



**HOUGHTON REGIS TOWN COUNCIL**  
Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Deputy Town Mayor: **Cllr T McMahon** Tel: 01582 708540  
Town Clerk: **Clare Evans** E-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

20<sup>th</sup> January 2020

**To: Members of the Planning Committee**  
**Cllrs: D Dixon-Wilkinson (Chairman), J Carroll, D Jones, M S Kennedy, S Thorne, K Wattingham and Vacancy.**

(Copies to all Councillors for information)

**Notice of Meeting**

You are hereby summoned to a Meeting of the **Planning Committee** to be held at the Council Offices, Peel Street on **Monday 27<sup>th</sup> January 2020 at 7.00pm.**

  
**Debbie Marsh**  
Corporate Services Manager

**THIS MEETING MAY BE FILMED/RECORDED**

**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.

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.

*\*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.*

#### 4. MINUTES

To approve the Minutes of the meeting held on the 6<sup>th</sup> January 2020 (*Attached*)

**Recommendation:** To approve the Minutes of the meeting held on 6<sup>th</sup> January 2020 and for these to be signed by the Chairman.

#### 5. PLANNING MATTERS

*Members are advised that, on receipt of a planning application Central Bedfordshire Council will 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, will only be available on their website. Therefore, members are advised that should they require sight of these documents that they request them prior to the meeting.*

**(a) To consider the following applications:**

CB/20/00018/FULL	Single Storey rear extension and two storey rear extension 48 Olma Road, LU5 5AF For: Mr P Palinskij
CB/19/04292/FULL	Single storey rear extension 83 Douglas Cres, LU5 5AS For: Mr T Harwood
CB/19/04263/RM	Reserved matters for access, appearance, landscaping, layout and scale (pursuant to Outline planning permission CB/12/03613/OUT) for provision of up to 125,000m <sup>2</sup> of Class B8 storage and distribution use). For: Lidl GB Ltd <i>Members are advised that this application lies in the Parish of Chalton</i>
CB/20/00044/FULL	Resurfacing of existing car park with addition of soakaways and associated gullies Memorial Hall, The Green, LU5 5DX

**(b) Decision Notices**

***Permissions/Approvals/Consents:***

CB/19/00668/OUT	Outline application for the erection of 7 detached dwellings with associated access, turning and parking Land East of Bedford Road, LU5 5ES
CB/19/03158/FULL	1.8m high close boarded fence along approx. 3m line to Sundon Road boundary Treow House, Parkside Drive, LU5 5QL
CB/19/03750/FULL	Relocation and extension of existing car park Unit 33, Humphrys Road, Dunstable, LU5 4TP

**Refusals:**

None at time of going to print.

**Withdrawals:**

None at time of going to print.

**6. BUDGET***Appendix A*

Members will find **attached** the Planning budget to date.

**Recommendation:** To note the report.

**7. LAND SOUTH OF THE BUNGALOW, BEDFORD ROAD, LU5 6JS**

Members are advised that a representative of the developer will be attending the meeting in order to provide Members with an update on the proposed housing allocation for this site.

**8. LINMERE - PHASE 1 PARCEL 3**

Members are advised that a representative from Bellway Homes Ltd will be attending the meeting in order to provide Members with an update on the proposed planning application for the site above.

**9. PLANNING APPEAL – 24 DUNSTABLE ROAD**

Members will find attached a copy of the outcome of a planning appeal at 24 Dunstable Road.

**Recommendation:** To note the report.

**10. LOCAL PLAN**

Members will find attached Central Bedfordshire Councils latest response, dated 9<sup>th</sup> January 2020, to the Inspectors.

**Recommendation:** To note the information.

**11. NEIGHBOURHOOD PLAN**

Members will find attached notes from the Neighbourhood Plan Steering Group meetings held on the:

15<sup>th</sup> August 2018  
12<sup>th</sup> September 2018  
10<sup>th</sup> October 2018  
26<sup>th</sup> June 2019  
17<sup>th</sup> July 2019  
5<sup>th</sup> August 2019  
4<sup>th</sup> September 2019  
2<sup>nd</sup> October 2019

Members are advised that the group have the appointment of a Secretary on the agenda for the meeting to be held on the 12<sup>th</sup> February 2020.

Members of the Steering Group met on the 15<sup>th</sup> January 2020 to discuss whether to continue to include proposed housing sites within the plan. The group were informed that the provision of these potential sites had been included as an aspiration of the plan and not from any previous consultation responses and thereby gave the group the opportunity to remove.

The group were informed that should they continue to include these sites, then this would mean the group undertaking a call in for sites exercise which in turn could lead to a further 6-month delay in being able to run the Regulation 14 consultation.

The group discussed the merits of retaining the proposed development sites and decided that as these were only an aspiration (three of the five sites proposed were simply redevelopment of sites that were currently built on) they agreed to remove the policy relating to them from the plan.

The next meeting of the Steering Group is due to be held on the 12<sup>th</sup> February 2020 at 6.30pm where it is anticipated that dates will be confirmed of the Regulation 14 process.

**Recommendation:**           **To note the information**

**12. STREET NAMING**

The Town Council have been informed that further street names/themes are required for the developments at Thorn (Bidwell West). Whilst the ‘Flowers’ theme is about to be used, there is a concern that these names will also run out and therefore further suggestions are required.

Members are reminded that Central Bedfordshire Council are unable to accept any names/themes that are already in existence in the surrounding area.

**Recommendation:**           **To provide a list of street names/themes for the developments at Thorn (Bidwell West).**

**13. STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS**

**Woodside Link** – No substantive update to report.

**A5 M1 Link** – For information this major road project opened on the 11<sup>th</sup> May 2017.

**All Saints View** – The Town Council have been advised that Sapphire Close has been agreed as the street name for the development at All Saints View.

**Linnere** – No additional 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.

**Recommendation:**           **To note the information**  
**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**Houghton Regis Town Council  
Planning Committee  
6<sup>th</sup> January 2020 at 7.00pm**

Present: Councillors: D Dixon-Wilkinson Chairman  
J Carroll  
D Jones  
S Thorne  
K Wattingham  
T Welch

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

Public: 9

Apologies: Councillor: M S Kennedy

Also present: Councillors: Y Farrell  
T McMahan  
S Goodchild Central Bedfordshire Council

**11111 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Kennedy.

**11112 QUESTIONS FROM THE PUBLIC**

CB/19/03578/FULL, 8 Stubbs Close – The applicants addressed the committee in support of their application.

Members of the public addressed the committee and raised concerns regarding the application CB/19/04182/FULL – Land adjacent to 134 High Street.

- The access track was owned by existing residents not Central Bedfordshire Council
- Property was out of keeping with the area
- Access to the proposed building would be only available through conservation land containing trees with TPO's (Tree Preservation Orders)
- Protected species living in greenery (bats)
- The property would be sited on conservation land
- Loss of heritage site due to the possible destruction of tunnels situated on the land
- Loss of privacy to existing properties and lack of privacy of the new build
- Damage to the environment
- Building site would be too close to existing properties
- Plans would involve the removal of tree tops
- Turning circle would be too tight for vehicles which would go across a neighbour's land
- Access road too tight for larger vehicles
- Protected land should not be given over to developers
- Track road was also used for pedestrian access

- The residents were not correctly notified of the application for the proposed property
- Concern that Central Bedfordshire Council have not considered any of the concern's residents have previously put forward.

### 11113 SPECIFIC DECLARATIONS OF INTEREST

Cllr Welch declared an interest in CB/19/04059/FULL, Land of Sundon Road as a tenant of the Housing Association redeveloping the site.

### 11114 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 16<sup>th</sup> December 2019 for consideration.

**Resolved To confirm the Minutes of the meeting held on 16<sup>th</sup> December 2019 and for these to be signed by the Chairman.**

### 11115 PLANNING MATTERS

**(a) The following planning applications were considered:**

#### *Non - Delegated*

CB/19/02130/FULL Demolition of existing residential dwelling and erection of 121 dwelling including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works  
The Gates, Land East of Bedford Road, Bidwell  
*Members received a report from the Town Councils planning consultant.*

Application Ref. CB/19/02130/FULL, 121 dwellings at The Gates, East of Bedford Road, Bidwell

#### **Amended Plans**

1.1 The amended plans seek to address some of the issues raised with the original submission with the following changes:

- the red line (showing the outline of the application site) plan has been amended along the northern boundary to ensure that the disputed land is not included,
- the footpath/cycleway that extends through the green space along the eastern boundary has been increased to 3m in width,
- the layout has been amended to ensure
  - all back-to-back distances are design guide compliant,
  - the layout around Keepers Cottage has been amended to reduce the number of plots and reduce any perception of overbearing impact,
  - the site access has been widened to 7.3m in width,

- the landscaping along the central avenue/road has been enhanced with the inclusion of more trees,
- soft landscaping details have been amended,
- the house types and flat blocks have been amended to add further design details, adding variation including additional chimneys, addition of bay windows in prominent locations and a review of materials across the site.

Discussions over s.106 are proposed separately.

1.2 Earlier in 2019, the Committee considered the original proposal, raising objections to the scheme for the following reasons:

- The layout of the buildings adjoining the Bedford Road frontage should be changed so that these homes face the road reflecting the layout of the original hamlet and with respect to the setting of the adjoining listed building,
- The dwellings facing Bedford Road should be designed to reflect the materials and scale of the hamlet,
- The children's play area should be relocated elsewhere in the site to avoid placing close to a road and not adjoining a pond for reasons of safety,
- The spine road through the estate should be re-designed to reduce traffic speeds, reduce the lengths of straight carriageway and use the resulting design to introduce more landscaping into the street scene and reduce the appearance of a dense urban setting

1.3 Further the Town Council noted it would review its objections if an amended scheme which addressed these concerns and would look for a s.106 contribution being negotiated towards nearby service, shopping and community facilities and a bus service to connect the site with the facilities in the town centre.

1.4 **Recommendation:** the amended scheme addresses some of the concerns raised previously but not all. Therefore, the Town Council objections as follows:

- The layout of the buildings adjoining the Bedford Road frontage adjoining the listed building should be changed so that these two homes face the road reflecting the layout of the original hamlet,
- The children's play area should be relocated elsewhere in the site to avoid placing close to a road and not adjoining a pond for reasons of safety,
- The spine road through the estate should be designed with speed reduction measures such as pinch points,
- a s.106 contribution should include provision of nearby service, shopping and community facilities and a bus service to connect the site with the facilities in the town centre.

1.5 The safety issues – traffic speeds and a play area adjoining a SUDS pond, and the appearance of the development in relation to the adjoining listed building remain the principle concerns.

## Considerations

**2.1 Policy:** The site, fronting Bedford Road and extending onto land at the rear is not included in the Masterplan Area for Houghton Regis North development and under the current Local Plan (2004) is within a green belt designation. However, the application site will be enveloped by the HRN Masterplan proposals with new development around and a landscape belt carrying the current right of way immediately to the east, with housing beyond.

2.2 On balance, the current green belt designation has little relevance. Ordinarily the green belt designation in the adopted local plan would require a high bar of justification to be demonstrated to enable development, then usually only a limited range of types – infill, required in connection with agriculture etc. The approval of the HRN development since 2012 will in the near future leave it as an ‘island’ and the purposes identified for green belt in the National Planning Policy Framework – to prevent settlements merging, to protect open countryside, have very limited application.

**2.3 Design and layout:** The key points regarding the amended scheme remain:

- Concern over the elevations and appearance from the Bedford Rd frontage,
- Safety issues over the location of the children’s play area,
- traffic speeds and safety on the estate main access road.

Annex: Report July 2019

### 1. Description

1.1 Bidwell is a small group of mostly homes and farm buildings either side of the Bedford Road, currently separate from Houghton Regis, located at the foot of the hill north of the town centre. The site is situated on the eastern side of Bedford Road, with a frontage onto the road and includes the paddocks at the rear which extend to the southern edge of the Rugby Club. A footpath / right of way (Chiltern Way) runs north-south along the eastern boundary. There is a small row of terraced houses fronting Bedford Road north of the site and the Red Cow Farm, a grade II listed building to the south.

1.2 The site is not included in the Masterplan Area for Houghton Regis North development and under the current Local Plan (2004) is within a green belt designation. The proposed Local Plan (the Examination period has recently concluded, and the Inspectors’ conclusions are awaited) contains one allocation for development at Bidwell – HAS28 in the Small / Medium Allocations, for 40 homes on the Bidwell Gospel hall site.

1.3 The Design & Access Statement supporting the application illustrates that the HRN Masterplan proposals will see Bidwell including the application site, enveloped by new development; immediately to the east of the site will be a landscape belt carrying the current right of way with housing beyond.

1.4 The site is just over 4ha in size, a gentle slope to the north, currently with a house and various out-buildings. There are trees and hedges on the site mostly along its boundaries and between the house and Bedford Road, otherwise the site comprises rough-grazing / pasture.



1.5 The proposal is wholly residential, demolition of the existing buildings and 121 new homes made up of a mix of houses and flats:

Private Dwellings (Total 85);

7 x 4 Bed Houses; 46 x 3 Bed Houses; 23 x 2 Bed Houses; 9 x 2 Bed Flats.

Affordable Dwellings (Total 36);

1 x 4 Bed House; 6 x 3 Bed Houses; 10 x 2 Bed Houses; 13 x 2 Bed Flats; 6 x 1 Bed Flats.

1.6 The balance between private and affordable dwellings accords with the Central Beds requirements. The affordable dwellings are in two groups: one near the boundary with the rugby club and the other on the southern edge.

1.7 The site would be served by a single road access point from the Bedford Road frontage with pavements either side, leading to a spine road connecting to a number of cul-de-sacs. The scheme includes two areas of open space, one with a play area adjoining an attenuation pond on the Bedford Road frontage next to the access road, the second a ribbon of grass and planting along the eastern boundary retaining the hedgerow and trees plus an access pathway.

1.8 There are 236 car parking spaces shown, a mix of allocated / on-plot spaces and unallocated / visitor parking. A Travel Plan report accompanies the application which highlights the walking / footpath opportunities, cycling and bus stops / routes close to the site. The location of the development means that access to local school(s), community facilities, shops and Houghton Regis centre would be the most important to facilitate to avoid unnecessary car-based journeys. The Design & Access Statement describes the facilities available in Houghton Regis, those which will be provided within the HRN development, and the excellent (car-based) connections northwards to the A5 dual carriageway and southwards to Houghton Regis and Dunstable.

## 2. Planning Policy

2.1 The Planning Statement supporting the application balances three policy matters: the requirement to determine applications in accordance with the adopted local plan (2004), the anticipated matters which the draft Central Beds Local Plan will need to embrace before that can be adopted, and thirdly the National Planning Policy Framework (NPPF) support for sustainable development.

2.2 The recent Local Plan Hearings have given rise to a considerable number of issues which, it is likely, the Inspectors will require further work by Central Bedfordshire to produce evidence or justification, and which may itself involve a period of further consultation.

2.3 This is unlikely to affect the progress of the Houghton Regis North 1 and 2 developments, where sites are already commenced with levelling and infrastructure being installed.

2.4 The Statement with this application also refers to the HRN Framework (2012) which guides the HRN development, however as stated above Bidwell is not included in the Framework area.

### 3. Issues

3.1 **Policy:** Ordinarily the current green belt designation in the adopted local plan would require a high bar of justification to be demonstrated to enable development, then usually only a limited range of types – infill, required in connection with agriculture etc. However the approval of the HRN development in 2012 and the subsequent reserved matters approvals for its implementation, around Bidwell, which will in the near future leave it as an ‘island’ between HRN and Houghton Regis means that the purposes identified for green belt in the National Planning Policy Framework – to prevent settlements merging, to protect open countryside, have very limited application.

3.2 It should be noted that other applications for development between Houghton Regis and Bidwell have been approved –

#### **CB/17/02512/OUT**

Outline Application: Residential development of up to 1.03ha of the site with formation of two accesses, sustainable urban drainage and associated landscaping  
Land South of the bungalow, Bedford Road, Houghton Regis, Dunstable, LU5 6JS

#### **CB/19/00668/OUT**

Outline application for the erection of 7 detached dwellings with associated access, turning and parking.  
Land East of Bedford Road, Houghton Regis, Dunstable, Beds LU5 5ES

#### **CB/18/00067/OUT**

Outline Application: 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  
Highfield Barns, Bedford Road, Houghton Regis, Dunstable, LU5 6JP

3.3 On balance, the current green belt designation has little relevance or justification. However, the development will have little in the way of local community facilities, schools or retail opportunities until the development on HRN progresses, and a S.106 agreement is recommended to contribute towards these and to support public transport into Houghton Regis.

3.4 **Scale and Density:** The design and layout achieve 121 dwellings on a little over 4ha, a density of approximately 30 to the hectare which is in the medium / high range, more akin to an urban setting rather than a village or hamlet. There is no specific policy in the Local Plan in relation to Bidwell and its future development except the site at Gospel Hall, but NPPF paragraph 122. States

*Planning policies and decisions should support development that makes efficient use of land, taking into account:*

- a) the identified need for different types of housing and other forms of development, and the availability of land suitable for accommodating it;*
- b) local market conditions and viability;*
- c) the availability and capacity of infrastructure and services – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use;*
- d) the desirability of maintaining an area's prevailing character and setting (including residential gardens), or of promoting regeneration and change; and*
- e) the importance of securing well-designed, attractive and healthy places.*

3.5 Reference to an area's prevailing character and setting is a consideration but with the exception of the listed building adjoining to the south there is little to justify major changes to the scale or density. However, some issues regarding design and layout may affect the overall number of houses on the site.

3.6 **Layout & Design:** The main concerns are with the southern part of the site fronting Bedford Road. This part of Bidwell still retains characteristics of a small hamlet and the site frontage should reflect this. The dwellings nearest the Bedford Road frontage present the side elevation / gable end to the road and should be re-designed so the front elevations are fore-most and would be more in keeping with older houses nearby. This front elevation should have design features which reflect the simplicity of the local vernacular.

3.7 A major part of the scheme's appearance from Bedford Road is the pond and open space with houses placed around it on two sides and the estate spine road on the third. However, placing the children's play area next to the pond and the spine road raises concerns over safety and the play area should be relocated elsewhere in the site. The pond and open space is the main landscape feature and the rest of the site lacks planting with the houses presenting an 'urban' appearance which would be relieved with more landscaping.

3.8 The purpose of the two footpath connections shown leaving the site on the eastern boundary should be clear, e.g. links to proposed facilities in new development.

3.9 the scheme as it stands makes no mention of traffic calming / speed restrictions on the spine road, and this should be incorporated to help reduce traffic speeds as a safety feature for pedestrians, cyclists and children. The scope for road bends and narrows would also allow more new planting.

3.10 In order to justify being considered 'sustainable' the scheme should show electric charging points for dwellings and parking spaces, with solar panels and water heating panels incorporated in the house designs.

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  
For: Mr. A Slevin

**Comments: no objections**

CB/19/03640/FULL New substation and hardstanding  
Bidwell Farm Bedford Road LU5 6JQ  
For: Bidwell West (Works Ltd)

**Comments: no objections**

CB/19/03578/FULL Rear and side extension, conversion of garage, raising of  
roof and dormer extension  
8 Stubbs Close, LU5 5SN

**Comments: no objections**

CB/19/04237/VOC Variation of Condition 24 to planning permission  
CB/15/00297/OUT 1,850 residential (C3) dwellings &  
mixed-use changes to approved plans  
Land West of Bidwell (HRN2), Houghton Regis  
For: Bidwell West (Works Ltd)

**Comments: no objections**

CB/19/04220/OUT Outline application for Residential Development for up to  
100 dwellings will all matters reserved, except access  
Bury Spinney, Thorn Road, LU5 6JQ  
For: Mr S J Worts

**Comments: Objections for the following reasons:**

**Summary**

**The Town Council wishes to raise strong objections on grounds of incompatibility with the Houghton Regis North (HRN) Framework, inadequate access, inappropriate development and lack of supporting facilities.**

**Within the HRN Framework**

**Although the application uses Framework material in its support, this nonetheless does not override the need for a proper comprehensive planned approach to the area. In the view of the Town Council, piecemeal development of the type proposed would be severely prejudicial to the balanced provision of a range of housing, open space green infrastructure and community facilities.**

**It is believed that there has been interest in the development of this site for some time; earlier discussions could find no justification for releasing what was part of the Green Belt.**

The approved HRN Framework which does not justify piecemeal, premature development potentially prejudicial to an overall approach.

In addition it would be misleading to argue that the public consultation around HRN in some way can be applied to the current proposal. This scheme has not had any public scrutiny or consideration in its own right. The success of HRN overall will include a comprehensive approach to the landscaping, green network and open spaces layout, none of which will be achieved through piecemeal development.

#### Emerging Neighbourhood Plan

The work to prepare a neighbourhood plan for Houghton Regis embraces the HRN Framework as well as examining a range of other factors. Piecemeal and premature development of the sort envisaged within the current application would be contrary to emerging issues regarding green infrastructure, a range of housing provision (see below), integrating HRN developments with the existing settlement and access pattern, and provision of facilities.

The Town Council views as a priority the integration of HRN developments with the existing settlements of Houghton Regis and Bidwell. Although not directly adjoining these settlements, taking a piecemeal approach as with the current application will not contribute to this priority.

#### Access

The developments within HRN will be served by highway, pedestrian and cycle access arrangements to modern standards capable of supporting modern traffic including heavy vehicles - removals, refuse, emergency - as well as day-to-day car movements. The application proposes use of the lane through Thorn which is inadequate in terms of width and construction, lacking both footways and suitable cycle access and is therefore contrary to the provisions of the National Planning Policy Framework. The Town Council is also concerned about the proposed access from the site onto the Lane in terms of sight lines and safety accessing and exiting the site.

It is likely that Thorn Road will be part of the HRN2 layout but not as an access road supporting residential development to this degree.

**A Range of Housing**

The price and types of housing currently available locally strongly suggest that the policies to provide a proportion of affordable housing should be upheld. The current application does not show the required level of affordable housing in accordance the Council's Affordable Housing Guidance Note for Central Bedfordshire (South Area) Adopted April 2016 and paragraphs 50, 72 and 73 of the NPPF and should be refused.

Developments within HRN will need to be part of the mechanism which contributes to the provision of a range of housing as well as education and leisure facilities and services. In isolation the development would have an unmitigated and unacceptable impact on existing local infrastructure.

**Conclusion**

The proper planned approach to HRN is very important to achieve a balanced expansion of Houghton Regis with a range of residential development within a framework of green and open spaces supported by appropriate community facilities.

CB/19/04254/FULL      Erection of double garage plus fencing and walls  
Highfield Barns, Bedford Road, LU5 6JP

**Comments: No objections**

CB/19/04251/FULL      Single storey rear extension  
3 Milton Way, LU5 5UF  
For: Miss R Rideout & Mr D Glenister

**Comments: No objections**

CB/19/04182/FULL      Erection of new dwelling  
Land adjacent, 134 High Street  
For: Nextgen Properties Ltd

**Comments: The Town Council strongly objects to the scheme as proposed, for the following reasons:**

- **Inappropriate development in the setting of the Conservation Area;**
- **Overdevelopment, the proposed development appears cramped for the site;**
- **Concerns over the loss of trees that are protected;**
- **Lack of parking provision;**
- **Lack of an adequate Environmental Impact Assessment;**
- **Lack of suitable Archaeological Assessment, desktop study not sufficient;**
- **Lack of Conservation Area application;**
- **Due to the proposed location of refuse collection, this would cause the refuse lorry to stop on a pedestrian crossing which could lead to harm of pedestrians and other road users.**

**Whilst not a planning matter, the access road is still not in the ownership of the applicant, therefore there is no access.**

CB/19/04114/PADM Demolition of garage block  
University Technical College of Central Bedfordshire,  
Parkside Drive, Kingsland Skills Centre, LU5 5PY  
For: Central Bedfordshire Council

**Comments: No objections**

CB/19/04208/FULL New works to include 1) removal of existing bungalow roof and construction of new first floor and roof 2) Construction of a 2-storey extension to rear and south elevation 3) Removal of existing garage and construction of new double garage 4) Construction of new single storey porch area to front elevation.  
51 Cemetery Road, LU5 5DA  
For: Aimee Shepherd

**Comments: No objections**

**(b) The following decision notices were noted:**

***Permissions / Approvals / Consents***

CB/19/00547/FULL Proposed garden fence (retrospective)  
46 Bidwell Hill, LU5 5EP

CB/19/01602/FULL (Retrospective) New substation and hardstanding  
Land to West of Houghton Regis, Watling Street

***Refusals:***

None received.

***Withdrawals:***

- CB/19/02870/RM Reserved Matters: Following Outline CB/15/00297/OUT (1850 dwellings and mixed class use) matters for access, landscaping, layout and scale for 160 dwellings on phase CA2 Upper Thorn Green  
Land to West of Houghton Regis, Watling Street
- CB/19/03347/FULL Single Storey Side Extension  
29 Dellmont Road, LU5 5HU

## 11116 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN- UPDATE/PROGRESS

**Woodside Link** – No substantive update to report.

**A5 M1 Link** – No substantive update to report.

**All Saints View** – Members raised concerns regarding damage to the grass verge by the Village Green, caused by contractors parking their HGV's on the verge. It was noted that the Town Clerk was in contact with the Contract Manager to address the issue.

**Linmere** – Members were advised that a representative from Linmere would be attending the Planning meeting in February.

**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.

**Resolved:** To note the information

**The Chairman declared the meeting closed at 8.32pm**

**Dated this 27<sup>th</sup> day of January 2020**

**Chairman**



## Detailed Income &amp; Expenditure by Budget Heading 20/01/2020

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>401 Growth Area</b>							
4059 OTHER PROFESSIONAL FEES	0	1,598	2,500	902		902	63.9%
4062 Neighbourhood Plan	0	2,265	20,000	17,735		17,735	11.3%
4992 Trs from Earmarked Reserve	0	0	(20,000)	(20,000)		(20,000)	0.0%
Growth Area :- Indirect Expenditure	<u>0</u>	<u>3,863</u>	<u>2,500</u>	<u>(1,363)</u>	<u>0</u>	<u>(1,363)</u>	<u>154.5%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(3,863)</u>	<u>(2,500)</u>	<u>1,363</u>			
Grand Totals:- Income	0	0	0	0			0.0%
Expenditure	0	3,863	2,500	(1,363)	0	(1,363)	154.5%
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(3,863)</u>	<u>(2,500)</u>	<u>1,363</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(3,863)</u>					

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## Appeal Decisions

Site visit made on 07 May 2019

by **Michael Wood RIBA**

an Inspector appointed by the Secretary of State

Decision date: 26<sup>th</sup> June 2019

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**Appeal Ref: APP/P0240/W/19/3221587**

**24 Dunstable Road, Houghton Regis, Dunstable LU5 5DB**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Old Mill Developments against the decision of Central Bedfordshire Council.
  - The application Ref CB/18/02290/FULL, dated 12 June 2018, was refused by notice dated 19 October 2018.
  - The development proposed is the erection of a one bedroom semi-detached bungalow.
- 

### Decision

1. The appeal is dismissed.

### Main Issues

2. The main issues are the effect of the development; firstly, on the living conditions of neighbouring occupiers; and secondly, on highway safety.

### Reasons

#### *Living conditions of neighbouring occupiers*

3. The appeal is in respect of a new attached bungalow which would be constructed on a side garden of an existing semi-detached bungalow. Dunstable Road has many similar bungalows and some have been extended with first floor accommodation within the roof spaces. The appeal site is adjacent to a corner plot on the adjoining street whose rear garden extends to the side boundary of the proposed development. The front garden of the proposal would provide the parking spaces required for both the existing property and the proposed new bungalow.
4. The Council have provided measurements of the proposed distances between the side of the existing bungalow and the rear windows of the adjacent property. At present there is said to be an acceptable distance of 13 metres, which would be reduced by the development to 8 metres. The new gable wall, which would face the adjacent property, would be over 5 meters high and appear overbearing to the adjacent garden. For this reason development of the bungalow would have a significant adverse effect on the living conditions of neighbouring occupiers. This would be contrary to policy BE8 of the South Bedfordshire Local Plan Review of 2004 (SBLP).

*Highway safety*

5. The Highways Officer has objected to the development because part of the road is narrow. There is no pavement at the appeal site and gardens encroach into the line of the road. This prevents clear visibility for drivers and pedestrians. The officer advises that this would still be the case even if a pavement was introduced to the front boundary of the appeal site. Additional vehicles in this location would increase the risks to both pedestrians and car drivers and would have an adverse effect on highway safety contrary to policy T10 of the SBLP.

*Other Matters*

6. Whilst the Council have accepted that the development would be in a sustainable location with adequate standards of amenity space, they have indicated that the effect of the development would be to create a terrace which would appear out of character with the surrounding area and would unbalance the existing semi detached dwellings to an unacceptable degree. I do not consider that, in this case, the effect would be a reason to justify refusal.

**Conclusion**

7. For the adverse effect on the living conditions of neighbours and for highway safety reasons the appeal is dismissed.

*Michael Wood*

Inspector

**EXAM 83:  
CBC Response to Letter from  
Inspectors on EXAM 80**

**09 January 2020**

Central Bedfordshire Local Plan 2015-2035

**A great place to live and work.**

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Via Email

Your ref: -  
Our ref: -  
Date: 9<sup>th</sup> January 2020

Dear Mr Birkinshaw and Mrs Hockenhill

### **Central Bedfordshire Local Plan Examination**

Further to our correspondence and your letter dated 8 November 2019, we now write to provide you with a work programme for progression of the Local Plan to adoption. You also asked to be updated on the M1-A6 planning application, and we provide you with this below.

#### Update on M1-A6 planning application

Highways England have removed the holding objection, as anticipated, and you are already aware that the Secretary of State decided it was unnecessary to call-in the application.

The Decision Notice for the M1-A6 planning application (CB/19/00887/FULL) was issued on 9th January 2020, granting permission for a Link Road between the M1 and the A6, between the M1 J11A and the A6 Barton Road.

#### Work programme

A detailed work programme is attached, which sets out the steps that are required to progress the Local Plan to adoption. This includes a timetable for the review of the Sustainability Appraisal (SA), alongside a series of technical papers, that we previously committed to in our response to your initial letter.

You will see from the timetable that the approach we have set out is pragmatic and takes into account the need to allow participation in the process, consistent with requirements for Examinations to be open and fair:

- You will receive, by the end of January, the remaining notes you requested at the hearing sessions and a rolling schedule of Modifications that have been proposed as a result of those sessions.

The points then outstanding will be those arising from your initial letter, which we clearly set out in our formal response (EXAM 77). These will be addressed via the following actions:

- A review of the SA
- The production of a series of Technical Papers
- Hearing sessions
- Consultation on Main Modifications

As per your letter, we have included a period for additional hearings to be undertaken. Holding additional hearing sessions will allow participants the opportunity to make representations on any new evidence, both via written statements and verbally at the hearings. Most issues have been comprehensively discussed previously, during the full programme of hearing sessions. As such, we would expect these hearings would be restricted to any new issues arising.

Officers would aid this process in respect of the SA, by preparing a clear summary of what has been reviewed in the SA and what any addendum contains, to negate the need for the entire SA to be considered again. This will clearly indicate those issues that may need to be explored at the hearings.

You will note the timetable does not include a separate period of consultation on the new evidence prior to the hearing sessions being undertaken. Bearing in mind that extensive hearing sessions have already been held, it is unnecessary to seek representations on the entirety of the SA (which covers all Local plan issues) again, which is likely to create a vast number of responses for participants to read and process and will be a disproportionate exercise. The purpose of the additional hearings will be to provide participants with the opportunity to consider and make representations on the new information, prior to the statutory consultation on the final schedule of Modifications, which will then provide a further opportunity for representations to be made. The timetable allows a 6-week period for participants to review and consider new evidence leading up to any additional hearings.

Prior to the hearing sessions, officers will provide an up-to-date rolling schedule of Modifications that have been proposed so far (at various stages of the examination process). Once the hearings have been completed, this schedule will be updated, as necessary, and sent back to you for final agreement. Consultation will then be undertaken on the Main Modifications, in line with the regulation requirements.

This work programme allows the process to continue to be robust and fair. It allows participants appropriate opportunity to respond to and consider new evidence, but also fulfils the necessary requirement to have a plan in place without further delay.

### Additional hearings

In terms of any additional hearings, it would be helpful for you to set out at an early stage (perhaps in response to this letter) the scope of what these will, but more importantly **will not**, cover. Bearing in mind extensive and detailed hearing sessions have already taken place on all topic areas, during which participants had the opportunity to put forward their views, any additional hearings should be limited to the new evidence that has been produced by CBC and any material changes since the previous hearings. It should be made clear to participants that these hearings will not be an opportunity to revisit other issues, where there has been no change in circumstance, for example housing and employment targets and the Duty to Cooperate. These should now be progressed to the Main Modifications stage and participants will be able to engage again on these points as part of the statutory consultation period.

As we have previously made clear, the Council is committed to adopting this Local Plan to deliver the growth required to meet Central Bedfordshire's needs, but also those unmet needs of Luton Borough Council, and has committed the resources required to deliver the additional work in a timely and efficient manner. The Council is committed to progressing this next stage of the examination in a timely manner and we hope you will agree this is the necessary way forward and a pragmatic approach, having regard to James Brokenshire's 18 June 2019 letter.

Yours sincerely



**Andrew Davie**  
Assistant Director - Development & Infrastructure



**CBC Proposed Local Plan Programme Timeline**

Local Plan Timeline	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Notes and dependencies
<b>Tasks pre-hearing</b>																
<b>Actions outstanding from the hearing sessions</b>																
Notes published and sent to Inspectors (Exam 8 - 68)																
Modifications (Mods) post hearing sessions completed for review			31st													
Submit Mods to the Inspectors				31st												
12 remaining Notes completed to be submitted to the Inspectors				31st												
<b>Points arising from the Inspectors Letter</b>																
<b>Produce Technical Papers on Housing, Employment and Transport</b>																
Gather evidence				31st				30th								
Draft papers					30th											
Final papers completed							30th									
Add/amend Modifications, as appropriate								24th								
Submit Technical Papers and Mods to the Inspectors								30th								
<b>Sustainability Appraisal (SA)</b>																
Review Sustainability Appraisal (SA) to include modifications								30th								
Initial review and agree scope of work			20th													
Draft SA						16th										
Final SA completed								3rd								
Revise Modifications, as appropriate								24th								
Submit SA and Mods to Inspectors								30th								
<b>Consideration of new evidence</b>																
Inspectors and participants to review SA, technical notes and resulting Mods								30th	15th							
<b>Hearing</b>																
Inspectors publish Matter, Issues & Questions and timetable for submission statements								18th								
Deadline for statements									6th							
Period to review statements									6th - 30th							
Hearings held (4 days)									30th	3rd						
<b>Post Hearings</b>																
Modifications finalised and sent to Inspectors										6th - 20th						
Inspectors to agree recommended list of Modifications											4th					
<b>Consultation</b>																
Consultation on Modifications (7 weeks - to take into account late August start date)											18th		7th			
Process representations													8th - 22nd			
Publish and send representations to the Inspectors													23rd			
<b>Inspector's review</b>																
Inspector's Report														20th		
Adoption															31st	

Task completed	<input type="checkbox"/>
Task Pending	<input type="checkbox"/>

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# Houghton Regis Neighbourhood Plan

## Notes from the Neighbourhood Plan Steering Group Meeting: 15<sup>th</sup> August 2018 held at 6.30pm

**Attendees:** Cllr D Abbott; Cllr James Carroll (JC); Christine Clavey (CC); Cllr Mrs Y Farrell (YF); Neil Fearn (NF arrived at 6.40pm); David Gibbons (DG) - Chair; Cllr Mrs S Goodchild; Sally Gray (SG); Cllr Mrs T McMahon; Tracy Plunkett; Cllr Ms S Thorne; Cllr T Welch; A Winter (AW).

**Also present:** Mr Martin Small (MS) and Debbie Marsh (Corporate Services Manager- DM).

- 1) **Apologies** were received from Carol Butler and Cllr M Kennedy.
- 2) **Notes from the previous meeting held on the 11<sup>th</sup> July 2018:** Approved.

Matters arising: None

### 3) Draft Plan

Martin informed the group that the idea of using 'Aiming High in Houghton Regis' as the tag line for the Neighbourhood Plan, reflected the aspirations that had come from group discussions and survey responses. Each section mirrored those aspirations into land use policies.

Martin talked the group through the latest version of the plan, version 6, as well as pointing out the opportunities of land use policies and what the group should concentrate on.

The group suggested that the results of the survey should be published on the website.

Martin informed the group that a recent government announcement claimed that there was a need for 1 million new homes by 2050. The Town Council could look to development opportunities. For example, was there justification for keeping a green space just because people walk their dogs there? Green space can be protected and now is the opportunity to do so.

Land use policies can be applied to public or private land, it does not matter.

#### Business & Employment –

TW – need to attract key workers

JC – CBC have been criticised on their local plan. No evidence of where the jobs will be.

TW – Leasehold should be avoided.

MS – Perhaps there is a housing association that Houghton Regis Town Council would like to work with. Affordable, Social and Key worker housing. Town Council would need to take a leading role.

TP – Can we specify?

MS – CBC policy states 30%.

SGr – Bedfordshire Pilgrims are very community focussed, very positive.

MS – Something for Town Council to consider.

DA – Affordable housing covers private and social housing.

#### Town Centre and Local Centres –

DG – Like the name change. 'The Village'.

AW – Confuse people, new places get new names.

DG – Happened elsewhere, for example in Hemel Hempstead. It needs to work for people moving in.

MS – Primary frontage is retail and should be protected, secondary frontage are health, beauty and financial services.

DG – Declared a personal and pecuniary interest in regard to Bedford Square as a shop owner. Jewels owns a slice of the building. Those occupying premises on the opposite side are responsible for renting out the flats above.

Policy 4: Town Centre East

AW – Redevelop Peel Street Health Centre.

SG – They are committed to moving. 3 locations have been identified for the new hub.

MS – Staying in town?

TP – Main hub, there will be other hub's.

SG – Not closing medical centres.

Policy 9 : First Class Education Facilities –

SG – Reference to Hillcrest should be removed.

MS – The extra 7,000 housing will double the Town Councils precept.

#### 4) Timeline

DA – Local council elections in May, keen to get this done and dusted by then.

DG – Not possible.

JC – When presented to CBC, how long?

MS – Two considerations. Practicality of running a referendum on the neighbourhood plan and elections would be good. Referendum next May or before. CBC arrange the referendum, it's their decision. Local Plan timetable soon to be published. One requirement is that the Neighbourhood Plan fits with the Local Plan. CBC Local Plan doesn't propose very much more for the parish. Get examination in public out of the way. Aim for the end of October for a good draft.

DG – 2/3 weeks to be spent on looking at document.

MS – Typo's tell me. Help to complete some of the lists – lack of knowledge. Issues.

CC – Feasibility into document.

MS – Agree and deliverable.

TP – Evidence why we are proposing the changes.

DG – Public should be mentioned in the document.

MS – Submit

1) Neighbourhood Plan

2) Consultation summary

3) Environmental Impact Statement

4) Basic conditions

DG – Summary would reference the process.

MS – Public to get shorter version.

SGr – How would you like us to make changes?

MS – Email. For example, which section you are referring to and then which paragraph.

#### 5) Date of next meeting

Wednesday 12<sup>th</sup> September 2018 at 6.30pm



Member, discussion with various landowners, etc. to get land open for use.

## Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 12<sup>th</sup> September 2018 held at 6.30pm

### Attendees:

David Gibbons  
Carol Butler  
Cllr Goodchild  
Alan Winter  
Cllr Carroll (substitute for Cllr Abbott)  
Cllr Kennedy  
Christine Clavey  
Neil Fearn (arrived at 6.45)

### Apologies:

Cllr Abbott (Cllr Carroll substituted)  
Cllr McMahon  
Cllr Welch  
Cllr Thorne  
Tracey Plunkett  
Sally Gray

**Also present:** Mr Martin Small  
Louise Senior

Houghton Regis Town Council Planning Consultant  
Head of Democratic Services

1) **Apologies** were received from Cllr Abbott (Cllr Carroll substituted), Cllr McMahon, Cllr Welch, Cllr Thorne, Tracey Plunkett, Sally Gray

2) **Draft Plan**

3) **Timeline**

Members received a report from Mr Martin Small, Houghton Regis Town Council planning consultant, (version 7)

Members discussed Houghton Regis chalk pit land, currently 100 acres, 60 acres of which is a nature reserve, and 40 acres yet to be decided on use. Concerns were raised that if this land is left unattended it would deteriorate and become unkempt. Attempts should be made to encourage Cemex to relinquish this land.

Houghton Regis town council had aspiration of this land to hold a visitor centre. Other ideas include the land used for mountain bike track, which would be accessed from thorn road.

It was agreed that in the report, the section referring to cemetery provision, be omitted from future reports as there is a designated working group project.

After further discussion on points with the document, Mr M Small advised members that he will formulate version 8 and present to members at the next meeting.

AW felt that the document was too difficult to understand and should be written in more layman terms.

Members discussed the availability of land within Houghton Regis for further housing development and various land options. NF raised concerns if open space was to be used, as open space is gone, it is gone for good and open space are few and far between.

Members referred to a previous discussion reading the recordings of the NPSG meeting. Members felt it would be inappropriate to record these meeting due to some members of the steering group being members to the public and not councillors. Members felt that it may be appropriate to record meetings when the report from Mr Small is public

**4) Date of next meeting**

Wednesday 3<sup>th</sup> October 2018 at 6.30pm at Houghton Regis town council offices



## Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 10<sup>th</sup> October 2018 held at 6.30pm

**Attendees:**

David Gibbons      Chairman  
Cllr J Carroll  
Alan Winter  
Christine Clavey  
Sally Gray  
Cllr Goodchild  
Carol Butler  
Cllr Abbott

**Apologies:**

Tracey Plunkett  
Neil Fearn  
Cllr McMahon  
Cllr Kennedy

**Also present:**      Debbie Marsh      Corporate Services Manager

- 1) **Apologies** were received from Tracey Plunkett, Neil Fearn, Cllr McMahon, Cllr Kennedy & Martin Small (Town Councils Planning Consultant).

Consideration of the minutes of the previous meeting, held on the 12<sup>th</sup> September 2018, was deferred to the following meeting.

- 2) **Draft Plan – Version 9**

Members discussed version 9 of the draft plan and some of the inconsistencies within it.

For example, reference to HRN and the lack of whether this referred to HRN1 or 2.

The Chair agreed that the whole document need to be looked at.

It was proposed that all those who had comments send them to the Debbie who would, in turn send them to Martin Small, so that a revised plan could be produced.



## Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 26<sup>th</sup> June 2019  
held at 6.30pm

**Attendees:** Cllr D Abbott (DA); Christine Clavey (CC); David Gibbons (DG) - Chair; Cllr Mrs S Goodchild; Sally Gray (SGr); Tracy Plunkett; Cllr Ms S Thorne; Cllr T Welch;

**Also present:** Debbie Marsh (Corporate Services Manager- DM).

- 1) **Apologies** were received from Neil Fearn; Alan Winter; Carol Butler; Cllr M Kennedy
- 2) **HRNPSG Terms of Reference** – Members reviewed the groups terms of reference. Councillor T Welch volunteered to fill the empty post of Vice-Chair.

Cllr Welch was duly elected at Vice-Chair.

- 3) **Declarations of interest** – Members were advised to re-affirm any declarations on interest they may wish for noting. The Chair reminded members that they could declare interests at any time at any meeting.
- 4) **Tender** – The group were requested to consider appointing members of the NPSG to receive, consider and recommend to the Town Councils Planning Committee the preferred public consultation/engagement provider.

It was agreed that Christine Clavey, Cllr Welch, David Gibbons and Cllr Abbott be the appointed members. Members were advised that the Town Clerk would oversee the exercise.

CC requested that scoring sheets be made available.

The outcome from deliberations of those tenders received would be reported back to the Steering Group at the next meeting to be held on the 17<sup>th</sup> July 2019.





## Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 17<sup>th</sup> July 2019  
held at 6.30pm

**Attendees:** Cllr D Abbott (DA); Christine Clavey (CC); David Gibbons (DG) - Chair; Cllr Mrs S Goodchild; Sally Gray (SGr); Cllr Ms S Thorne; Cllr T Welch;

**Also present:** Debbie Marsh (Corporate Services Manager- DM).

- 1) **Apologies** were received from Tracy Plunkett; Neil Fearn; Carol Butler
- 2) **Tender** – Members that had been appointed to consider the tenders received in relation to the Regulation 14 consultation, provided a conclusion to their considerations.

All agreed that none of the tenders received completely fitted the Neighbourhood Plan Steering Groups requirements therefore the following recommendation to the planning committee was proposed;

**RECOMMENDATION** –To agree to further investigations being undertaken in seeking alternative sources of support for the Regulation 14 consultation

DM – Members were informed that CBC had suggested alternative providers and proposed Bedfordshire Rural Communities Charity (BRCC) as a suitable option.



## Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 5<sup>th</sup> August 2019  
held at 6.30pm

**Attendees:** Cllr D Abbott (DA); Christine Clavey (CC); Cllr Mrs S Goodchild (SG); Sally Gray (SGr); Cllr Ms S Thorne (ST); Cllr T Welch – Vice-Chair (TW); Tracy Plunkett (TP); Carol Butler (CB); Neil Fearn (NF).

**Also present:** Debbie Marsh (Corporate Services Manager- DM).

- 1) **Apologies** were received from David Gibbons (Chair) and Alan Winter.  
Cllr T Welch chaired the meeting in the absence of the Chair.
- 2) **Declarations of Interest** – SG (Houghton Helper Volunteer); ST (Houghton Helper Volunteer); CB (Houghton Helpers Committee Member)
- 3) **Tender** – Members were advised that contact had been made with BRCC who were more than willing to attend a future meeting of the Steering Group to discuss what support they could offer in respect of the regulation 14 consultation and to go through the quotation provided.

Discussions took place on the consultation itself. Member agreed the following:

- Cash incentive for completing online surveys
- Ensure businesses are consulted as well as stakeholders
- Quantity and timing of drop-in sessions.
- Refreshments
- Venues for drop-in sessions
- Flyer needs proof reading prior to being distributed
- Consultation boards and locations
- Easy read versions of the plan
- Attendance at a Town Council event
- Full colour versions of the plan



## Houghton Regis Neighbourhood Plan

Notes from the Neighbourhood Plan Steering Group Meeting: 4<sup>th</sup> September 2019 held at 6.30pm

**Attendees:** David Gibbons – Chair (DG); Christine Clavey (CC); Cllr Mrs S Goodchild (SG); Sally Gray (SGr); Cllr Ms S Thorne (ST); Cllr T Welch (TW);

**Also present:**

Jemma McLean – BRCC (Bedfordshire Rural Communities Charity) JMcl

Debbie Marsh (Corporate Services Manager- DM).

- 1) **Apologies** were received from Carol Butler (CB); Neil Fearn (NF); Alan Winter (AW); Tracy Plunkett (TP); Cllr M Kennedy.
- 2) **Declarations of Interest** – SG (Houghton Helper Volunteer); ST (Houghton Helper Volunteer).
- 3) **BRCC** – JMcl discussed with members the timeline for the approach to the regulation 14 consultation. That the group should plan for a 6-week consultation. To space out the drop-in sessions. Work would need to go into turning the draft plan into an online questionnaire. Suggestion that the drop-in sessions last around 2 hours and to include a Saturday.

Members went on to discuss suitable venues, with some form of special meeting for Sewell residents in Sewell.

JMcl advised that there needed to be a 2-week lead time for the design work for the consultation leaflet.

DM – Costs have been obtained from Houghton Helpers who may be able to hand deliver leaflets to every property, subject to availability.

ALL – thanked Jemma for attending the meeting. Her advice had been most valuable.



## Houghton Regis Neighbourhood Plan

### Notes from the Neighbourhood Plan Steering Group Meeting: 2<sup>nd</sup> October 2019 held at 6.30pm

**Attendees:** David Gibbons; Cllr D Abbott (DA); Christine Clavey (CC); Cllr Mrs S Goodchild (SG); Sally Gray (SGr); Cllr Ms S Thorne (ST); Cllr T Welch (TW); Carol Butler (CB); Neil Fearn (NF) Cllr J Carroll; Cllr M Kennedy

**Also present:** Debbie Marsh (Corporate Services Manager- DM).

- 1) **Apologies** were received from Tracy Plunkett and Alan Winter
- 2) **Declarations of Interest** – None
- 3) **Revisions to the plan**

DG – Asked the group whether they could accept the minor mistakes so as not to delay the process further. Deal with factual errors.

NF – Asked whether a cemetery location had been decided upon.

DG – Proposed that DG & SGr go through AW's changes and pull out what needs to be changed. With a final version available early next week. Asked the group to send any amendments to him by Friday. All maps to also be checked and amended where required.

DG – Now we come on to the executive summary. I think there needs to be two different versions. One for statutory consultees and one for others that is more readable, less technical.

NF – Perhaps it could be Summary and Executive Summary.

DA – Technical summary and general summary

SG – Perhaps the plan could do with an introduction from the Chair.

DG – Perhaps we should list all those who have been involved right from the beginning.

All agreed

CC – asked whether anyone had been in contact with Thomas Whitehead School.

DG – asked if their contact details could be passed to him, he would contact them.

- 4) **Scheduling consultation events**

Members then discussed the number, dates and timings of the drop-in consultation events