Farm wards to form Houghton Regis East.

To object to the proposals of the Local Government Boundary Commission for England (LGBCE) to:-

1. Combine together the current wards of Parkside and Tithe Farm to form Houghton Regis East.
2. Introduce the area around All Saints Academy, part of Dunstable Town Council, into Houghton Regis West for the purposes of balancing the electoral numbers.
3. Move the entire polling district of HH5 into Tithe Farm parish ward and therefore into Houghton Regis East.
4. Carve up the polling district of HH2 in an arbitrary manner that is inconsistent with the Commission's desire for strong, easily identifiable boundaries.

To confirm that it is felt that the LGBCE's proposals are premature and do not reflect the balance of the communities within the Town. Another local governance / warding review of the parish will be needed in the next few years anyway in view of the extensive development going on to the north of the Town. The Town Council believes that it would be better to wait for that event before dividing the Town up again, and that the present proposals may undermine the reputation of the democratic system and lead to voter disengagement.

The amendment was proposed by: Cllr Jones, seconded by: Cllr Morgan

All members were in favour of the amended recommendation. Accordingly, this became the substantive motion.

The recommendation was proposed by Cllr Jones, seconded by: Cllr Goodchild

All members were in favour.

Resolved: To support the fundamental aims of the electoral review.
To support the original submission of Central Bedfordshire Council (CBC) with the critical exception of combining together Parkside and Tithe Farm wards to form Houghton Regis East.
To object to the proposals of the Local Government Boundary Commission for England (LGBCE) to:-

1. Combine together the current wards of Parkside and Tithe Farm to form Houghton Regis East.
2. Introduce the area around All Saints Academy, part of Dunstable Town Council, into Houghton Regis West for the purposes of balancing the electoral numbers.
3. Move the entire polling district of HH5 into Tithe Farm parish ward and therefore into Houghton Regis East.
4. Carve up the polling district of HH2 in an arbitrary manner that is inconsistent with the Commission's desire for strong, easily identifiable boundaries.

To confirm that it is felt that the LGBCE's proposals are premature and do not reflect the balance of the communities within the Town. Another local governance / warding review of the parish will be needed in the next few years anyway in view of the extensive development going on to the north of the Town. The Town Council believes that it would be better to wait for that event before dividing the Town up again, and that the present proposals may undermine the reputation of the democratic system and lead to voter disengagement.

11305 MEMBER IT PROVISION

Members were invited to consider the provision of IT for members.

Members discussed the difficulties some councillors had experienced accessing committee meetings due to limited technology and the benefits of acquiring suitable equipment for council business use.

A recorded vote was requested:

Members in favour: Cllrs: K Wattingham, S Goodchild, D Jones, S Thorne, C Copleston, Y Farrell, T McMahon & R Morgan

Members against: Cllr: M Kennedy

Abstentions: Cllrs: D Abbott & J Carroll

- Resolved:**
- 1. To purchase as required by individual members, a Microsoft Surface Go 2 Tablet with a 3-year support pack and email only to support members in performing their role and undertaking their responsibilities as a councillor;**
 - 2. To be funded through 199-4026 Computer Costs.**

The Chairman declared the meeting closed at 7.49pm

Dated this 5th day of October 2020

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
2nd March 2020 at 7.00pm.

Present: Councillors: D Jones Chairman
 D Abbott
 M S Kennedy
 S Thorne
 K Wattingham

 Officers: Debbie Marsh Corporate Services Manager
 Louise Senior Head of Democratic Services

 Public: 1

Apologies: Councillor: C Copleston

11173 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Copleston.

11174 QUESTIONS FROM THE PUBLIC

None.

11175 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11176 MINUTES

To approve the Minutes of the meetings held on 25th November 2019, 16th December 2019 and 14th January 2020.

Resolved: To approve the Minutes of the meeting held on 25th November 2019, 16th December 2019 and 14th January 2020 and for these to be signed by the Chairman.

11177 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

To receive the minutes of the following committees and consider any recommendations contained therein.

Personnel Sub-Committee 14th October 2019
 PE120 Capacity Review

A member raised concerns that members had not viewed the Capacity Review report.

Members requested that additional information of the items to be approved be included in the minutes of the meeting.

Members were advised that this particular item was discussed in private session, thus some information was restricted by confidentiality.

A recorded vote was requested to approve the recommendations:

Members for: Councillors: D Jones, M Kennedy, K Wattingham and S Thorne

Members against: Councillor: Abbott

Abstentions: 0

Resolved:

- 1. To receive the Minutes of the Personnel Sub-Committee meetings of 14th October 2019**
- 2. To approve the recommendations contained therein as follows; PE120 Capacity Review (job description evaluation)**

11178 INCOME AND EXPENDITURE REPORT

Members were advised of a formatting error in regard to the recommendation detailed on the report.

Members received the income and expenditure report, highlighting significant variances, for the Corporate Services Committee to date.

Members queried the overtime overspend and whether this was due to the need of a larger fund to have been allocated at the budget setting process.

Members raised concerns that Councillor training had not yet been provided on data protection, as identified by the External Auditor (minute number 11069) in the Annual Return 2018/19

Members acknowledged that the predicted £7,000 costs for the upcoming by-election would fall within the current financial year.

Members noted that the Town Clerks 6 monthly appraisal had not taken place, as previously agreed.

Members raised several points which were clarified for members to note.

Resolved: To note the report.

11179 CORPORATE SERVICES BUDGET FOR 2020/21

Members received the approved budget for 2020/21 for the Corporate Services Committee supported by the budget explanation. The following points were of note:

102-4131 Election Costs, agreed budget £5,000

Member decision during the budget setting process to increase this budget to cover any by-election costs, any remaining funds at year end would transfer into an Ear Marked Reserve (EMR) for future elections.

102-4991 Transfer to EMR

This budget was suggested to enable the council to build up a fund for the next main election. It was a member decision during budget setting to remove this provision.

190-4025 Insurance, agreed budget £14,000

Member decision during the budget setting process to reduce this budget by £2000 as the budget of £14,000 was felt to be closer to the requirements of the council.

190-4031 Advertising, agreed budget £1400

Member decision during the budget setting process to slightly reduce this budget by £100.

190-4059, Professional Fees, agreed budget £14000

Member decision during the budget setting process to reduce this budget by £5,000. This reduces the council's ability to fund from a budget the eviction of unauthorised encampments. Members highlighted the budget reduction reasoning for professional fees (190-4059).

Members requested that it be clarified that the intention was not to reduce the ability to evict unauthorised encampments, but to reduce the professional fees element, by £5,000, for replacement offices.

191-4001/2/3, Salaries, National Insurance, Superannuation

Member decision to provide funding for a part time office member of staff and not to provide funding for a grounds apprentice.

Resolved: To note the report.

11180 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements from October 2019 to January 2020.

Resolved:

- 1. To approve the monthly Bank and Cash Reconciliation statements from October 2019 to January 2020;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11181 LIST OF CHEQUE PAYMENTS

Members received a list of cheque payments for the period December 2019 to January 2020.

Resolved: To note the information.

11182 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Resolved: To note the information.

11183 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the status of the agreed Outcomes.

Resolved: To note the report.

11184 INTERIM AUDIT REPORT

An interim internal audit was received for consideration. Members were advised to note that there were no significant issues of concern regarding the internal audit review.

Resolved: To note the report

11185 COUNCILLORS' ALLOWANCES

Members considered whether a scheme of members allowances in accordance with the Local Government (Members Allowances) (England) Regulations 2003 was required.

The alternative would be to consider a HRTC policy to capture the payment of expenses.

After discussion, at the Town Council meeting held on the 9th December 2019, members agreed (Minute No:11096) the following recommendation.

To request that Corporate Services Committee consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

Members discussed possible alternative arrangements, including taxis and car hiring.

It was proposed that this policy be addressed in more detail and brought back to the Corporate Services Committee.

Resolved: To defer the Town Councils Councillors' Allowances Policy

11186 LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION

Town Council was required to annually review the Local Government Pension Scheme:

Review of Statement of Local Discretions. Members received a copy of the approved document. There had been no amendments to the Regulations, therefore it was suggested that it remained suitable and fit for purpose.

Members considered the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to Town Council for its approval.

It was suggested that the Town Council may wish to consider seeking an alternative pension scheme for new employees.

Resolved: To recommend to Town Council that the Local Government Pension Scheme: Review of Statement of Local Discretions be approved.

11187 BAD DEBTS AND LATE PAYMENT POLICY

Members were asked to consider the Late Payments and Bad Debts Policy and make a recommendation to Town Council for its approval.

Members agreed that this policy be reviewed biennially rather than annually.

Resolved: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.

11188 SICKNESS POLICY

Members were asked to consider the Sickness Policy and make a recommendation to Town Council for its approval.

Members were reminded that the document was still in draft form and that formatting would be undertaken once Members had considered its content.

Members raised concerns that employees no longer have the right to be accompanied to an attendance meeting. It was requested that the legalities of the removal of this from the policy be investigated and reported back to the next Corporate Services Committee.

In addition to this under section 4.3, the word "will" to be substituted to the word "may".

Resolved: To defer approval of the Town Councils Sickness Policy

11189 DISCIPLINARY POLICY

Members were advised that NALC issued updated advice (November 2019) in regard to Disciplinary Arrangements.

Members were asked to consider the amendments to the Disciplinary Policy and make a recommendation to Town Council for its approval.

Members suggested an amendment to the wording within the policy.

Original wording:

3b. The Investigator will be independent and may be a councillor.

Amended wording:

3b. The Investigator will be independent.

Members voted on the amended wording:

Members for: 6 Members against: 0 Abstentions: 0

Resolved: To recommend to Town Council that the Disciplinary Policy be approved subject to the agreed amendments.

11190 GRIEVANCE POLICY

Members were advised that NALC issued updated advice (November 2019) in regard to Grievance Arrangements.

Members were asked to consider the amendments to the Grievance Policy and make a recommendation to Town Council for its approval.

Resolved: To recommend to Town Council that the Grievance Policy be approved.

11191 COMPLAINT

Members were informed that the Town Council received a complaint from a resident on the 20th January 2020. Contact was made with the complainant who has subsequently decided to not take the matter further.

Resolved: To note the information

11192 EXCLUSION OF PRESS AND PUBLIC

- **Youth Services 2020/2021**

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

11193 YOUTH SERVICES 2020/21

The Community Services Committee had considered how to deliver the HRTC youth services in 2020/21. Options included continuing with outsourcing arrangement or changing to in-house delivery.

At the Community Services Committee meeting on 10th February it was agreed to:

Seek to deliver the Pop-up Cafes and resource the Youth Council on an in-house basis and to refer to Corporate Services Committee to establish a suitable staff resource.

Members received a report in accordance with Committee Functions & Terms of Reference of this committee.

Resolved: To approve the job descriptions and person specification for the following positions, subject to job evaluation:

- Lead Youth Worker
- Youth Worker

**The Chairman declared the meeting closed at 9.10pm
Dated this 8th day of June 2020.**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
8th June 2020 at 7.00pm.

Present: Councillors: D Abbott
S Goodchild Substitute
M Kennedy
S Thorne
K Wattingham

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: D Jones

Absent: Councillor: C Copleston

11220 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Goodchild substituted)

11221 QUESTIONS FROM THE PUBLIC

None.

11222 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11223 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with Minute 11207 taken at Town Council on 18th March the following committee arrangements remained in place:

Chair and Vice Chair of Corporate Services Committee

The Chair and Vice Chair of Corporate Services Committee would remain as follows:

Chair – Cllr Jones

Vice Chair – Cllr Kennedy

Committee Functions & Terms of Reference

These remain as most recently approved.

Resolved: To note the report.

11224 MINUTES

To approve the Minutes of the meeting held on 2nd March 2020.

Resolved: To approve the Minutes of the meeting held on 2nd March and for these to be signed by the Chairman.

11225 CORPORATE SERVICES COMMITTEE 2020/21 BUDGET REVIEW

Members received a report on the Corporate Services Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

Resolved: To note the report.

11226 INCOME AND EXPENDITURE REPORT

Members were advised that the Income and Expenditure report was unavailable as the closure of the financial year 2019/20 had been extended due to the outbreak of Covid 19.

Members agreed for this item to be deferred to the next meeting of Corporate Services.

Resolved: To note the report

11227 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for March 2020.

Resolved:

- 1. To approve the monthly Bank and Cash Reconciliation statements for March 2020;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11228 LIST OF CHEQUE PAYMENTS

Members received a list of cheque payments for the period February 2020 to April 2020.

Resolved: To note the information.

11229 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Members requested an update on the Clerks attendance at the Town and Parish Council Investment Update, a virtual CCLA Seminar. Members were advised that the seminar had been attended by both the Clerk and the Corporate Services Manager.

Resolved: To note the information.

11230 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members were presented with an annual report which provided detail on the council's loans including current value, repayments and early settlement options as they stand at 1st April 2020.

Resolved: To note the information.

11231 RENEWAL OF BACS PAYMENTS

Members were advised that the approval of the use of Direct Debit, Standing Order or BACS would be renewed by resolution every year.

Members were asked to consider and endorse the list of Direct Debits and Standing Orders.

Resolved:

- 1) To approve the use of BACS method of payment.**
- 2) To approve the use of Direct Debit and Standing Order method of payment.**

11232 VISION UPDATE

Members were reminded that the council worked hard during 2019/20 to develop its corporate plan for 2020/24 to shape the work of the council over this time period. The final stage in the plan was the formal agreement by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption, it was being presented to each committee for initial consideration and next steps.

Members of this committee were requested to view the specific Aspirations and Objectives against the Corporate Services Committee. Members were invited to put forward any specific thoughts and ideas. Staff had given consideration to the Aspirations and Objectives had been endeavouring to incorporate them into ongoing work where possible.

Resolved: To note the report.

11233 SICKNESS POLICY

Members of this Committee were requested to consider the Sickness Policy and make a recommendation to Town Council for its approval.

This policy was considered by the Corporate Services committee members at its meeting held on the 2nd March 2020.

At the meeting, Members were informed that there was no longer a legal right to be accompanied at any of the sickness absence meetings. The only time an employee would be permitted to be accompanied (in this context) was where the outcome could lead to a potential medical capability dismissal.

Whilst members acknowledged this change, they felt that an employee, should they so wish, could have the right to be accompanied at a sickness absence meeting.

Members resolved to defer this item so that clarity could be sought from the Town Councils Human Resources consultant. The response from the HR consultant was that an employee can request to be accompanied by a companion to a sickness absence meeting however, this companion could only be limited to a work colleague. The policy had been updated to show this at section 15.3.

Members of this Committee were asked to consider the attached Sickness Policy and make a recommendation to Town Council for its approval.

Members were reminded that discussed at the last meeting was a change of wording to 4.3 to read ‘may be required’, rather than ‘is required’. Members were advised that the policy did not reflect this change, however this would be rectified.

Resolved: To recommend to Town Council that the Sickness Policy be approved.

11234 HEALTH AND SAFETY AT WORK POLICY

Town Council was required to undertake a review of its Health and Safety at Work policy.

Members of this Committee were asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Members requested that when fire drills were scheduled, consideration be given to holding a drill when councillors and members of the public are present.

Resolved: To recommend to Town Council that the Health and Safety Policy be approved

**The Chairman declared the meeting closed at 7.35pm
Dated this 14th day of September 2020**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
22nd June 2020 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell (Joined the meeting at 7.08pm)
S Goodchild
T McMahan
A Slough

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Public: 0

11245 APOLOGIES & SUBSTITUTIONS

None.

11246 QUESTIONS FROM THE PUBLIC

None.

11247 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11248 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with Minute 11207 taken at Town Council on 18th March the following committee arrangements remained in place:

Chair and Vice Chair of Community Services Committee

The Chair and Vice Chair of Corporate Services Committee would remain as follows:
Chair – Cllr Wattingham
Vice Chair – Cllr Copleston

Committee Functions & Terms of Reference
These remain as most recently approved.

Resolved: To note the report.

11249 MINUTES

To approve the minutes of the meeting held on 10th February 2020.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 10th February 2020 and for these to be signed by the Chairman.

11250 COMMUNITY SERVICES COMMITTEE 2020/21 BUDGET REVIEW

Members received a report on the Community Services Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

Resolved: To note the report.

11251 INCOME AND EXPENDITURE REPORT

Members received an Income and Expenditure report for 2020/21 for consideration.

Resolved: To note the report

11252 YOUTH & COMMUNITY SERVICES

CBC Youth Club

Members were advised that Groundwork, on behalf of CBC, had delivered a virtual youth club Monday to Thursday due to Covid-19 restrictions.

Youth Café

Due to Covid-19 it had not been possible to continue to provide the Youth Café. This would be re-started once Covi-19 restrictions allowed.

Youth Council

The Community Development Officer had regularly engaged virtually with members of the Youth Council. Members received a verbal update:

The Community Development Officer advised members that she had been in constant contact with the Youth Council via snapchat and video chat, they were keen to deliver a Halloween event.

Members were advised that the Youth Council had received a Crime Beat Highly Commended award from the High Sheriff of Bedfordshire.

Community Services

Members received a verbal update from The Community Development Officer on the community engagement work that had taken place during the Covid-19 crisis.

Members were advised that the Shop Local scheme had ended in March, however the new scheme is on hold until confirmation of stores reopening. The Exotic pets day event held before the implementation of lockdown had been successful and had attracted a large number of residents.

Work had included vouchers to elderly residents, care home activity packs, dementia tabards, essential supply packs to disadvantaged and vulnerable households, financial support to Houghton Regis Helpers and virtual community and civic events.

Members requested it be noted that special thanks were given to the Community Development Officer and Councillor Copleston for their dedicated work in supporting the community.

11253 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 5th March 2020

Combating Crime Working Group None to present

Resolved: To receive the following Minutes:

Events Working Group 5th March 2020

Combating Crime Working Group None to present

11254 SUMMER ACTIVITIES

To provide members with an update on changes proposed to the HRTC summer activities due to Covid-19.

Members were advised that additional funding had been received from Cllr Hamill via the Ward Councillor Grant scheme.

Members requested that special thanks go to CBC Councillor Hamill for his support of the Houghton Regis community.

Resolved: To support;

- 1. the provision of summer family activity boxes for families as an alternative to the planned summer play scheme and summer family day trips;**
- 2. a family day trip in the October half term (Covid restrictions permitting)**
- 3. a Halloween event**

11255 GRANT FUNDING FROM THE OFFICE OF THE POLICE & CRIME COMMISSIONER

Members were advised that the Office of the Police and Crime Commissioner (OPCC) launched a project to improve certain locations for young people. The OPCC had won a small amount of funding (£29,000) from Central Government for suitable projects in Bedford, Central Bedfordshire and Luton.

This was part of the money that was secured by the OPCC from Central Government for the establishment of a Violence and Exploitation Reduction Unit (VERU).

The funding could be used by Town and Parish councils for a wide range of projects that would improve locations for young people with the ambition of deterring them from unsafe spaces or by investing in areas where young people could socialise in safety.

Applications were restricted to £5000 and the submission date was 10th June 2020.

Members were advised that an application had been submitted by HRTC for £4800 to fund improvements to the services and facilities on offer to the Youth café at the Village Green Pavilion. The intention was to provide a welcoming and more youth focused venue, through improved seating and lighting, IT and gaming equipment, sports and recreational equipment and kitchen equipment.

Members were advised that the selection of equipment was transferrable therefore extending its longevity.

A decision was expected week commencing 22nd June 2020. Members would be kept updated once a decision had been made.

The Chairman declared the meeting closed at 7.33pm

Dated this 1st day of September 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL

Environment & Leisure Committee

1st June 2020 at 7.00pm

Present: Councillors: T McMahon Chairman
D Abbott
D Dixon-Wilkinson
Y Farrell
S Goodchild
A Slough

Officers: Clare Evans Town Clerk
Tony Luff Head of Grounds Operations
Louise Senior Head of Democratic Services

Public: 0

Absent: Councillors: R Morgan

11208 APOLOGIES

None.

11209 QUESTIONS FROM THE PUBLIC

None.

11210 SPECIFIC DECLARATIONS OF INTEREST

None.

11211 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with the Minute 111207 taken at Town Council on 18th March 2020 the following committee arrangements remain in place:

Chair and Vice Chair of Environment & Leisure Committee

The Chair and Vice Chair of Environment & Leisure Committee would remain as follows:

Chair – Cllr McMahon

Vice Chair – Cllr Slough

Committee Functions & Terms of Reference

These remain as most recently approved.

Resolved: To note the report.

11212 MINUTES

To approve the minutes of the meeting held on 24th February 2020.

Members requested an update on minute number 11172 Tithe Farm 3G feasibility project. Members were advised that three consultants had submitted fee proposals and were to be interviewed later in the week.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 24th February 2020 and for these to be signed by the Chairman.

11213 2020/21 BUDGET REVIEW

Members received a report on the Environment & Leisure Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

It was queried whether the outbreak of Covid 19 would have an impact on the budget. Members were advised that additional expenses had been incurred to support residents and there had been a loss of income. The exact impact had not yet been calculated.

Members requested an update on the electricity cost of Moore Crescent Pavilion. Members were advised that several cost saving measures had been put in place to reduce the cost of electricity used in the pavilion.

Members were advised that several grants had been applied for to facilitate the refurbishment of Orchard Close pavilion. The grant through Cricket East had been declined as it did not meet their criteria as The Pavilion was sited too close to the Cricket Boundary for any ECB (England Cricket Board). However, s106 funds was being looked into.

Grant funding for a community defibrillator at Orchard Close Cricket Ground had been successfully secured through Cricket East.

Resolved: To note the report.

11214 INCOME AND EXPENDITURE REPORT

Members were advised that the Income and Expenditure report was unavailable as the closure of the financial year 2019/20 had been extended due to the outbreak of Covid 19.

11215 SPORTS FEES FOR 2019/20 SEASON

Members were requested to consider a proportionate reduction in football sports fees for the 2019/20 season.

Resolved: To issue credit notes to football hirers to a value of 6/35th of their 2019/20 season pitch fees to reflect the reduction in their season due to Covid-19.

11216 SPORTS FEES FOR 2020/21 SEASON

Members were requested to consider a proportionate reduction in sports fees for the 2020/21 season should sports seasons not commence at the expected time.

Members were advised that the bowling green at Moore Crescent had been reopened to the Bowls Club, with social distancing measures in place in line with government guidelines.

Resolved: To provide a proportional discount, relating to the number of weeks lost due to Covid-19, to sports hire fees in 2020/21.

11217 FAIR AND CIRCUS VISITS

Members were advised that the Fair visit scheduled for May 2020 had been cancelled due to Covid-19. This represented a loss in income of approximately £1000.

Resolved: To note the report.

11218 VISION UPDATE

Members were reminded that the council worked hard during 2019/20 to develop its corporate plan for 2020/24 to shape the work of the council over this time period. The final stage in the plan was the formal agreement by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption, it was being presented to each committee for initial consideration and next steps.

Members of this committee were requested to view the specific Aspirations and Objectives against the Environment & Leisure Committee. Members were invited to put forward any specific thoughts and ideas. Staff were giving consideration to the Aspirations and Objectives and were endeavouring to incorporate them into ongoing work where possible.

Resolved: To note the report.

11219 HOUGHTON BROOK UPDATE

As an update Members received:

- Project summary notes;
- Before and after visuals

Members were advised of a further update provided by the Environment Agency (EA) as follows:

In early March the EA were preparing to start work on the Houghton Brook flood alleviation scheme. Planning permission was in place and the EA were working with their delivery partner to start construction in mid-April 2020. However, due to the Coronavirus outbreak and concerns about the safe working on site, it was decided to pause the start of construction.

However, the EA have continued all other activities including the Public Rights of Way diversion order, the Impoundment Licence and the submission of information for the discharge of planning conditions. Funding details had also been finalised with contributions now secured from SEMLEP and the Department for Education, to accompany other funding from Luton Borough Council, Thames Regional Flood & Coastal Committee and the Government. A grant from Central Bedfordshire Council under their Community Asset Grant scheme had also been secured (£11,794).

Members were advised that in line with most recent Government advice, the Houghton Brook Flood Alleviation Scheme would now go ahead to construction. Enabling works had been planned to commence in the week beginning 18 May 2020 and construction was to start at the end of June 2020. The scheme was due to be completed in early 2021.

Resolved: To note the report.

The Chairman declared the meeting closed at 7.40pm

Dated this 21st day of September 2020

Chairman

**Houghton Regis Town Council
Planning Committee
6th July 2020 at 7.00pm**

Present: Councillors: D Jones Chair
J Carroll
Y Farrell Substitute
M S Kennedy
S Thorne

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 2

Apologies: Councillor: D Dixon-Wilkinson
K Wattingham

Also present: Councillor: S Goodchild Central Bedfordshire Council

11256 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson and Cllr Wattingham (Cllr Farrell Substituted).

11257 QUESTIONS FROM THE PUBLIC

A member of the public requested information on what plans there were to make good use on s106 monies.

It was advised that over the last few months a Central Bedfordshire planning officer had been proactive in writing to ward members, highlighting available monies and asking for feedback on the suggested use of money. The item of s106 monies was a fixed agenda item of the planning committee in order to enable discussions when the need arose.

11258 SPECIFIC DECLARATIONS OF INTEREST

None.

11259 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 16th June 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 16th June 2020 and for these to be signed by the Chairman.

11260 DELEGATED PLANNING COMMENTS

At the Town Council meeting held on the 18th March 2020 members resolved (minute number 11207) to delegate planning application responses to the Corporate Services Manager and Chair of the Planning Committee, should Planning Committee meetings not be held due to the COVID-19 restrictions.

The following comments were submitted to Central Bedfordshire Council for applications received between the 10th March and the 8th June 2020.

Councillor Jones noted that the list distributed for consideration, dated 21st April, was not included. It was agreed that these items would be included on the next agenda.

CB/20/00795/DOC No comment

CB/20/00808/DOC No comment

CB/20/00757/FULL Re-submission of planning permission CB/19/01919/FULL.
Erection of 19 No. B2 industrial units with associated parking, access and landscaping and upgrading of public rights of way
Land off Boscombe Road - Porz Avenue, LU5 5UL

Comments: Houghton Regis Town Council objects to this application for the following reasons:

- Overdevelopment of the area
- The site is a County wildlife site
- Insufficient space for the quantity of garages
- Lack of parking provision
- This application is contrary to the saved policies of the South Bedfordshire Local Plan
- Inadequate space availability for the manoeuvring of HGV vehicles
- Out of keeping with the surroundings of Dog Kennel Down
- Environmental and ecological grounds.

This is an encroachment on the special interest site of Dog Kennel Down. The chalkland area and green lung between Dunstable and Houghton Regis.

Further comments:

The layout and proposal are much the same as in the previous application. It is acknowledged that one unit has been removed (at the NE corner of the site, adjacent to where the right of way would carry on through to Dog Kennel Walk) and that some remodelling has been done in this area. Landscaping also appears enhanced, with the provision of a 1m high hedge between the right of way and the road and more trees here and at the entrance to the site.

HRTC objected to the previous application, inter Alia on the grounds of overdevelopment and that the land forms part of a (non-statutory) County Wildlife Site. This application shows less overdevelopment, though only marginally so, and measures intended to mitigate the loss of the land and to provide more greenery. Whether or not this is sufficient to compensate for the development of a CWS, which is against local policy, is highly debatable. The NPPF expects that, in these circumstances, there should be a net gain in biodiversity. This proposal does not achieve this, and therefore HRTC repeats its objection, whilst acknowledging the improvements. Furthermore, the Town Council notes that the description states that this is a re-submission of planning permission CB/19/01919/FULL when in fact this application was withdrawn, confirmed by CBC, on the 28th February 2020.

CB/20/00783/DOC	<p>Discharge of Conditions 7 & 11 CB/19/00883/RM (Reserved matters of appearance, scale and landscaping for residential development of 255 dwellings following Outline CB/15/0297/OUT) Condition 7 - Interface between primary/tertiary and shared surfaces - drawing nos: C7480-209-C7 Section 38 Layout / C7480-209-C8 Section 38 Layout / C7480-210-C6 Section 38 Layout / C7480-211-C6 Section 38 Layout / C7480-213-C3 Section 38 Layout Condition 11 - Fire Hydrant Details - Drawing No: WN0018594-1-307 Parcels 4a & 4b Bidwell West, Houghton Regis, Bedfordshire</p> <p>No Comment</p>
CB/20/00748/LDCP	<p>Lawful Development Certificate Proposed: Outbuilding for the use as a home office, gym, storage room and planting room The Orchard, Bedford Road, LU5 6JJ</p> <p>No comment</p>
CB/20/00597/PADO	<p>Prior Approval of Offices to Dwellings: Notification for Prior Approval for proposed change of use from Class B1 (a) Office to Class C3 Residential (2 Flats 1 High Street, LU5 5BE</p>

	No objection
CB/20/00858/DOC	Discharge of Conditions 16 & 17 against Planning Permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES) Parcels 5a and 5b, Bidwell West, LU5 6JQ
	No comment
CB/20/00717/DOC	Discharge of Condition 4 against planning permission CB/18/04641/REG3 (The development of a 20 unit, 3-storey transitional housing scheme with associated access, parking and landscaping.) Land Adjacent to St Thomas Meeting House, Windsor Drive
	No comment
CB/20/01271/FULL	Erection of a one-bedroom single-storey dwelling 24 Dunstable Road, LU5 5DB
	Comments: Houghton Regis Town Council objects to this application for the following reasons:
	<ul style="list-style-type: none">• Overdevelopment of the site.• Inappropriate development style creating a "terrace" from the current semi-detached bungalows.• Inability to provide adequate vision splays for vehicles leaving the property, creating traffic danger.• Development right up to boundary fence will have an overbearing impact on the side-on properties, 1 (especially), 2 and 3 Orchard Close.
	The Town Council further comments:
	The Town Council requests that should Central Bedfordshire Council be minded approving this application then approval be granted, with permitted development rights removed. This is in order to mitigate any automatic additional development of the site i.e. a second storey.
CB/20/01338/PADO	Resubmission of planning permission CB/20/00597/PADO Prior notification of change of use from first floor class B1(a) offices to Class C3 residential (4 flats) 1 High Street, LU5 5BE
	No objections.

- CB/20/01068/FULL Single storey rear extension with flat roof, front porch with pitched roof
57 Brookfield Avenue, LU5 5TR
- No objections.
- CB/20/01300/FULL Single storey side/rear extension
82 Sycamore Road, LU5 5NQ
- No objections.
- CB/20/01001/RM Reserved Matters following Outline planning permission CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8

(offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserved matters sought for access, appearance, layout, scale and landscaping.

Land To The North And East Of Houghton Regis, Sundon Road, Houghton Regis

For: Houghton Regis Management Company

Comments: The Town Council raises no overall objections but wishes to comment on the following issues:

- the Council would welcome details on how footpath and cycle routes in these housing blocks are connected to facilities such as schools in adjoining areas,
- the Council is concerned that there will need to be adequate connections with Houghton Regis town centre,
- The Council would welcome proposals for the future long-term management of the facility to ensure community access and involvement, including a financial package from the developer towards its long-term viability, maintenance, and funding,
- The tree species mix should be native species appropriate to the area and soil type. As well as the proposed grassed areas, native woodland flower species should be introduced so that when established, the landscaping reflects the local habitat and ecosystems of the former copses and field edges.
- The Council would welcome details of the buildings' future sustainability such as solar panels, insulation levels to minimise heating costs, grey water recycling, and electric car charging points.
- The Council would welcome details of how the effects from light pollution will be mitigated.
- The Council would welcome details of how the car park will be secured in order to deter illegal encampments, anti-social behaviour and overnight lorry parking.
- The Council would welcome assurances from the developer that due consideration of noise/pollution disturbance will be given to neighbouring properties whilst the site is under construction.

- CB/20/01356/DOC Discharge of Condition 1,2 & 3 to planning permission
CB/20/00341/PADO Prior notification of change of use from
Office Class B1 to 5 Dwelling houses Class C3
Bearings House, 22 Queen Street, LU5 5BT
- Town Council objects.**
Documents in online case file clearly show a location for the two 660 litre wheelie bins required, and the parking layout is also dealt with in the revised plan. This resolves satisfactorily Conditions 2 (Parking) and 3 (Refuse Collection). No signs of anything dealing with Condition 1, a Phase I Desk Study re possible contamination and subsequent procedures if considered necessary. If this condition is to be discharged, there should be some evidence that the matter has been properly addressed.
- CB/20/00449/RM Reserved Matters: following Outline Application
CB/12/03613/OUT planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserved matters planning application for 309 new homes, public open space, landscape and associated infrastructure pursuant to Conditions 3 and 4 Houghton Regis North 1 (HRN1) Land on the northern edge of Houghton Regis, Houghton Regis
For: Barrett David Wilson North Thames.

Comments: The Town Council makes a number of comments regarding the scheme as submitted:

- The scheme is high density (as shown on the design codes for areas near facilities) however the density has been achieved at the expense of street-landscaping required to contribute to an interesting residential atmosphere and sense of place,
- the Council welcomes the range of affordable homes as part of this scheme and requires assurances that the ‘affordable’ housing is within the financial reach of those in need of homes locally, and how this could be supported to assist key workers, teachers, health workers and others important to support the community in this part of Houghton Regis,
- the density and layout of the development will result in a street-scene dominated by parked cars,
- The parking courtyards at the rear of the corner blocks of flats will require levels of lighting and security to ensure that they are safe for residents to use, for instance at night.
- The proposed play areas and equipment require safety provisions where they adjoin highways,
- The tree species mix should be native species appropriate to the area and soil type. As well as the proposed grassed areas, native woodland flower species should be introduced so that when established, the landscaping reflects the habitat and ecosystems of the former copses and field edges.
- The scheme is an opportunity to introduce details to make the homes sustainable and energy efficient such as high levels of insulation (particularly important to make the affordability long-term), solar panels, solar water heating, grey water usage, electric car charging points and secure covered cycle storage.

CB/20/00388/RM

Reserved Matters; following outline Application CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 5,150 dwellings (use class C3) 202,500 sqm of additional development in Use Classes A1,A2,A3,A4,A5, B1,B2B8,C1,C2,D1,D2 All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.

Reserves matter for 153 dwellings with access, parking, landscaping and associated works
Phase 1 Parcel Three Houghton Regis, North Site 1 Houghton Regis

The Town Council makes a number of comments regarding the scheme as submitted:

- The scheme as designed appears over-crowded with very little in the density and layout to create an interesting residential atmosphere,
- The Council welcomes the range of affordable homes as part of this scheme but would prefer more 1 or 2 bed flats as affordable rather than 2 or 3 bed homes, make the affordability long-term), solar panels, solar water heating, grey water usage, electric car charging points and secure covered cycle storage.

CB/20/00582/OUT

Outline Application: Erection of 5 chalet style bungalows
Land North of Highfield Bungalow, Bedford Road,
For: Mr D Carrol

Comments: The Town Council strongly objects to this application for the following reasons:

- This site is located in the Green Belt. The Town Council does not accept that this development is in accordance with the surrounding character of the area. Whilst the proposed development is back land development and will not be viewed from the highway, it will however have a detrimental impact on the open character of the site and the adjacent area.
- This site is not part of the allocated strategic growth sites and therefore does not contribute to the strategic allocation of housing, it is a minor development which will not contribute to the Town.
- The proposed access would cause visibility restrictions for both drivers and highway users

The Town Council attaches great importance to the Green Belt and strongly objects to another infill site and intensification of development in this area.

CB/20/01265/FULL

Proposed Dropped kerb and paved hard standing
4 Townsend Terrace, LU5 5BB
For: Mr T Starkey

Comments: The Town Council objects to this application for the following reasons:

- Likely to set a precedent in an area where access and egress would create danger to other road users on a busy main road.
- The kerb drain set directly in front of this property would need to be moved. There are concerns that the space left after removal would not be reinstated to the correct highway standard. This area already suffers from standing water.

CB/20/01546/TDM Telecommunications Determination: Proposed 20.0m AGL Phase 8 monopole c/w wrapround cabinet at base and associated ancillary works.
Humphreys Road Streetworks 218270, Humphreys Road, LU5 4SX
For: EE LTD & HUTCHISON 3G UK LTD

Comments: No objections

11261 PLANNING MATTERS

(a) The following planning applications were considered:

CB/20/02062/DOC Discharge of Condition 2, 3, 6, 7, 8 & 11 to planning permission CB/18/04641/REG3 (The development of a 20 unit, 3-storey transitional housing scheme with associated access, parking and landscaping)
Land Adjacent To St Thomas Meeting House, Windsor Drive
For: Central Bedfordshire Council

Comments: Houghton Regis Town Council deferred discussion of this application to the next meeting pending further information being available on Central Bedfordshire Councils website.

CB/20/02056/DOC Discharge of Conditions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13 to Planning Permission CB/19/00835/LB (Listed Building: Complete refurbishment work to the interior and exterior fabric of the building including doors and windows and demolition of the existing single storey rear porch.)
1 The Red House, The Green, LU5 5DY

Comments: Houghton Regis Town Council deferred discussion of this application to the next meeting pending further information being available on Central Bedfordshire Councils website and confirmation of classification of the use of the building i.e. commercial or residential.

-
- CB/20/02050/TDM Telecommunications Determination Masts: Installation of a new 18-metre-high monopole supporting 6 no. antennas with wrap around equipment cabinet at the base of the column, the installation of 3 no. new equipment cabinets and ancillary development.
Grass Verge of Sundon Road, LU5 5LN
- Comments: The Town Council objects to this proposal on the grounds that the mast, at its height, is overbearing to the adjacent properties and therefore out of keeping. The mast will be a prominent feature and will have a detrimental impact, visually, to the area. The current mast is a less bulky column and in some way's blends in better with the trees located beside it. The current mast also does not appear as conspicuous at its height as the proposed new one. The proposed mast will stand much higher and prouder than the current treetops and thereby be visually prominent.**
- However, should Central Bedfordshire Council be minded to approve this proposal, then the Town Council respectfully requests that due consideration is given to strongly encouraging the applicant to amend their application, in order to 'blend' in the mast and thereby mitigate the overbearing, intrusive and imposing impact the new mast would bring.**
- CB/20/01990/FULL Remove single storey conservatory and replace with two storey rear extension.
Malmsey House, Cumberland Street, LU5 5BW
For: Mrs J Baldock
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/20/01938/FULL Proposed Loft Conversion, raising of roof and dormer extension
61 Douglas Crescent, LU5 5AS
For: Mr & Mrs L Rockley
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/20/01897/DOC Discharge of Condition 18 to planning permission
CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings to Outline application (CB/15/0297/OUT)
Parcels 5a and 5b Bidwell West LU5 6JQ

Comments: Houghton Regis Town Council deferred discussion of this application to the next meeting pending further information being available on Central Bedfordshire Councils website.

CB/20/02028/ADV

Advertisement: Replacement sign 1.3m wide, 4.2m high totem

Unit 2, Foster Avenue, LU5 5TA

Comments: Houghton Regis Town Council had no objections to this application.

(b) The following decision notices were noted:

*Permissions /
Approvals / Consents*
None.

Refusals:
None.

Withdrawals:
None

11262 LOCAL PLAN

Members were advised that Central Bedfordshire Council were conducting a consultation on additional evidence as part of progressing their Local Plan.

Members received a copy of a letter of explanation along with a copy of FAQ's and guidance notes explaining how consultees could respond.

In accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Act 2012, the Council was publishing Additional Evidence relating to its Emerging Local Plan. The Town Council was being notified as one of Regulation 18/19 consultee and were invited to express their views on its soundness and legal compliance by taking part in the consultation. Consultation began at 10am Thursday 18th June 2020 for a period of eight weeks until 5pm on Wednesday 12th August 2020. The consultation was extended to eight weeks from the more typical six weeks to make it easier for people to respond during the Covid-19 pandemic.

The current consultation related to additional evidence the Council had submitted to the Planning Inspectors in response to their letter dated 30 September 2019 (Exam 69) and the Council was only seeking comments on this additional evidence. The additional evidence was technical in nature and responds to a series of questions outlined by the Inspectors.

Members requested that the Houghton Regis Town Council's Planning consultant analyse the Central Bedfordshire Council local Plan and feedback to Houghton Regis Town Council.

Resolved: To defer the consideration of the Town Councils response to Central Bedfordshire Councils Local Plan Additional Evidence consultation

11263 STRATEGIC DEVELOPMENT SITES - UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – For information this major road project opened on the 11th May 2017.

All Saints View – Members requested, at the previous meeting, an update from Central Bedfordshire Council, to when the footpath in this area would be open. In response members were advised via email on the 22nd June, that it was anticipated the pathway will be open very shortly.

Members expressed concerns that the path was still not open and that some members had witnessed residents walking in the road to avoid a lengthy detour.

Members requested a further update be provided.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

The Chairman declared the meeting closed at 8.31pm

Dated this 27th day of July 2020

Chairman

**Houghton Regis Town Council
Planning Committee
27th July 2020 at 7.00pm**

Present:	Councillors:	M S Kennedy J Carroll Y Farrell S Thorne	Chairman Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	1	
Apologies:	Councillors:	D Dixon-Wilkinson K Wattingham D Jones	
Also present:	Councillor:	S Goodchild Matthew Taylor	Central Bedfordshire Council Linnere

Members were invited to select a Chair, as the Chair and Vice-Chair were not in attendance.

It was agreed that Cllr Kennedy would Chair the meeting.

11282 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson and Cllr Wattingham (Councillor Farrell substituted)

11283 QUESTIONS FROM THE PUBLIC

None.

11284 SPECIFIC DECLARATIONS OF INTEREST

Cllr Kennedy declared an interest in planning application CB/20/02354/FULL as the applicant was known to him personally. Accordingly, Cllr Kennedy did not participate in discussion of this application.

Cllr Farrell declared an interest in planning application CB/20/01115/FULL as the applicant was known to her personally. Accordingly, Cllr Farrell did not participate in discussion of this application.

11285 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 6th July 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 6th July 2020 and for these to be signed by the Chairman.

11286 DELEGATED PLANNING COMMENTS

At the Town Council meeting held on the 18th March 2020 members resolved (minute number 11207) to delegate planning application responses to the Corporate Services Manager and Chair of the Planning Committee, should Planning Committee meetings not be held due to the COVID-19 restrictions.

The following comments were submitted to Central Bedfordshire Council for applications received week ending 21st April 2020.

CB/20/00511/REG3 Install extension to office building consisting of 4 modules (2 per floor). Giving an approx. floor area of 109m², install fire escape attached to extension (same as existing). Relocate cycle store to make room for relocation of 3 disabled parking bays. Parking space number to remain the same as existing Thorn Turn Depot, Houghton Regis, LU5 6JH
For: Central Bedfordshire Council
No objections

CB/20/01115/FULL Single storey rear extension
9 Burford Walk, LU5 5RX
For: Mr & Mrs Partridge
Houghton Regis Town Council councillors were unable to view the documents listed in the online case file (21/04/20). Therefore, were unable to comment

CB/20/00687/FULL Residential development of 31 affordable dwellings with formation of two vehicular accesses, sustainable urban drainage and associated landscaping
Land to the south of The Bungalow, Bedford Road, LU5 6JS
For: Grand Union Housing Group
**The Town Council supports this application however makes the following comments:
The Town Council has concerns that a historical hedgerow is being removed to allow access to off road parking to plots 28-31. This vehicle access has increased over various applications and will place undue pressure on the Bedford Road.**

CB/20/01134/FULL Overcladding of the rear elevations of 4 No. industrial commercial units in a terrace to increase security and enhance visual appeal
Units B1-B4, Portland Close Industrial Estate, LU5 5AW
No objections

CB/20/01172/RM Reserved Matters: (following Outline Application CB/18/00067/OUT Formation of a new access to serve existing residential development and a residential development of up to 24 dwellings together with an

enhanced footpath link and associated landscaping)
Application for the appearance, layout and sale of
proposed the development

Highfield Barns, Bedford Road, LU5 6JP

The relevant documentation cannot be viewed, i.e. detailed site layout plan including details of tenure or the detailed elevation drawings and floor plans for the proposed housing types. The only documents available in the online case file (21/04/20) are a Planning Statement prepared by Optimis Consulting and a Design and Access Statement, however, they are not adequate for detailed planning purposes. There are formal objections to this application and suggest that the planning officer be asked if there are any other documents and whether he would be prepared to grant an extension for their consideration if they exist.

CB/20/00348/RM

Resubmission: Reserved Matters (Revised layout plan, highways plans, landscape plans, material plan and boundary treatment plans): following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 , B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green.

Land to West of Houghton Regis, Watling Street,
Houghton Regis

The original submission came to the meeting on 9th March 2020 and was rejected for lack of clarity and was subsequently withdrawn. It has now been amended and resubmitted, however the amendments are unclear. CBC have reconsulted their technical experts under the same reference number. Consequently, there are now internal consultation memos in the online file, many duplicated, some going back to late February, some issued as recently as last Monday causing confusion. Houghton Regis Town Council objects to this application as the application does not detail the nature of the revision.

CB/20/00912/DOC	<p>Discharge of Condition 34 to Planning Permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)</p> <p>Houghton Regis North 1, Sundon Road, Houghton Regis</p> <p>No comment</p>
CB/20/01048/DOC	<p>Discharge of Condition 2, 5, 6, 22 & 23 of Planning Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance) with the Development Parameters Schedule and Plans)</p> <p>Houghton Regis North 1, Sundon Road, Houghton Regis</p> <p>No comment</p>
CB/20/01150/DOC	<p>Discharge of Condition 18 to Planning Permission CB/17/00501/OUT (Demolition of existing building/structures and redevelopment of site to provide 6x dwellings, an estate road, landscaping and associated works) Condition 18 – Archaeology</p> <p>The Orchard, Bedford Road, LU5 6JJ</p> <p>No comment</p>
CB/20/01214/GPDE	<p>Prior Notification of Householder Larger Home Extension: Erection of single storey rear extension 6m beyond the rear</p>

wall, 4m maximum height, 3m height at the eaves
5 Dell Road, LU5 5HT
No comment

11287 PLANNING MATTERS

Members were advised that, on receipt of a planning application Central Bedfordshire Council would send the Town Council a full set of plans and a copy of the planning application form only. All supporting documents, that have previously been printed and posted, would only be available on their website. Therefore, members were advised that should they require sight of these documents that they request them prior to the meeting.

(a) To consider the following applications:

CB/20/02062/DOC
Members were advised that this item had been deferred from the previous meeting

Discharge of Condition 2, 3, 6, 7, 8 & 11 to planning permission CB/18/04641/REG3 (The development of a 20 unit, 3-storey transitional housing scheme with associated access, parking and landscaping)
Land Adjacent to St Thomas Meeting House, Windsor Drive
For: Central Bedfordshire Council
**Comments: Whilst the Town Council accepts that Central Bedfordshire Council will not take note of the comments from a Discharge of Conditions notification, the Town Council still wishes to reiterate that they object to this development on the following grounds:
The size, scale, massing, orientation and the appearance of the proposed development does not complement or harmonise with the local surroundings, in particular to the adjoining buildings;
The setting of the proposed development would have an unacceptable adverse effect on the general and residential amenity of the area and on the privacy of the adjoining and surrounding properties;
Overdevelopment;
Lack of parking provision**

Members agreed that all DOC notifications should be placed under the heading 'For Noting' on future agendas, as these notifications were internal documents between Central Bedfordshire Council officers.

CB/20/02056/DOC
Members were advised that this item had been deferred from the previous meeting

Discharge of Conditions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13 to Planning Permission CB/19/00835/LB (Listed Building: Complete refurbishment work to the interior and exterior fabric of the building including doors and windows and demolition of the existing single storey rear porch.)

1 The Red House, The Green, LU5 5DY

Comments: The Town Council wished to pass on their thanks to those who had worked on getting the refurbishment works completed.

-
- CB/20/01897/DOC
Members were advised that this item had been deferred from the previous meeting
- Discharge of Condition 18 to planning permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings to Outline application (CB/15/0297/OUT) Parcels 5a and 5b Bidwell West LU5 6JQ
- Comments: Noted**
- CB/20/02149/FULL
- Two storey side/ rear extension
84 Design Drive, Dunstable, LU6 1FS
For: Mr S Jenkinson
- Comments: No Comments**
- CB/20/02158/DOC
- Discharge of Condition 16 against Planning Permission CB/15/00297/OUT (Outline 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 , B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks)
Parcels 3 & 4, Land at Bidwell West, Houghton Regis, LU5 6JH
- Comments: Noted**
- CB/20/02124/NMA
- Non Material Amendment to Planning Permission CB/20/00348/RM(Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 , B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public

open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green.) Changes to the house types on plots 53-55

Land to West of Houghton Regis, Watling Street, Houghton Regis

For: Abbey Development Ltd

Comments: Noted

CB/20/02230/TDM

Telecommunications Determination Masts: Proposed telecommunications installation, 20m phase 8 monopole C/W wrap round cabinet at base and associated ancillary works.

Park Road North, Houghton Regis, Dunstable, LU5 5LD

For: HUTCHISON 3G UK LTD

Comments: The Town Council objects to this proposal on the grounds that the mast is inappropriate development in a Conservation Area. The proposed development would be out of keeping and have a detrimental impact on the Conservation Area in being so visually prominent. The applicant is urged to seek a more suitable site.

CB/20/02053/FULL

Change of Use from a sui generis and a bookmaker to a beauty salon (also a sui generis)

6 Hillborough Crescent, LU5 5NS

For: Mrs K Hobart

Comments: No comments

CB/20/02235/DOC

Discharge of Condition 7, 8, 10, 13, 15, 19, 20, 21, 22 and 23 from planning permission CB/15/00297/OUT (Outline 'hybrid' planning application with main access routes, primary road drainage and layout in outline with landscaping reserved for later determination. Development to comprise up to 1,850 dwellings, 2FE Primary School, employment land, local centre comprising retail and community/leisure, layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks)

Parcel 1 Bedford Road Houghton Regis

Comments: Noted

CB/20/02242/DOC Discharge to Conditions 2, 7, 8 & 9 against Planning Permission CB/20/00626/RM (Reserved Matters: Following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthwork's. Reserved matters sought relating to matters of appearance, landscaping, layout and scale for the construction of 109 no. dwellings)
Parcel 1, Bedford Road, Houghton Regis

Comments: Noted

CB/20/02265/GPDE Prior Notification of Householder Larger Home Extension: Single Storey Rear Extension.
30 Olma Road, LU5 5AF
For: Mr D Crow

Comments: No objection

CB/20/02405/DOC Discharge of Condition 1 to Planning Permission CB/20/00348/RM (Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1[a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green.)
Land to West of Houghton Regis, Watling Street, Houghton Regis

Comments: Noted

- CB/20/02370/FULL Loft conversion with three rear dormers and three Velux windows at the front elevation also changing angle of existing roof from 25 to 35 degrees
4 Hayley Court, LU5 5LZ
- Comments: No objection**
- CB/20/02377/LDCP Lawful Development Certificate Proposed: Single storey rear extension (external material to match existing).
4 Hayley Court, LU5 5LZ
- Comments: No objection**
- CB/20/02354/FULL Re-submission of planning permission CB/19/03347/FULL
Single storey side extension
29 Dellmont Road, LU5 5HU
For: Mr & Mrs S Dye
- Comments: Houghton Regis Town Council had no objections to the proposed extension, however, do have objections to the proposed workshop and change of parking arrangements. The plans do not show how the vehicle is to enter and exit the site. The land directly adjacent to the proposed vehicle entry site is over amenity land and not in the applicant's ownership. Vehicles using this access raises highway safety concerns for pedestrians.**
- CB/20/01001/RM
Members were advised that amendments to this application had been received.
- Reserved Matters following Outline planning permission CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; (car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserved matters sought for access, appearance, layout, scale and landscaping.
Land to The North and East of Houghton Regis, Sundon Road.

Members were informed that correspondence had been sent to the Town Council in response to members comments on the original application, although this was not available at the meeting. However, members would be provided a copy of the correspondence via email after the meeting and at the next meeting.

Due to missing information the Town Council comments remained the same as previously stated.

Comments: The Town Council raises no overall objections but wishes to comment on the following issues:

- the Council would welcome details on how footpath and cycle routes in these housing blocks are connected to facilities such as schools in adjoining areas,
- the Council is concerned that there will need to be adequate connections with Houghton Regis town centre,
- The Council would welcome proposals for the future long-term management of the facility to ensure community access and involvement, including a financial package from the developer towards its long-term viability, maintenance, and funding,
- The tree species mix should be native species appropriate to the area and soil type. As well as the proposed grassed areas, native woodland flower species should be introduced so that
- when established, the landscaping reflects the local habitat and ecosystems of the former copses and field edges.
- The Council would welcome details of the buildings' future sustainability such as solar panels, insulation levels to minimise heating costs, grey water recycling, and electric car charging points.
- The Council would welcome details of how the effects from light pollution will be mitigated.
- The Council would welcome details of how the car park will be secured in order to deter illegal encampments, anti-social behaviour and overnight lorry parking.
- The Council would welcome assurances from the developer that due consideration of noise/pollution disturbance will be given to neighbouring properties whilst the site is under construction.

(b) Decision Notices

Permissions/Approvals/Consents:

CB/20/00348/RM Resubmission: Reserved Matters (Revised layout plan, highways plans, landscape plans, material plan and boundary treatment plans): following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 , B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green.
Land to West of Houghton Regis, Watling Street,
Houghton Regis

CB/20/01115/FULL Single storey rear extension
9 Burford Walk, LU5 5RX

Refusals:

None at time of going to print.

Withdrawals:

CB/19/04059/FULL Demolition of existing site buildings and proposed residential redevelopment comprising 30 dwellings and associated infrastructure
Land off Sundon Road Houghton Regis

11288 LOCAL PLAN

Members received a report from the Town Council retained planning consultant and agreed the following response to Central Bedfordshire Councils Local Plan Additional Evidence consultation.

The Local Plan makes it clear that the allocations for new housing are in response to a calculation of the new homes required in the area and to meet Luton's unmet needs.

However, the Town Council had concerns and would respond on the consultation with the following comments:

- The allocations will have a cumulative impact on the appearance and character of the countryside, loss of green belt and impact on the Chilterns Area of Outstanding Natural Beauty (north of Luton), and
- The proposed developments will all channel traffic onto the M1 which already experiences major congestion when there are delays or accidents,
- There is no calculation of the traffic impact on the M1 from additional traffic created by the M1 / A6 link road and its connections to the A421 and A1,
- The potential for traffic rat-runs through the parish to avoid M1 congestion would be a major concern.

In addition, recommended Modifications: Document 117

The Town Council proposed Modifications for

- Environmental impact measures for the RFI at Sundon covering road traffic movements, hours of operation, light, noise and visual pollution,
- new housing at Luton North and Marston Vale should be accompanied by a traffic impact assessment on the M1 from junction 13 southwards in light of potential traffic arising from the M1/A6 link,
- Use the Local Plan's Early Review mechanism to reassess housing needs, identifying a realistic target for new homes in the period beyond 2035 for the whole of Central Bedfordshire

Recommendation: To respond to Central Bedfordshire Councils Local Plan Additional Evidence consultation with the comments detailed above.

11289 LINMERE

Members were offered the opportunity to comment on the emerging proposals for Area Master Plan 3 (AMP3), the latest phase in plans for Linnere (formally known as HRN1).

Members received an AMP3 Public Consultation Document and Feedback form and a response to the consultation from local residents.

Members were informed that responses were required by 31st July 2020 however, Town Council comments would still be accepted after the closing date of 31st July 2020 to allow for further discussion at the next meeting.

Resolved: To defer this item until the next meeting.

11290 STRATEGIC DEVELOPMENT SITES– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – For information this major road project opened on the 11th May 2017.

All Saints View – Members were advised on the 8th July, that the footpath adjacent to this site had been opened.

Bidwell West – Members were informed that all house building parcels of land have been approved.

Linmere – Members were advised that two housebuilding sites had been approved on this site.

Kingsland – Members were informed that funding has been secured for the redevelopment of the site for the purposes of a new secondary school and a leisure centre.

Windsor Drive – No substantive update to report.

Section 106 Monies – Members received a link to the most recent s106 contribution monitoring report, as shown on Central Bedfordshire Councils website, for the parish of Houghton Regis. Members were advised to contact the office if they required any part of the report printing off as the full document was 99 pages in total.

Recommendation: **To note the information**

The Chairman declared the meeting closed at 8.49pm

Dated this 17th day of August 2020.

Chairman

Houghton Regis Town Council
Planning Committee
17th August 2020 at 7.00pm

Present:	Councillors:	D Jones J Carroll Y Farrell M S Kennedy	Chairman Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	3	
Apologies:	Councillors:	K Wattingham	
Also present:	Councillors:	T McMahon S Goodchild	Central Bedfordshire Council
		Nigel Reid Matthew Taylor	Lands Improvement Political Developments & Intelligence
Absent:		D Dixon-Wilkinson S Thorne	

11291 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Farrell substituted)

11292 QUESTIONS FROM THE PUBLIC

A member of the public raised concerns regarding application number:
CB/20/02385/OUT.

- Proposed new building would stand 2m away from the front of Item House (named Simmons House on the plans)
- Would detrimentally alter the appearance of the entrance to the estate
- Loss of well-maintained green space and trees
- Land was flooded in 2019
- Storage tanks under the land (not shown on plans)
- Item House would no longer be visible
- Building would create an alleyway, compromising security of existing building
- Land ownership dispute

11293 SPECIFIC DECLARATIONS OF INTEREST

None.

11294 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 27th July 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 27th July 2020 and for these to be signed by the Chairman.

11295 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/00582/OUT Outline Application: Erection of 4 chalet style bungalows
Land North of Highfield Bungalow, Bedford Road, LU5 6JP
For: Mr D Carrol
Members were advised that they considered this application on the 26th May 2020. The application was for the erection of 5 chalet style bungalows.

Comments: Whilst the Town Council acknowledges the reduction, by one unit, on the revised application it still strongly objects to this application for the following reasons:

- **This site is located in the Green Belt. The Town Council does not accept that this development is in accordance with the surrounding character of the area.**
- **Whilst the proposed development is back land development and will not be viewed from the highway, it will however have a detrimental impact on the open character of the site and the adjacent area.**
- **This site is not part of the allocated strategic growth sites and therefore does not contribute to the strategic allocation of housing, it is a minor development which will not contribute to the Town.**
- **The proposed access would cause visibility restrictions for both drivers and highway users**
- **The Town Council attaches great importance to the Green Belt and strongly objects to another infill site and intensification of development in this area.**
- **Over development**

CB/20/02439/FULL Creation of 15 parking spaces, drop off bay and turning circle for school minibuses/cars.
University Tech College 18 Maple Way, Houghton Regis, LU5 5PP

For: Central Bedfordshire Council

Comments: The Town Council objects to this application for the following reasons:

- **Increased risk of flooding**

The Town Council also found the address on the application

form to be incorrect and therefore felt the application was invalid.

CB/20/02350/FULL Convert garden outbuilding to home office, storage & gym. New roof to outbuilding. Porch extension. New bifold doors to rear.
32 Wilbury Drive, LU5 4TA
For: Mrs K Hales

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/02564/FULL Single storey side extension
2 Dalling Drive, Houghton Regis, LU5 5EF
For: Mrs P Luke

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/02385/OUT Resubmission: Outline Application: Erection of building for office use and creation of access
Land off Townsend Farm Road, LU2 5BL
For: Palisander Properties Ltd

Comments: The Town Council objects to this application for the following reasons:

- **The proposed development is too close to the adjacent property.**
- **No appropriate protection of the amenity for the adjacent occupiers from this inappropriate development.**
- **Overdevelopment, due to its height and scale.**
- **Loss of amenity landscaping**
- **The proposed development would obscure the entrance of the adjacent building and allow the opportunity for crime and anti-social behaviour.**
- **Increase of flood risk**

CB/20/02618/LDCP Lawful Development Certificate Proposed: Construction of covered walkway to parking area
11 Parkway, Houghton Regis, LU5 5PT
For: Mr T Winnett

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/02649/FULL Demolition of the existing single dwelling and one and a half storey detached replacement dwelling with associated work
2 Cowslip Crescent, Sewell Lane, Sewell, LU6 1RP
For: Mr & Mrs Roberts

Comments: Members discussed this application at length and acknowledged the proposal as the need for supported living arrangements however, it was agreed that the need for a consistent approach to development in Sewell remained. The Town Council places great value on the setting and nature of the buildings in Sewell. Therefore, the Town Council is objecting to this application for the following reasons:

- **development would be inappropriate and harmful to the openness of the green belt.**
- **The siting and design of the proposed development would have a detrimental impact on the historic character and setting of the hamlet of Sewell and its conservation area.**
- **The vehicles required during construction would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.**

(b) The following decision notices were noted:

<p>CB/20/02597/NMA Non-material Change to Permission</p>	<p>Non-Material Amendment to Planning Permission CB/18/03530/RM (Erection of 264 dwellings, amenity space and parking, public open space, landscaping and associated works) Revisions to proposed materials, including facing brickwork, cladding material and roof tiles. Parcels 3 & 4 (Phases 7 7a & 7b Land at Bidwell West, Houghton Regis For: Bellway Homes</p>
<p>CB/20/02583/NMA Non-material Change to Permission</p>	<p>Non-Material Amendment to planning permission CB/19/03820/RM New Primary School and amendments to the existing Thornhill Primary School, adjustment of site levels and fence line, inclusion of stepped access to the main entrance of the School. Thornhill Lower School, Grove Road, Houghton Regis, LU5 5PE</p>
<p>CB/20/02533/DOC</p>	<p>Discharge of Condition 1 & 3 from Planning Permission CB/20/00388/RM (Reserved Matters; following outline Application CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 5,150 dwellings (use class C3) 202,500 sqm of additional development in Use Classes A1,A2,A3,A4,A5,B1,B2,B8,C1,C2,D1,D2 All development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserves matter for 153 dwellings with access, parking, landscaping and associated works) Land to The North and East of Houghton Regis, Sundon Road, Houghton Regis</p>
<p>CB/20/02534/DOC</p>	<p>Discharge of Condition 8 & 11 from Planning Permission CB/20/00388/RM (Reserved Matters; following outline Application</p>

- CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 5,150 dwellings (use class C3) 202,500 sqm of additional development in Use Classes A1,A2,A3,A4,A5, B1,B2,B8,C1,C2,D1,D2 All development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserves matter for 153 dwellings with access, parking, landscaping and associated works)
Land to The North and East of Houghton Regis, Sundon Road, Houghton Regis.
- CB/20/02535/DOC Discharge of Condition 16 & 17 from Planning Permission
CB/20/00388/RM (Reserved Matters; following outline Application
CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 5,150 dwellings (use class C3) 202,500 sqm of additional development in Use Classes A1,A2,A3,A4,A5,B1,B2,B8,C1,C2,D1,D2 All development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserves matter for 153 dwellings with access, parking, landscaping and associated works)
Land to The North and East of Houghton Regis, Sundon Road, Houghton Regis
- CB/20/02536/DOC Discharge of Condition 18 from Planning Permission
CB/20/00388/RM (Reserved Matters; following outline Application
CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 5,150 dwellings (use class C3) 202,500 sqm of additional development in Use Classes A1,A2,A3,A4,A5, B1,B2,B8,C1,C2,D1,D2 All development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserves matter for 153 dwellings with access, parking, landscaping and associated works)
Land to The North and East of Houghton Regis, Sundon Road, Houghton Regis
- CB/20/02537/DOC Discharge of Conditions 8 & 29 from Planning Permission
CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including

but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans).

CB/20/02538/DOC Discharge of Condition 24 from Planning Permission
CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Land to The East of Dell Farm, Bedford Road, Houghton Regis

CB/20/02539/DOC Discharge of Condition 25 from Planning Permission
CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Land to The East of Dell Farm, Bedford Road, Houghton Regis

CB/20/02540/DOC Discharge of Condition 26 from Planning Permission
CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including

but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development

Parameters Schedule and Plans)

Land to The East of Dell Farm, Bedford Road, Houghton Regis

CB/20/02541/DOC

Discharge of Conditions 32 & 33 from Planning Permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)

Land to The East of Dell Farm, Bedford Road, Houghton Regis

CB/20/02698/DOC

Discharge of Condition 34 against Planning Permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans) (Public Art Scheme) Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

CB/20/02715/DOC

Discharge of Condition 35 against Planning Permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and

- D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the North Edge of Houghton Regis
- CB/20/02671/DOC Discharge of Condition 10 to Planning Permission
CB/15/00297/OUT (Outline 'hybrid' planning application for main access routes, primary road network and associated drainage, details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks) (Landscape and Biodiversity Mitigation Strategy and Management Plan)
Land to West of Houghton Regis, Watling Street, Houghton Regis
- CB/20/02672/DOC Discharge of Condition 14 against Planning Permission
CB/20/00348/RM (Resubmission: Reserved Matters: following Outline 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 , B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks.) (Biodiversity Mitigation Strategy)
Land to West of Houghton Regis, Watling Street, Houghton Regis
- CB/20/02643/DOC Discharge of Condition 4 against planning permission
CB/20/01651/full (Change of use of Unit 2, Woodside Industrial Estate, for a flexible range of employment uses within Use Classes B1c, B2 and/or B8 together with external work)
Unit 2, Humphrys Road, Dunstable, LU5 4TP
- CB/20/02645/DOC Discharge of Condition 4 to Planning Permission
CB/20/01652/FULL (Change of Use - For a flexible range of

employment uses within Use Classes B1c 'Light Industrial', B2 'General Industrial' and/or B8 'Storage and Distribution', together with external works (recladding and replacement windows))
Unit 16, Humphrys Road, Dunstable, LU5 4TP

Permissions / Approvals / Consents

CB/20/01265/FULL Proposed Dropped kerb and paved hard standing
4 Townsend Terrace, LU5 5BB

Refusals:

None received.

Withdrawals:

None received.

11296 CB/20/02075/LDO WOODSIDE INDUSTRIAL ESTATE, BOSCOMBE ROAD

Members received correspondence from Central Bedfordshire Council on a consultation on the proposed amendments to the Local Development Order for Woodside Industrial Estate.

Public consultation was open until the 7th September 2020.

Members requested the link to the consultation be placed on the Town Councils website and Facebook.

Resolved: To consider the Town Councils response to Central Bedfordshire Councils on the amended Local Development Order for Woodside Industrial Estate consultation:

The Town Council fully supports the development of Brownfield sites and small-scale development. However, the Town Council strongly feels that this development needs to be closely monitored and welcomes the reference to monitoring at section 8. What is also important is that monitoring needs to also monitor the control of development. The Town Council is very aware that businesses need all the support they can get, especially during the pandemic, but this should not be to the detriment of those living close by or neighbouring businesses and their amenity.

11297 LINMERE

At the previous meeting Members were offered the opportunity to comment on the emerging proposals for Area Master Plan 3 (AMP3), the latest phase in plans for Linmere (formally known as HRN1).

Members were advised that the Town Council comments would still be accepted after the closing date of 31st July 2020 to allow for further discussion at the next meeting. Members received an AMP3 Public Consultation Document and Feedback form.

Resolved: To consider the Town Councils response on the emerging proposals for the Area Master Plan 3 (AMP3) for Linnere:

Houghton Regis Town Council believes that AMP3 makes good use of the land available. It particularly supports the inclusion of a bus route on the main spine road through the development area. One main objective of Houghton Regis Town Council is to encourage sustainable transport including use of public transport, walking and cycling. Whilst the site includes cycle routes and as already said a main bus route, there are concerns that for those wishing to use the bus service on a West to East direction (via the bus stops and thereby the route proposed), passengers will be put off from travelling due to the traffic congestion that already exists. This will, in effect, cause residents and travellers to use their own transport which will cause more air pollution and omissions. Houghton Regis Town Council feels that the proposed bus route circumnavigates the Town and does not connect or link the proposed development with the Town Centre.

11298 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link - Members requested that Corporate Services Manager contact Central Bedfordshire Council to request an update regarding safety measures and land transfer.

All Saints View - No substantive update to report.

Linnere - Minute number 11297

The Farmstead

Members received a letter in response to the Town Councils comments on planning application CB/20/01001/RM – The Farmstead – Reserved Matters application. Members are informed that the consultation period for this application closed on the 3rd August 2020 therefore this item was for information only.

Resolved: To note the information

Bidwell West – No substantive update to report.

Kingsland

Members were advised that Central Bedfordshire Council were proposing to build a new 1,120 place secondary school on the Kingsland Campus in time for September 2022.

Central Bedfordshire Council were currently at the pre-planning design stage and were taking the opportunity to seek the views of the local community ahead of a planning application being submitted.

The date for submission of the planning application had been tentatively set for the end of August 2020.

The consultation period ran from 31st July 2020 to 14th August 2020.

Members were advised that Central Bedfordshire Council had been contacted to request an extension to enable the Town Council to submit comments by the 18th August 2020.

Resolved: To consider the Town Councils comments on Central Bedfordshire Councils proposed Kingsland Campus secondary school development consultation:

Houghton Regis Town Council supports the proposed development, it feels that the proposed design is modern and inclusive with the proposed layout giving a sense of space. One of the main objectives of the Town Council is to encourage sustainable transport including use of public transport, walking and cycling. The design allows for cycle parking, which is to be encouraged however, concerns are raised at the lack of secure cycle parking. The Town Council encourages the development of a robust travel plan that supports the need for this type of secure parking. Due to the openness and inclusiveness of the design, which is supported as previously stated, the need to monitor access/egress points is paramount. The Town Council would like to see the inclusion of measures to support the safety of staff, students and community users in the supporting documents that will accompany the planning application. The Town Council also raises concerns that there could be noise disturbance from those using the site on residents living nearby and requests that this be considered too.

Whilst not part of the consultation the Town Council would appreciate any feedback on how this proposed development sits in with the rest of the site, in particular the commissioned feasibility study. Without consideration of the overall feasibility study from which this design is derived and it's fit into the whole quadrant plan, it is difficult to make any more comprehensive comments.

Finally, this site is significant within the town and with residents. The Town Council was disappointed to see this recent low-level consultation approach. Whilst it is acknowledged that there is to be an opportunity for a drop in style consultation when the planning application is registered, the Town Council urges Central Bedfordshire Council to find a suitable communication path moving forwards, in the hope that early engagement will allay any further misconceptions or criticisms.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

**11299 MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT
(PLANNING CONSULTATIONS)**

Last week the Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system:

1. Changes to the current planning system (NALC deadline for responses 17.9.20 (MHCLG deadline 1.10.20)
2. Planning for the future - the planning white paper (NALC deadline for responses 15.10.20) (MHCLG deadline 29.10.20)
3. Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16th October) (MHCLG deadline 29.10.20)

Members received briefings corresponding to each consultation and the individual deadlines for each consultation. The Town Council were being asked to respond to NALC by the individual deadlines given. The NALC deadlines were earlier than MHCLG's, so that the Town Councils views could inform NALC's three response to MHCLG on behalf of the sector.

Resolved: Members agreed to defer this item to the next meeting on 7th September 2020.

The Chairman declared the meeting closed at 9.02pm

Dated this 7th day of September 2020

Chairman

Houghton Regis Town Council
Planning Committee
7th September 2020 at 7.00pm

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
D Jones
M S Kennedy
S Thorne
K Wattingham

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services
Sarah Gelsthorp Civic and Events Officer

Public: 10

Also present: Councillors: S Goodchild CBC Councillor
Y Farrell CBC Councillor
T McMahan HRTC

11315 APOLOGIES AND SUBSTITUTIONS

None.

11316 QUESTIONS FROM THE PUBLIC

Members of the public addressed the committee and raised their concerns regarding planning applications: CB/20/02412FULL and CB/20/02413/LB Sewell Manor, Manor Farm, Sewell Lane, Sewell.

The concerns raised centred around:

- Inappropriate development on greenbelt land causing harm
- Effect on listed building in Sewel conservation area
- Demolition of listed building
- Would cause significant highway issues
- Traffic flow data, presented, was incorrect.

Members of the public were thanked for attending the meeting.

11317 SPECIFIC DECLARATIONS OF INTEREST

None.

11318 MINUTES

To approve the Minutes of the meeting held on the 17th August 2020

Resolved: To approve the Minutes of the meeting held on 17th August 2020 and for these to be signed by the Chairman.

11319 PLANNING MATTERS**(a) The following planning applications were considered:**

CB/20/02783/FULL Single Storey Rear Extension
9 Douglas Crescent, LU5 5AS
For: Mr J Watts

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/02412/FULL Demolition of existing workshop and storage buildings and erection of seven dwellings with associated vehicle & cycle parking and access roadway.
Sewell Manor, Manor Farm, Sewell Lane, Sewell, LU6 1RP
For: A Buckland

Comments: The Town Council places great value on the setting and nature of the buildings in Sewell.

The scattered collection of homes and farm buildings was designated as a conservation area in the 1990s, within the green belt and adjoins the Chilterns AONB. The significant open spaces, trees and landscaping which separates the buildings are all part of the area's character.

The proposal represents significant damage to the openness of this part of the green belt, constitutes inappropriate development within the meanings of the National Planning Policy Framework, fails to demonstrate the very special circumstances required for development and does not match any of the exceptions set out in para. 145 of the NPPF.

The proposed development would have a detrimental impact on the historic character and setting of the hamlet of Sewell and its conservation area.

The development if approved would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity.

The access is a narrow, rural lane below modern standards and the proposed development represents unacceptable intensification of this access.

The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.

Councillors requested this application be called in.

CB/20/02413/LB

Listed Building: Demolition of existing workshop and storage buildings and erection of seven dwellings with associated vehicle & cycle parking and access roadway.

Sewell Manor, Manor Farm, Sewell Lane, Sewell, LU6 1RP

Comments: The Town Council places great value on the setting and nature of the buildings in Sewell.

The scattered collection of homes and farm buildings was designated as a conservation area in the 1990s, within the green belt and adjoins the Chilterns AONB. The significant open spaces, trees and landscaping which separates the buildings are all part of the area's character.

The proposal represents significant damage to the openness of this part of the green belt, constitutes inappropriate development within the meanings of the National Planning Policy Framework, fails to demonstrate the very special circumstances required for development and does not match any of the exceptions set out in para. 145 of the NPPF.

The proposed development would have a detrimental impact on the historic character and setting of the hamlet of Sewell and its conservation area.

The development if approved would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity.

The access is a narrow, rural lane below modern standards and the proposed development represents unacceptable intensification of this access.

The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.

Councillors requested this application be called in.

CB/20/02954/REG3

Widen the existing single lane access road to The Chiltern School by 2m to create 2 car lanes.

Regis Education Centre, Parkside Drive, LU5 5PX

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/01537/FULL
Members were advised that there were amendments to this application. Revisions included layout, landscaping and access details

Erection of a mixed-use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 5 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm.
Land west of Bidwell, LU5 6JQ

Comments: Objection

The Town Council objects to the proposals for the inclusion of the 30-apartment block within the scheme (CB/20/01537/FULL) as being over-development of the site and a dominant visual feature. The inclusion of this additional block of apartments adds to the car parking requirements creating a very ‘hard’ urban landscape of buildings facing onto an area of vehicular access and car parking, the greater density pressures the ground level space reducing the opportunity for landscaping, open space, pedestrian features, public art, and other features which would add character to the local centre. The plan shows connectivity pushed around the edges of the sites, there appears to be a lack of fluidity between this and the adjacent sites.

Overall, the proposals need to show how they relate to the proposed bus stop arrangements, with a safe crossing and speed reduction measures between the local centre and school. As a local centre the pedestrian / cyclist access to the area from adjoining residential areas is very poor, the main access provisions as shown encourage car use.

The ground level space is predominantly access and car parking with little imagination or space given to features, art and sculptures, murals or similar features which would add visual interest, character and a sense of place. The local centre will be home to many people and visited by many more and requires greater design of the public realm to avoid it being just another functional car park.

CB/20/01545/FULL
Members were advised that there were amendments to this application. Revisions included layout, landscaping and access details

Erection of a mixed-use Local Centre comprising 22 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 5 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works.
Land West of Bidwell, LU5 6JQ

Comments: The Town Council would support this application should the additional proposed 30-apartment block, as detailed on planning application CB/20/01537, be removed.

Should this not be the case then Town Council objects to the proposals for the inclusion of the 30-apartment block within the scheme (CB/20/01537/FULL) as being over-development of the site and a dominant visual feature. The inclusion of this additional block of apartments adds to the car parking requirements creating a very ‘hard’ urban landscape of buildings facing onto an area of vehicular access and car parking, the greater density pressures the ground level space reducing the opportunity for landscaping, open space, pedestrian features, public art, and other features which would add character to the local centre.

Noted

- | | |
|-----------------|---|
| CB/20/02808/DOC | <p>Discharge of Condition 9 to Planning Permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans).
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis</p> |
| CB/20/02850/DOC | <p>Discharge of Conditions 1, 2, 3 and 4 from planning application CB/19/03158/FULL (1.8m high close boarded fence along approx. 3m line to Sundon Road boundary) Planting required to ensure an acceptable standard of landscaping
Treow House, Parkside Drive, LU5 5QL</p> |
| CB/20/02817/DOC | <p>Discharge of Conditions 1 and 3 against planning permission CB/19/03820/RM (Reserved Matters: New Primary School and amendments to the existing Thornhill Primary School site pursuant to outline permission CB/12/03613/OUT)
Thornhill Lower School, Grove Road, LU5 5PE</p> |

- CB/20/02993/DOC Discharge of Conditions 6, 8, 9,11,12,14,15,19 & 20 to Planning Permission CB/15/04918/REG3 (Regulation 3 - Outline Application: Erection of up to 61,336m of B1, B2 and/or B8 employment development floorspace with associated infrastructure and ancillary works. All matters reserved except means of access from Thorn Road)
Land at Thorn Turn, Thorn Road, LU6 1RT
- CB/20/03013/DOC Discharge of Conditions 17 and 23 against planning permission CB/15/00297/OUT (Outline 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail(A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks)
Land West of Bidwell (Houghton Regis North Site 2)
Houghton Regis
- CB/20/02968/DOC Discharge of Condition 15 against Planning Permission CB/20/00348/RM (Reserved Matters: following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green)
- CB/20/02825/NMA Non Material Amendment to Condition 2 of Planning Permission CB/19/01218/RM (Erection of 625 dwellings in parcels 6A & 6B with associated public open spaces following Outline Planning Permission CB/15/0297/OUT): Proposed changes to road surface finishes on development layout and kerb details to meet adoptable standards as required by CBC Highways Department.
Land adjoining to Thorn Road/Bedford Road, Bidwell West

(b) The following decision notices were noted:***Permissions / Approvals / Consents***

None.

Refusals:

None received.

Withdrawals:

None received.

11320 BUDGET

Members received an income and expenditure report on the Planning Committees budget.

Resolved: To note the report.

11321 MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT PLANNING CONSULTATIONS

The Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system:

1. Changes to the current planning system (NALC deadline for responses 17.9.20 (MHCLG deadline 1.10.20)
2. Planning for the future - the planning white paper (NALC deadline for responses 15.10.20) (MHCLG deadline 29.10.20)
3. Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16th October) (MHCLG deadline 29.10.20)

Members had previously been provided with briefings corresponding to each consultation and the individual deadlines for each consultation. The Town Council were asked to respond to NALC by the individual deadlines given. The NALC deadlines were earlier than MHCLG's, so that the Town Councils views could inform NALC's three response to MHCLG on behalf of the sector.

Members were reminded that this item was deferred from the last meeting.

Members received a summary from the Town Councils Planning Consultant. In addition to this a further update was provided below:

Members may also wish to know about changes to various aspects of the planning system contained in the Business & Planning Act 2020. This included:

- *extending planning permissions which were due to expire before Dec 2020 to May 2021,*
- *use class reforms which made it easier to switch some high street uses,*
- *new permitted development rights allowing 3 storey flats to be extended to 5 storey structures not exceeding 30m in height,*
- *and the demolition of free-standing commercial buildings replaced with residential flats, again with 2 additional storeys.*

These seemed to be in response to Covid 19 (lots of people working from home making office blocks redundant, etc).

A major shift was public input focused on the local plan stage where zones for growth / regenerate / protection would be established. After that developers / housebuilders would only need confirmation from the Council that their plans meet national standards and design codes before going ahead.

Funding for infrastructure and affordable homes (and the costs of the planning system) would be channelled through a new levy replacing s.106 and CIL. New housing would have to meet nationally developed Design Codes. However, there was little in the white paper about the strategic context for each authority's plan-making and the duty to co-operate between authorities would be abolished.

Members requested that Houghton Regis Town Council's planning consultant be contacted regarding all three of the Ministry of Housing, Communities and Local Government's consultations on reform of the planning system. The Town Councils response would be considered on receipt of the Town Council's Planning Consultant report. Feedback would be given at the next Planning meeting. The response for item 1 would be sent directly to the Ministry of Housing with NALC copied in due to the imminent deadline date.

Resolved: To defer consideration of the Town Councils response to the Ministry of Housing, Communities and Local Government Planning Consultations until receipt of the Town Council's Planning Consultant report.

11322 STREET NAMING

Members were advised that there were 4 large sites still to address in the Thorn/Bidwell development areas. Whilst members had submitted proposed street names for this area, they were not adequate for all the road names that would be required. Therefore, members were being approached for further suggestions/themes that they would like used.

Members were advised that Central Bedfordshire Council would be unable to accept any names/themes that had already been agreed for use in the Northern expansion areas as these had been specifically allocated to these developments.

Members discussed various themes and their links to Houghton Regis. The suggested themes to submit were breed of dogs and Vauxhall cars. A War theme was to be investigated as an idea for future road names. Members were requested to supply a list of suggested names to the Corporate Services Manager by Friday (11th September 2020) so that they could also be included.

Members gave special thanks to the Civic and Events Officer for her hard work and efforts in compiling a list of suggestions for members consideration.

Resolved: To consider street names/themes for the Thorn/Bidwell development areas.

11323 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – Members raised concerns regarding the safety of this road, as reports had been received of vehicles flouting traffic laws and misusing the road.

A5 M1 Link – Members were advised that Central Bedfordshire Council had been approached (18th & 25th August 2020) for an update. No further information was provided. For information this major road project opened on the 11th May 2017.

Members highlighted their concerns regarding the safety of road users.

Members requested that Central Bedfordshire Council be contacted further expressing members disappointment at not receiving a response to date.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – Members requested feedback on any meetings held pertaining to Windsor Drive.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.52pm

Dated this 28th day of September 2020.

Chairman

**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP
COMMITTEE
HELD AT THE COUNCIL OFFICES, PEEL STREET
ON 28th JANUARY 2020**

Present: Town Cllrs: J Carroll (Substitution), D Jones, K Wattingham and
Vacancy
CBC Cllrs: A Ryan (Chair), Y Farrell, S Goodchild
CBC Officers: Sarah Hughes, Community Engagement Manager
HRTC Officers: Clare Evans, Town Clerk
Louise Senior, Head of Democratic Services

In Attendance: Mr S Caldbeck, Place Programme Manager

Apologies: Cllr Abbott, HRTC Councillor
Cllr Hamill, CBC Councillor

Members of the public: 2

840 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr P Hamill and Cllr Abbott (Cllr Carroll substituted)

841 QUESTIONS FROM THE PUBLIC

Information was requested on the Woodside Link footpaths, and whether they would undergo improvements now ownership had been returned to Central Bedfordshire Council.

842 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Goodchild declared a non-pecuniary interest in item 8, CBC Community Assets Grants Scheme, as she is a ward representative where the pavilion is located. She would declare this interest at any discussions with Central Bedfordshire Council at the time.

Cllr Farrell declared a non-pecuniary interest in item 8, CBC Community Assets Grants Scheme, as she is a ward representative where the pavilion is located. She would declare this interest at any discussions with Central Bedfordshire Council at the time.

843 MINUTES

To approve the Minutes of the meeting held on 29th October 2019.

Resolved: To approve the Minutes of the meeting held on 29th October and for these to be signed by the Chairman.

844 TOWN CENTRE BENCHMARKING REPORT

Members received the Houghton Regis Town Centre Benchmarking report.

Mr S Caldbeck, Place Programme Manager, Central Bedfordshire Council was in attendance to facilitate a discussion on how to take the report forward. As part of this discussion members considered establishing a task and finish group to consider the scope of findings and to develop a prioritised action plan to address identified issues or opportunities. Members were advised that it was intended that should a task and finish group be established that meetings would be held during normal working hours.

Members were advised that the report would be available to view on the Central Bedfordshire Council website in two to three weeks from the date of this meeting.

Members were advised, in order to determine areas of priority, that the production of an action plan was needed by the end of the calendar year, which would be reported back to the Town Partnership Committee.

Members raised concerns regarding the accuracy of data within the report. Members were advised to highlight errors to the Town Clerk who would feed the information back.

A member of the public requested permission to use the Benchmarking report by the Neighbourhood Plan Steering Group. It was advised that the report could be used.

Members were invited to put their name forward for the opportunity to become a member of a task and finish group.

Councillor Jones, Councillor Farrell and Councillor Wattingham volunteered to join the task and finish group.

In their absence, it was requested that Councillor Hamill and Councillor Abbott be contacted to ask if they wished to become members of the group. If neither Councillor accepted, Councillor Goodchild would attend.

Resolved: To establish a task and finish group with the following Committee Functions and Terms of Reference:

- 1. To consider the scope of findings of the Houghton Regis Benchmarking Report**
- 2. To develop a prioritised action plan to address identified issues**
 - To report back to the Partnership Committee**
 - To comprise 4 members**

845 PARTNERSHIP COMMITTEE WORKPLAN

Members were invited to consider the Partnership Committee workplan.

Members were also requested to consider the workplan for 2020/21. A suggested Draft Workplan was attached.

This was an important forward planning document. Items for consideration should be those of significant importance to the town. There was some scope for flexibility so that items could be scheduled earlier or later.

It was queried that some items on the workplan for the current year had not been included on the agenda. Members were advised that some items had rolled forward from previous meetings as more details were needed.

Members confirmed that the specific requirements of the committee regarding the Chalk Pit was of its future management and maintenance. In relation to Tithe Farm car park, was over its ownership and management. It was agreed that this information would be CBC shared by e-mail.

Members raised concerns regarding the parking strategy. Members were advised that there had been a delay in the publication of the report, the report would be fed back to the committee when available.

Regular updates were requested on:

- The feasibility study for the Kingsland site.
- The health hub.
- Addressing health and wellbeing inequalities
- School places, as consideration may need to be given to bringing forward the building of an additional primary school.

846 CBC UPDATE REPORT

Members received the CBC update report.

Members raised concerns over illegally parked cars in Houghton Regis. It was queried whether Parking Attendants visited the town to enforce parking restrictions.

Members were advised of the removal request of payphones following Ofcom guidance. Members were advised that Central Bedfordshire Council would be objecting to their removal.

Members were advised that nominations for the 6th Cheering for Volunteering awards were open; the closing date was April 2020. It was requested that Houghton Regis Town Council promote the event on their website and on social media.

Resolved: To note the report.

847 CBC COMMUNITY ASSETS GRANTS SCHEME

Members were advised of the format of this grants scheme by Mrs Hughes, Community Engagement Manager, CBC.

Members were updated on the HRTC consideration of potential grants under this scheme by Ms Evans, Town Clerk, HRTC. Members received the report to Town Council which detailed options and made the following recommendation:

To support a grant application being made to the CBC Community Grants Scheme for the refurbishment of Orchard Close pavilion subject to CBC ward councillor endorsement.

As the Town Council had supported the officer recommendation, the Partnership Committee was asked to consider and endorse the HRTC grant application.

Resolved: To endorse the Town Council application for funding for the refurbishment of Orchard Close pavilion.

The Chairman declared the meeting closed at 8.11pm.

Dated this day of 2020

Chairman

**Houghton Regis Town Council
New Cemetery Sub-Committee
2nd September 2019 at 6.00pm**

Present:	Cllrs:	S Thorne J Carroll Y Farrell M S Kennedy R Morgan	Chair
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
	Public:	0	
Apologies:		T Welch	

NC110 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Welch.

NC111 QUESTIONS FROM THE PUBLIC

None.

NC112 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NC113 MINUTES

To approve the minutes of the New Cemetery Sub-committee meeting held on the 8th July 2019.

Resolved: To approve the Minutes of the meeting held on 8th July 2019.

NC114 COMMUNITY FEEDBACK ON NEW CEMETERY PROVISION

At the previous meeting it was requested to issue a press release to explain to residents the current situation and ask for any suggestions and ideas. This was duly completed. One social media comment had been received which suggested that CCTV should be installed in the existing cemetery and in car parks to aid the prevention of anti-social behaviour.

Members were requested to note that CBC had been approached again regarding new cemetery provision by a ward councillor. As a result the Assets Department had confirmed again that CBC had no suitable land available and Leisure Services had confirmed that a new cemetery was included in the Open Space Strategy as a need but that no land had been identified for this provision.

Members suggested that an article be included in the next Town Crier requesting suggestions and ideas as this would reach a different audience to social media.

Members requested that a further meeting of the New Cemetery Sub-committee be convened when approximately two burial spaces remain at the Houghton Regis Cemetery and that Central Bedfordshire Council Ward Councillors be invited to this meeting.

Resolved: To note the report.

NC115 GOING FORWARDS

Members were invited to consider options going forwards. The following points were made:

- The current space within the existing cemetery off Cemetery Road continued to reduce, it was estimated that 9 body burial spaces remain and around 20 ashes spaces remain;
- In relation to continued burial provision, the work of the council over the last 3 years or so especially had been following 2 strands:

The first being the design and development of the remaining space within the current cemetery. Infrastructure work on the new area within the existing cemetery was due to commence on 19th August 2019 and should complete late September / early October. Memorialisation features were in the process of being considered. It was estimated that this area would be available for use December / January.

The second strand related to the ongoing search for new cemetery land. The New Cemetery Sub Committee had considered a variety of sites but for various reasons, largely geological and ownership reasons, these had proved unsuitable.

- HRTC had pressed for cemetery provision during the local plan development process, through the consideration of major planning applications, through the review of the Open Space Strategy and through the Neighbourhood Plan process.
- Land had not been allocated for a new cemetery within the strategic development sites;
- Land outside of the strategic development sites had a 'hope' value attached to it;
- HRTC had no land available in its ownership which would be suitable;
- CBC have confirmed that they had no land available in their ownership which would be suitable.
- The council had considered the land requirements for a new cemetery.
- Officers and members of HRTC were all aware of the pressing need for a new cemetery. The need was raised at any suitable meeting or occasion, both formal

and informal.

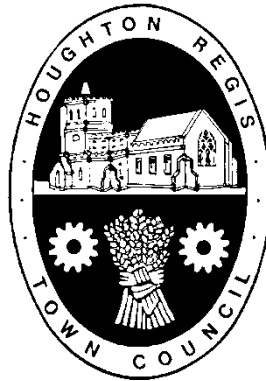
Members were requested to provide guidance / instruction on future agenda items. Members agreed a more prudent use of council resource to only convene further meetings of this Sub Committee should a piece of land come forwards or a situation or circumstance change which would assist in this project.

Members requested that a further meeting of the New Cemetery Sub-committee be convened when approximately two burial spaces remain at the Houghton Regis cemetery and that Central Bedfordshire Council ward councillors be invited to this meeting.

The Chairman closed the meeting at 6.18pm

Dated this day of 2019

Chairman



HOUGHTON REGIS TOWN COUNCIL

Internal Audit Planning, Reporting & Review Policy

Adopted: Town Council: 18th May 2011

Reviewed: 22nd September 2014

15th June 2015

3rd October 2016

9th October 2017

5th October 2020 - TBC

Background

A system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk or failure to achieve policies, aims and objectives. It thus provides a reasonable, not absolute, assurance of effectiveness. A system of prioritisation therefore pertains.

It is the responsibility of Council to determine the scope of audit, without undue influence from the internal auditor, to ensure his/her independence and that planning and reporting access is effective and direct

Legislative Framework

Regulation 4 of the Accounts and Audit Regulations 2003 requires audited bodies (which includes local authorities / parish councils) to conduct, at least annually, a review of the effectiveness of the system of internal control and to publish the results. This statement of assurance forms part of the financial statements.

The Accounts and Audit (Amendment) (England) Regulations 2006 which came into force in April 2006 clarify the 2003 Regulations and strengthen governance and accountability.

Councillors, together with the Town Clerk (the Proper Officer) are responsible to the electorate to ensure good governance within Houghton Regis Town Council. Houghton Regis Town Council is required to:

1. consider the findings of the review of systems of internal control in Regulation 4(3) of the 2003 Regulations (as amended in 2006); and
2. carry out and consider the findings of a review of the effectiveness of the system of internal audit in Regulations 6(3) and 6(4) of the 2003 Regulations (as amended in 2006);

Policy Framework

The Council's approved Standing Orders require that (*Section 18 b i*):

18 FINANCIAL CONTROLS AND PROCUREMENT

- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i the keeping of accounting records and systems of internal controls;

The Council's approved Financial Regulations require that (*Section 2*, Accounting and Audit, as applicable to internal audit):

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

Purpose of Internal Audit

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. It is designed to manage risk to a reasonable level rather than eliminate all risk. It thus provides a reasonable, not absolute, assurance of effectiveness.

The audit should cover the areas of 'risk' identified by the annual return and any additional matters Council chooses. It must be based on the financial year.

Traditionally the audit has been achieved by a *mid year interim Internal Audit and* a 'year-end' internal audit, although there is provision to contact the internal auditor as necessary.

Planning

Legislation

Regulation 6 of the Regulations 2006 requires the Houghton Regis Town Council to maintain an adequate and effective system of internal audit of its accounting records and system of internal control in accordance with proper internal audit practices.

Policy

Internal control is set through Council's Standing Orders and Financial Regulations which encompass administrative processes with segregation of duties, supervision and delegation of duties. It includes provision for example budget monitoring, policy and procedure adherence and update, risk assessments and management and compliance with laws and regulations. The internal controls are designed to include measures to prevent and detect fraud and corruption, their effectiveness must be reviewed.

Internal Audit Specification

The internal audit specification is produced in draft by the Clerk (&RFO). Other relevant staff members are consulted on its content. The draft is presented to Council annually for approval. The approved document sets out the areas to be covered by the internal audit.

As a basis it should include:

- Legal basis
- Previous internal audit report
- Proper bookkeeping
- Council policy
- Risk management
- Budgetary controls
- Income controls
- Payroll controls
- Asset controls
- Bank reconciliation
- Year end procedures

Other issues may be added which reflect on previous audit reports or on any other areas of concern as noted by Members or staff.

The scope of audit is determined by Council, without undue influence from the internal auditor.

Reporting

The internal audit process is set out in the approved Internal Audit Specification. Once the internal audit has been completed and the report received by the Clerk (&RFO) the findings accompanied by an action plan are to be reported to Council.

Review

Policy

Council will review on an annual basis the following:

- Internal Audit Planning, Reporting And Review Policy
- Internal Audit Specification

Reports

Council will review as soon as reasonably practicable the following reports:

- Internal audit report and action plan
- External audit report and action plan

Annual Return

The statement of internal control is included within the Annual Return. Governance should be reviewed during the year so that the declaration may be made when the accounts are completed and signed.



Houghton Regis Town Council

Equality and Diversity Policy

Date of Approval:	Town Council 28 th November 2011
Dates of review:	22 nd June 2015; 29 th November 2016
Dates of Re approval:	22 nd June 2015; 18 th June 2018, 5 th October 2020 - TBC

Contents

- 1.0 Introduction**
- 2.0 Policy**
- 3.0 Commitment to Equality and Diversity**
- 4.0 Scope of the Policy**
- 5.0 Objectives of the Policy**
- 6.0 Equality Aims**
- 7.0 Employee Responsibilities**
- 8.0 Reporting Complaints – Procedures for Employees**
- 9.0 Review**

This policy applies to all members of the Town Council and is applicable to Town Councillors as volunteers.

1.0 INTRODUCTION

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

2.0 POLICY

The Town Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Town Council will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment wherever practicable
- promote greater participation of under-represented groups of staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff, Councillors, contractors and visitors attending the Council's offices or meetings.

The task of promoting social inclusion, tackling discrimination and encouraging equal opportunities are key issues for Houghton Regis Town Council and the Council is committed to:

- eliminating unlawful discrimination, harassment and victimisation
- advancing equality of opportunity between different groups
- fostering good relations between different groups

3.0 COMMITMENT TO EQUALITY AND DIVERSITY

The Town Council is committed to Equality and Diversity and to the vision of improving the quality of life for local people.

The Town Council aims to be:

- Accessible
- Accountable
- Fair
- Inclusive
- Proactive
- Professional
- Responsible
- Transparent

Houghton Regis Town Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

- a. Through the delivery of our services to the community by ensuring that within reason, these services are accessible to all and that we fully recognise the diversity of people's needs
- b. Through the way we recruit, employ and train our workforce to enable us to provide better services
- c. In the Town Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect.

4.0 SCOPE OF THE POLICY

This policy is designed to value diversity and to ensure equality of opportunity and access to services and that no one receives less favourable treatment on the grounds of:

- Race (i.e. colour, ethnic or national origin, nationality or citizenship).
- Gender reassignment
- Disability
- Sex
- Sexual orientation
- Age
- Religion or belief
- Caring for others
- Trade Union or political activities
- Pregnancy and Maternity
- Marriage and Civil Partnership

This list is not exhaustive.

5.0 OBJECTIVES OF THE POLICY

5.1 To improve delivery, information and access to services we will:

- Ensure all employees, contractors and users of our services are informed about our Equality and Diversity Policy
- Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners
- Rectify any elements of our work which have the potential for discrimination and prejudice.

5.2 To improve access and opportunity to employment and training we will:

- Implement our Equality and Diversity Policy in our role as an employer
- Demonstrate our commitment in the way the Town Council
 1. recruits and selects people
 2. trains and develops people
 3. recognises the abilities that individuals demonstrate
 4. expects the highest standards of employee conduct and behaviour.
- Not accept any form of unfair treatment, discrimination, bullying or harassment or removal of dignity by any of our employees or to any of our employees
- Review and develop procedures in the context of equality and diversity.

5.3 To promote equality and diversity with other partners we will:

- Promote tolerance and respect between diverse groups and individuals
- Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town
- Challenge all forms of discrimination within the Town Council and the wider community
- Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

5.4 Responsibility and Liability

All members of staff remain personally responsible for ensuring that they act within the law. The Town Clerk is responsible for ensuring that staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Town Council could be vicariously liable for actions carried out by staff purportedly in the Town Council's name. Any member of staff may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally in respect of the Equality Act 2010.

6.0 EQUALITY AIMS

6.1 Age

The Town Council shall not permit unlawful age discrimination.

6.2 Sexual Orientation

The Town Council shall not permit unlawful discrimination.

6.3 Disability

The Town Council will remove barriers to participation by disabled people, wherever possible. Staff who become disabled whilst working with the Council will be offered reasonable adjustments to enable them to continue working.

6.4 Race/Ethnic Origin

The Town Council will encourage participation of minority ethnic groups in its activities.

6.5 Religion

The Town Council respects people from diverse religious and cultural backgrounds and will give due regard to the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.

6.6 Equal Pay

The Council is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Council will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

7.0 EMPLOYEE RESPONSIBILITIES

7.1 Employees have a duty to co-operate with the Council to make sure that this Policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the Council's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this Equal Opportunities and Diversity Policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

7.2 Employees must draw the attention of your Manager/Supervisor to suspected discriminatory acts or practices or suspected cases of harassment or bullying. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Council's disciplinary procedure.

7.3 The Council will also take appropriate action against any third parties or Councillors who are found to have committed an act of improper or unlawful harassment against its employees.

8.0 REPORTING COMPLAINTS – Procedures for Employees

8.1 All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Council will not ignore or treat lightly grievances or complaints of discrimination or harassment from employees

- 8.2** If you wish to make a complaint of discrimination, you should use the Council's grievance procedure.
- 8.3** With cases of harassment, while the Council encourages employees who believe they are being harassed or bullied to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Council also recognises that actual or perceived power and status disparities may make such confrontation impractical. In the event that such informal direct communication is either ineffective or impractical, or the situation is too serious to be dealt with informally, you should follow the procedure set out below.
- 8.4** If you wish to make a complaint of harassment, whether against a fellow employee or a third party, such as a client, customer, contractor or supplier, you should follow the following steps:
1. First of all, report the incident of harassment to your Manager/Supervisor. If you do not wish to speak to your Line Manager, you can instead speak to an alternative Manager/Supervisor or to the Town Clerk. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
 2. All allegations of harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a written witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the Council must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation. For example, the identity of the complainant and the nature of the allegations must be revealed to the alleged harasser so that he or she is able to fairly respond to the allegations. The Council reserves the right to arrange for another Manager/Supervisor to conduct the investigation other than the Manager/Supervisor with whom you raised the matter.
 3. Once the investigation has been completed, you will be informed in writing of the outcome and the Council's conclusions and decision as soon as possible. The Council is committed to taking appropriate action with respect to all complaints of harassment which are upheld. If appropriate, disciplinary proceedings will be brought against the alleged harasser.
 4. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was either untrue or made in bad faith.
 5. If your complaint is upheld and the harasser remains in the Council's employment, the Council will take all reasonable steps to ensure that you do not have to continue working alongside him or her if you do not wish to do so. The Council will discuss the options with you.
 6. If your complaint is not upheld, arrangements will be made for you and the alleged harasser to continue or resume working and to repair working relationships.

8.5 Alternatively, you may, if you wish, use the Council's grievance procedure to make a complaint of harassment.

8.6 Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Council's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, Managers/Supervisors who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Council's disciplinary procedure.

9.0 REVIEW

Review of this policy will be carried out annually by Town Council.

This policy applies to all members of the Town Council and is applicable to Town Councillors as volunteers.