



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**
Town Clerk: **Clare Evans**

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12th November 2025

To: Neighbourhood Plan Implementation Sub-Committee

Cllrs: J Carroll, E Cooper, M Herber, D Jones, C Slough

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Neighbourhood Plan Implementation Sub-Committee** to be held at the Council Offices, Peel Street on **Tuesday 18th November 2025** at **7.00pm**.

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

***THIS MEETING MAY
BE RECORDED ****

Clare Evans
Town Clerk

Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 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.

**This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>*

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

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

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

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 - 7

To approve the Minutes of the meeting held on 20th May 2025.

Recommendation: To confirm the minutes of the Neighbourhood Plan Implementation Sub-Committee meeting held on 20th May 2025 and for these to be signed by the Chairman.

5. CO-OPTION

An application has been received from Lorna Morison to be co-opted onto the Neighbourhood Plan Implementation Sub-Committee for the 2026/2027 municipal year.

Members are asked to consider this co-option, in lieu of the amended Terms of Reference, which will include provision for co-opting representatives of the community onto the sub-committee as previously agreed minute number 12981.

Recommendation: To Co-opt Lorna Morison on to the Neighbourhood Plan Implementation Sub-Committee.

6. NEIGHBOURHOOD PLAN – MONITORING AND IMPLEMENTATION UPDATE

Members are reminded that the Houghton Regis Neighbourhood Plan was formally adopted in May 2024 following an extensive process of community consultation and independent examination.

Recent planning applications have been reviewed by the Houghton Regis Town Council's Planning Consultant to assess whether the Neighbourhood Plan has been appropriately considered by Central Bedfordshire Council during the decision-making process.

Findings from this review will inform future monitoring arrangements and highlight any areas where further engagement or clarification may be beneficial.

The Houghton Regis Town Council’s Planning Consultant will be present at the meeting to provide members with a summary report outlining current implementation activities, feedback mechanisms, and proposed next steps.

This report is for information only.

7. PLANNING APPLICATION REFERENCING FRAMEWORK

At the previous meeting of the Neighbourhood Plan Implementation Sub-Committee, it was agreed that a Planning Application Referencing Framework would be developed to provide a consistent method for assessing planning applications against the Houghton Regis Neighbourhood Plan (HRNP). Members will find attached a draft version for consideration.

The framework is intended to support a structured and transparent approach when reviewing planning applications, ensuring that responses made to Central Bedfordshire Council are evidence-based and clearly aligned with the objectives and policies of the HRNP.

Recommendation: To recommend to the Planning Committee that the draft Planning Application Referencing Framework be approved for use when assessing planning applications against the Houghton Regis Neighbourhood Plan.

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HOUGHTON REGIS TOWN COUNCIL
Neighbourhood Plan Implementation Sub-Committee
Minutes of the meeting held on
20th May 2025 at 7.00pm.

Present: Councillors: J Carroll Chairman
E Cooper
M Herber
D Jones
C Slough

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Officer

Public: 0

Also present: Sally Chapman Chapman Planning

Apologies: Councillors: 0

NPISC01 ELECTION OF THE CHAIR

Nominee: J Carroll Nominated by: D Jones
Seconded by: C Slough

There were no other nominations.

Those in Favour of electing Cllr Carroll as Chair: 4

On being put to the vote Cllr Carroll was duly elected as Chair for the municipal year 2025 – 2026.

NPISC02 ELECTION OF THE VICE-CHAIR

Nominee: D Jones Nominated by: M Herber
Seconded by: C Slough

There were no other nominations.

Those in Favour of electing Cllr Jones as Chair: 4

On being put to the vote Cllr Jones was duly elected as Vice-chair for the municipal year 2025 – 2026.

NPISC03 APOLOGIES & SUBSTITUTIONS

None.

NPISC04 QUESTIONS FROM THE PUBLIC

None.

NPISC05 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NPISC06 COMMITTEE FUNCTIONS AND TERMS OF REFERENCE

Members reviewed and agreed the Committee Functions and Terms of Reference.

It was questioned whether Co-options should be included within the Committee Functions and Terms of Reference.

NPISC07 CO-OPTIONS

Interest in joining this committee had been expressed by several people, including those who had originally been involved with the Neighbourhood Plan. It was agreed that those members of the public should be approached to establish their willingness to join the committee.

Resolved: To invite co-options to the Sub Committee to serve until May 2026

NPISC08 NEIGHBOURHOOD PLAN – MONITORING AND IMPLEMENTATION UPDATE

Members were invited to consider mechanisms for monitoring usage of the Neighbourhood Plan and were provided with a report compiled by Sally Chapman outlining the aims, policies and aspirations of the Neighbourhood Plan.

Monitoring the outcome of planning applications was central to the Neighbourhood Plan and Members were advised that a monitoring report should be produced annually to chart the outcomes.

Central Bedfordshire Council (CBC) officers took into consideration comments and decisions made by Houghton Regis Town Council (HRTC) and issues relating to Neighbourhood Plan policy needed to form a significant part of future decision making.

Sally Chapman proposed that a Neighbourhood Plan section be included in HRTC's responses, along with comments, in order to make it simpler to assess planning applications against Neighbourhood Plan policy. Ideally, information would be presented in such a way as to ensure CBC addressed issues raised by HRTC methodically.

Not all applications needed to refer to the Neighbourhood Plan policies, but consideration of the policies should be foremost when dealing with applications for larger developments.

It was noted that some of the most recent applications in the report were awaiting comments, but the Head of Democratic Services confirmed that these would be updated.

Members acknowledged that greater reference to the Neighbourhood Plan was required when considering planning applications. It was questioned whether HRTC should continue to make reference to technical reports in their responses, and it was agreed that HRTC should continue to do this.

A template was required that could be employed for each response. The template would include: an outline of the application; whether HRTC supported or objected to the application; Neighbourhood Plan considerations; and comments. The template would be included in the monitoring report as a recommendation of how responses should be recorded.

Members were questioned how they would prefer to record and monitor aspirations. Members felt that the listed aspirations should be considered at a future meeting once co-optees had been appointed and could participate in discussions. A meeting would be scheduled prior to the next meeting of this committee in November. Members were advised that, at that meeting, it would be necessary to provide comment on each aspiration and remove those that were no longer deemed relevant.

It was agreed that appropriate arrangements would be made to update the planning application table and to develop a framework for making comments on planning applications.

- Resolved:**
- 1. To agree a working approach to ensure the Council's responses on planning applications clearly signpost how proposals align or conflict with the Neighbourhood Plan.**
 - 2. To agree that planning application responses will directly reference relevant NP policies where appropriate.**
 - 3. To delegate authority to the meeting clerk to explore a simple referencing framework or cover sheet to accompany future comments to CBC planning officers.**

The Chairman declared the meeting closed at 7.41pm

Dated this 18th day of November 2025

Chairman

Planning Application Referencing Framework

Checklist for assessing compliance with the Houghton Regis Neighbourhood Plan (HRNP)

Application Details

Planning Application Reference:	
Site Address:	

1. Policy Alignment Checklist

Neighbourhood Plan Policy	Policy Summary	Relevant to Application?	Compliant?	Notes / Evidence
Policy H1 – Housing Mix	Ensures diverse housing types	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy H2 – Affordable Housing	Requires % of affordable units	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy E1 – Employment Land	Protects employment sites	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy T1 – Sustainable Transport	Encourages walking, cycling, public transport	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy D1 – Design Quality	Promotes high-quality, context-sensitive design	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy G1 – Green Infrastructure	Protects green spaces and biodiversity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy C1 – Community Facilities	Supports provision of local facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Aspirations & Community Priorities

Aspirational Theme	Does the application support this?	Notes
Climate resilience	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Heritage preservation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Active travel routes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Youth engagement	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Summary Assessment

Overall Alignment with HRNP: Strong Partial Weak Conflicts

Recommendation to CBC: Support Support with Conditions Object

Comments for Planning Officer: