

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

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

19th April 2022

To: Members of the Planning Committee
Cllrs: D Jones (Chairman), J Carroll, Y Farrell, M Kennedy, R Morgan, C Slough, 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 25th April 2022 at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

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

Debbie Marsh

THIS MEETING MAY BE RECORDED¹

Debbie Marsh
Corporate Services Manager

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.

¹ 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. 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.

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 - 13

To approve the Minutes of the meeting held on the 4th April 2022.

Recommendation: To approve the Minutes of the meeting held on 4th April 2022 and for these to be signed by the Chairman.

5. PLANNING MATTERS

(a) To consider the following applications:

CB/22/00902/FULL	Replacement of shop front glazing and entrance door 6 Hillborough Crescent, LU5 5NS
CB/22/01174/FULL	Proposed single storey rear extension 14 Douglas Crescent, LU5 5AT
CB/22/01244/ADV	Advertisement: Fascia sign single sided flexface internally illuminated. Fascia flat cut acrylic letters x 11, non illuminated The Townsend Centre, Blackburn Road, LU5 5BQ
CB/22/01365/LDCP	Lawful Development Certificate Proposed- change of position to boundary fence. 38 Roslyn Way, LU5 6JY

For noting

CB/22/01383/LDCP	Erection of rear extension 15 Therfield Walk, LU5 5QB
CB/22/01410/NMA	Non-material amendment to planning permission CB/21/02286/FULL (Erection of single storey side/rear extension and erection of detached outbuilding) Amendment sought:- Change of external wall finish from brick to horizontal timber cladding. 16 Douglas Crescent, LU5 5AT

(b) Decision Notices

Permissions/Approvals/Consents:

CB/21/04742/FULL	Demolition of outbuilding and erection of two storey side and single storey rear extension 14 Woodlands Avenue, LU5 5LJ
CB/21/05038/ADV	Advertisement - Two freestanding dual sided illuminated Billboard signs (6.3 metres by 3.25 metres). Land at junction of Houghton Road and Townsend Farm Road, Houghton Road, Houghton Regis

Refusals:

CB/21/02529/FULL	Two storey side extension. 44 Grangeway Footway, LU5 5PR
CB/21/05190/FULL	Erection of side extension and removal of rear conservatory 43 Northview Road, LU5 5HB
CB/21/01234/FULL	Single storey infill extension. First floor and two storey rear extension. Highfield House, Bedford Road, LU5 6JP

Withdrawals:

None at time of going to print.

6. CENTRAL BEDFORDSHIRE COUNCILS' DEVELOPMENT COMMITTEE OFFICER DELEGATED AUTHORITY

Pages 14 - 24

Members are informed that within Central Bedfordshire Councils constitution is a section in regard to Development Management. Paragraph 4.3.141 of the constitution (extract attached) sets out how applications will be determined by development management.

These are if:

- They are called in by a ward member or adjacent ward member within 28 days of the application being first notified.
- The application is for major development (over 10 dwellings) and there is either a Parish / Town Council objection or material consideration that cannot be overcome by condition.
- The application is a major development (over 10 dwellings) and is a departure from the development plan.

There are also a number of other triggers, set out in the constitution, such as an application being made by a member/officer of the council or by the Council itself.

Therefore, for example, in the case of planning application CB/21/001883/FULL, erection of 57 dwellings, Land at Bedford Road, this application was determined by officers through delegated authority as the development was not called in by a ward member, the final comments of the Town Council confirmed they had no objection to the proposal and the application was not considered as a departure from the development plan (as the site is no longer in the Green Belt as a result of the adoption of the Central Bedfordshire Local Plan last year).

7. BEECHWOODS SAC ZONE OF INFLUENCE – PLANNING IMPACTS

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

4th April 2022 at 7.00pm

Present: Councillors: D Jones Chairman
J Carroll
Y Farrell
M S Kennedy
R Morgan

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

Public: 8

Apologies: Councillors: C Slough

Also present: Councillors: T McMahon
E Cooper
S Goodchild Central Bedfordshire Council

11995 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr C Slough.

11996 QUESTIONS FROM THE PUBLIC

Members of the public spoke on behalf of the Friends of Windsor Drive Group regarding the Local Green Space Assessment being undertaken in support of the town councils draft Neighbourhood Plan. Members were requested to put forward their support for the spend on a consultant to progress the application for Windsor Drive to become a registered Open Space. Members of the Public acknowledged that this would not offer absolute protection from the potential development of the land, they suggested it would add weight to their case to not build.

Members of the public requested urgency to be applied to not only the approval of for the spend but also in getting the Consultant in place and the application for Open Space progressed. Two specific questions were asked:

- What were the timescales being suggested for completion of this activity, i.e. engaging the specialist consultant and the application for open space being made?
- What additional support, if any, do the Neighbourhood Plan Team need from Houghton Regis Town Council and Planning Committee in specific to complete both the application for Open Space and the Neighbourhood Plan itself?

It was advised that if Members approved the budget, the assessment could go ahead as soon as the consultant was available.

It was advised that additional support would be given from the Town Council and the Planning Committee as and when it was required. A Neighbourhood Steering Group Meeting was scheduled for 13th April where it was hoped that all of the amendments to the draft plan could be concluded.

A member of the public raised concerns regarding an application for Land off Sewell Lane, Sewell (CB/22/11132/FULL) on the location of the site, the possible encouragement of ASB, changes to the road, light pollution and the impact on biodiversity.

11997 SPECIFIC DECLARATIONS OF INTEREST

None.

11998 MINUTES

To approve the Minutes of the meeting held on the 14th March 2022.

Resolved To approve the Minutes of the meeting held on 14th March 2022 and for these to be signed by the Chairman.

11999 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/00578/FULL Flat roof single-storey rear extension with associated window alterations and front porch formation
11 Constable Close, Houghton Regis, Dunstable, LU5 5ST
For: Vantu

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

CB/22/00806/FULL Single storey side and rear wraparound extension.
2 Douglas Crescent, Houghton Regis, Dunstable, LU5 5AT
For: Krzyzanowski

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

CB/22/00421/ADV Advertisement: One monolith totem sign and four temporary lamp post hanging banner signs
Former Co-op supermarket, All saints view, High Street, LU5 5DT
For: Central Bedfordshire Council

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

CB/22/00766/VOC Variation of condition number 1 of planning permission CB/20/03406/RM (Reserved Matters: following Outline Application CB/12/03613/OUT (Development to comprise: up to 5,150 dwellings and various other classes:RM sought for appearance, landscaping, layout, and scale of furniture and play equipment.) Variation sought to revise plans and gateway signage.
Houghton Regis North 1, Sundon Road, Houghton Regis

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

CB/22/00877/FULL Proposed detached garage building with pitched hipped roof and flat top crown roof.
96 Douglas Crescent, Houghton Regis, LU5 5AT

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

CB/22/01132/FULL Change of use to mixed agricultural and equestrian. Erection of stables, track room and storage, hardstanding to apron, access and landscaping.
Land off Sewell Lane, Sewell, Dunstable
For: Mr M Beary

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

- The proposed application would be sited in open countryside with no right of access.
- Site is not accessible for vehicles, including HGVs, that would need to remove waste.
- Site is not accessible for vehicles during construction.
- Whilst the town council acknowledges that the proposed development is of an agricultural/equestrian nature, the proposed development could set a precedent, that could lead to further applications in this area, thereby spoiling the nature and setting of Sewell.
- Concern that there could be an increase of anti-social behaviour on this site, due to its isolated location.
- Concerns that the proposed development would be detrimental on the local biodiversity.

Should Central Bedfordshire Council be minded to approve this application, then the town council respectfully requests that conditions are placed on the approval to mitigate and control the concerns raised above.

CB/22/00825/FULL Enlarge front porch (Retrospective).
3 Kirton Way, Houghton Regis, Dunstable, LU5 5PZ
For: Mr D Surtees

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

CB/TRE/22/00164 Works to trees protected by Tree Preservation Order
SB/77/00006:
Works to various trees to include reduction to crowns, removing branches, deadwood and severing ivy. Sycamore Trees T14, T34, T43, T49, Hawthorn T37 and Ash Tree T47 removed to ground level
Brethrens Meeting House Bedford Road, LU5 6JP

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

Noted:

CB/22/00960/DOC Discharge of Condition 19 against planning permission 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)
Linnere Park, Sundon Road, Chalton, Houghton Regis, LU5 5NP

CB/22/00884/NMA Non-material amendment to planning permission CB/21/02338/FULL (Two storey rear extension with pitched roof) Alterations to door and window positions on side and rear elevations.
96 Douglas Crescent, Houghton Regis, Dunstable, LU5 5AT

- CB/22/00810/LDCP Lawful Development Certificate Proposed:- Loft conversion over main and rear roof, with the insertion of 2 rooflights into the existing front roof slope. Proposed outbuilding (summer house) to the rear of the property.
2 Douglas Crescent, Houghton Regis, Dunstable, LU5 5AT
- CB/22/00919/DOC Discharge of Condition 9 against planning permission CB/16/03378/FULL (Phased Construction of a new Independent Living Scheme for Older Persons comprising 168 apartments with support facilities, a Restaurant & Bar, Retail Units, Cafe, 2no Reablement Suites, the conversion and Change of Use of a Grade 2 listed building and the demolition of an existing Sheltered Housing scheme with associated parking and landscaping.)
Co-Op Supermarket, High Street, LU5 5QT
- CB/22/01160/LDCP Lawful Development Certificate Proposed - erection of a porch
38 Kent Road, Houghton Regis, Dunstable, LU5 5NZ
- CB/22/01093/NMA Non-material amendment to planning permission CB/20/01537/FULL (Erection of a mixed use Local Centre comprising 52 no. apartments, 1 no. day nursery).
Amendment to site plan to provide bin stores for central cafe unit.
Local Centre, Land West of Bidwell, Houghton Regis, LU5 6JQ
- CB/22/01056/DOC Discharge of Condition 8 against planning permission CB/19/03820/RM (New Primary School amendments to the existing Thornhill Primary School site pursuant to outline permission)
Thornhill Primary School, Grove Road, Houghton Regis, LU5 5PE
- CB/22/01058/DOC Discharge of Condition 6 against planning permission CB/19/03820/RM (New Primary School amendments to the existing Thornhill Primary School)
Thornhill Primary School, Grove Road, Houghton Regis, LU5 5P
- CB/22/01060/DOC Discharge of Condition 2 against planning permission CB/19/03820/RM (New Primary School amendments to the existing Thornhill Primary School)
Thornhill Primary School, Grove Road, Houghton Regis, LU5 5PE

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

12000 CHURCHFIELD ROAD – INFORMAL CONSULTATION

Members were informed that Central Bedfordshire Highways Department had received requests to make Churchfield Road one way and therefore, wrote to residents, in an informal manner, to gauge feeling before progressing further.

Members received a copy of the resident's letter and a plan detailing the direction of travel that was being considered along with associated parking measures, to ensure the movement of traffic was maintained.

Members acknowledged their support for the proposed one-way system, however, raised key concerns regarding the implementation of parking measures, it was suggested that a holistic approach to parking should be executed as residents in Churchfield Road had no alternative parking provisions and would be heavily impacted if parking restrictions, with no alternatives, were put in place.

Resolved: The Town Councils response to Central Bedfordshire Councils informal consultation on proposed traffic movements in Churchfield Road is to support the proposed one-way system, however, it cannot support the proposed parking restrictions without provision being provided elsewhere. The parking restrictions would have a detrimental impact on those residents in Churchfield Road with no additional parking in place. The Town Council requests that Central Bedfordshire Council undertake a holistic review of parking in the area, not just Churchfield Road.

12001 STREET NAMING – LAND AT FORMER CHURCH OF ST VINCENT, TITHE FARM ROAD

Members were requested to propose a street name for the development above.

Members discussed links to the area and appropriate possibilities for the street name. Members agreed to stay with the tree theme already in the local area. Members agreed to propose Buddleia or Birch to Central Bedfordshire Council.

Resolved: The Town Council considered and proposed the following street names, to Central Bedfordshire Council, for the development at Land at Former Church of St Vincent, Tithe Farm Road.

- Buddleia
- Birch

12002 PROPOSED 5G TELECOMMUNICATIONS INSTALLATION FOR H3G UK

Members received a letter, accompanied by various drawings, from WHP Telecoms Ltd, informing the Town Council of a proposed installation prior to the submission of a formal planning application.

Members discussed the proposed location of the telecommunications installation and agreed it would be better located on a road that was not a greenway into Houghton Regis. It was acknowledged that a previous tree height installation had needed further works as the height of the trees interfered with its efficiency.

Houghton Regis Town Council objected to the proposed application.

Resolved: To respond to WHP Telecoms Ltd in respect to a proposed telecommunications installation in Park Road North, Woodside Estate, prior to the submission of a formal planning application, with the following comments:
Houghton Regis Town Council objects to the siting of the proposed telecommunication mast and associated cabinets for the following reasons:

- The location is on a road that is considered to be one of a number of roads viewed as a green gateway into the town.
- The siting would cause loss of amenity space.
- The circumference of the mast and the associated cabinets would have a detrimental impact on the amenity of the area.

12003 NEIGHBOURHOOD PLAN – LOCAL GREEN SPACE ASSESSMENT

Members were advised that although there were areas identified as Local Green Spaces within the Town Councils draft Neighbourhood Plan, an exercise in assessment and evidence gathering needed to be undertaken in order to support these sites being included as Local Green Space designations.

Designation of Local Green Space must be done in accordance with criteria contained in the National Planning Policy Framework.

As members were already aware, Bedfordshire Rural Communities Charity (BRCC) had provided support for the Regulation 14 public consultation, these costs were met from government funding and not town council budget.

BRCC were able to provide support to assess ten green spaces, as identified by Houghton Regis Town Council's Neighbourhood Plan Steering Group, as to their suitability for designating as Local Green Spaces within the emerging Houghton Regis Neighbourhood Plan.

The Houghton Regis Town Council Neighbourhood Plan Steering Group did not have authority to spend money from the Town Councils Neighbourhood Plan budget therefore the group were requesting funding of up to £1,650 for the assessment work plus a further £350 for any associated map work and printing costs.

Members were advised that all orders were placed via the Corporate Services Manager and not directly by the group themselves.

Members were advised that if the recommendation was agreed, the assessment could go ahead as soon as the relevant parties were available.

It was advised that a meeting of the Neighbourhood Plan Steering Group was due to be held on 13th April 2022, in order that the group could finalise the draft plan.

Members noted the request for funding was to be taken from budget 4062/401 Neighbourhood Plan. Members suggested and agreed that the funding should come from an Earmarked Reserve budget and proposed to use budget code 330.

Resolved: To agree to a budget of £2,000 being made available from the Town Councils EMR 330 (Community Development) for the assessment of the green spaces contained within the Town Councils Draft Neighbourhood Plan along with any associated map work and printing costs.

12004 APPLICATION STREET TRADING CONSENT – GRENDALL LANE

Members asked to consider comments in regard to a fast-food van selling food and hot and cold drinks, in a location in Grendall Lane between the hours of 11am to 9pm. The applicant had not specified which days of the week they would wish to trade.

The applicant provided a hand drawn map of the area and indication of whereabouts the van would be located.

Members raised concerns over placement as potential parking issues could be obstructive to HGV's servicing industrial estates, other road users and pedestrians.

Members requested that the Town Councils response be sent to Central Bedfordshire Council objecting on the grounds above. Members were keen to add that the Town Council is not against local enterprise, it just felt that this area was not suited to this type of provision.

Resolved: To object to the street trading application on land at Grendall Lane.

12005 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 – 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 – 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 8.36pm

Dated this 25th day of April 2022.

Chairman

DRAFT

- 4.3.137 To carry out the functions of the Council with regard to environmental policy and sustainability. None
- 4.3.138 To approve grants for town and parish plans up to £2,000 subject to the application being in accordance with the approved criteria and any grant being a one-off with no recurring liability. after consultation with the relevant Executive Member

Development Management

- 4.3.139 To carry out the functions of the Council as the Waste and Minerals Planning Authority. None
- 4.3.140 To enforce provisions under Town and Country Planning Regulations in respect of minerals and waste management matters. None
- 4.3.141 To determine applications required under the Planning Acts and Statutory Instruments; and other planning matters (including applications for planning permission made under Regulation 3 of the Town and Country Planning General Regulations 1992), except where:-
 - 4.3.141.1 As shown in 4.3.141.1 to 4.3.141.5
 - 4.3.141.1 A Ward Member or any adjoining Ward Member of the Council for the application site, requests in writing, on an agreed pro-forma and supported by the planning reason(s), within 28 days of the application being first notified or a revised notification where such revision is also circulated to Town or Parish Councils, for it to be referred to a meeting of the Development Management Committee. The Member making a call-in is required to set out the planning reasons for the call-in on the proforma and speak about the reasons for the call-in at the Committee where the application may be considered¹;
 - ¹ A Member may withdraw a request by notifying the Assistant Director - Development Infrastructure in writing no later than two clear working days prior to publication of the Agenda of the Committee meeting.
 - 4.3.141.2 It is proposed to grant planning permission for a **major development**² and:-
 - 4.3.141.2.1 a material planning representation(s) has
 - None

	been received in writing from Town and Parish Councils which has not been resolved by the Local Planning Authority through negotiation with the applicant and/or through the imposition of conditions; or	
	4.3.141.2.2 the application or matter is considered to be a departure from the Development Plan; or	None
4.3.141.3	The application (or matter) is made by or on behalf of, or involves in any capacity, any Member or senior officer of the Council (i.e. Head of Service, Assistant Director, Director or the Chief Executive) or officer in the Development Management Team;	None
4.3.141.4	The Assistant Director, Development Infrastructure considers it prudent to refer the application or matter to the Development Management Committee; or	None
4.3.141.5	the application is made under Regulation 3 of the Town and Country Planning (General) Regulations 1992 or is for development on the Council's own land and in either case a material planning representation(s) has been received in writing that is contrary to the Officer delegated decision otherwise to be made and in the case of objections these cannot be resolved through the imposition of conditions.	
4.3.141.6	The application is made under Regulation 4 of the Town and Country Planning (General) Regulations 1992. ² The definition of "major development" shall be that used by the Department for Communities and Local Government in the General Development Control Return	
4.3.142	To determine (both approval and refusal of) applications or notices for:-	As shown in 4.3.142.1 to 4.3.142.10,

		where appropriate
4.3.142.1	advertisement consent;	None
4.3.142.2	listed building consent, except that consent to demolish shall not be given until the Secretary of State has decided not to determine the application himself;	None
4.3.142.3	consent to cut down, uproot, top or lop trees protected by a Tree Preservation Order including the imposition of replanting conditions where appropriate;	None
4.3.142.4	notice for the felling of trees within a Conservation Area;	None
4.3.142.5	determinations as to whether prior approval is required for agricultural or forestry development under Parts 6 and 7 of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, replacing and re-enacting that Order) and to approve or reject any details submitted in connection with such determinations;	None
4.3.142.6	determination as to whether prior approval is required of certain developments by telecommunications code system operators under Part 24 of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, replacing and re-enacting that Order) and to approve or reject any details submitted in connection with such determinations;	None
4.3.142.7	determinations as to whether prior approval is required for the demolition of a building under Part 31 of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, replacing and re-enacting that Order) and to approve or reject any details submitted in connection with such determinations;	None

4.3.142.8	prior approval of development under Part II of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, replacing and re-enacting that Order) and to approve or reject any details submitted in connection with such development;	None
4.3.142.9	determinations as to whether prior approval is required for toll road facilities on article 1(5) land under Part 30 of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, replacing and re-enacting that Order) and to approve or reject any details submitted in connection with such determinations;	None
4.3.142.10	approval of reserved matters following an outline planning permission provided that they are in conformity with the outline permissions.	None
4.3.143	To determine non-material and minor amendments to permissions and other consents.	None
4.3.144	To determine applications by electricity, gas, water, telephone, broadcasting, cable and pipeline companies and agencies in respect of works.	Subject to consultation with the Chair of Development Management Committee and the local ward Member(s), where appropriate.
4.3.145	To sign and serve building preservation notices.	None
4.3.146	To make or re-make Tree Preservation Orders and to sign relevant documents relating thereto.	Any action under this delegation to be reported to Members for information.
4.3.147	To revoke, vary, modify and confirm Tree Preservation Orders and to sign relevant documents relating thereto.	Where duly made objections are received and are not resolved, these will be referred to the Development

		Management Committee for determination. Any action under this delegation to be reported to Members for information.
4.3.148	To remove or obliterate unauthorised posters or placards and to serve any notice or make such enquiries as are specified in the relevant planning legislation.	None
4.3.149	To make determinations as to whether to authorise the removal of any important hedgerow, to serve Hedgerow Retention Notices and Hedgerow Replacement Notices under Article 5 and 8 of the Hedgerow Regulations 1997.	None
4.3.150	To institute proceedings in the appropriate court in respect of the following:-	Subject to the agreement of the Monitoring Officer.
4.3.150.1	the display of an unauthorised advertisement;	None
4.3.150.2	unauthorised works to a listed building;	None
4.3.150.3	non-compliance with an enforcement notice;	None
4.3.150.4	non-compliance with a breach of condition notice;	None
4.3.150.5	non-compliance with a Section 215 notice;	None
4.3.150.6	not responding appropriately to a requisition for information under Section 330 of the Town and Country Planning Act 1990 or Section 16 of the Local Government (Miscellaneous Provisions) Act 1976;	None
4.3.150.7	not responding appropriately to a Planning Contravention Notice;	None
4.3.150.8	unauthorised works to a tree protected by a tree preservation order;	None

4.3.150.9	wilful obstruction of a person acting in the exercise of powers of entry onto land;	None
4.3.150.10	unauthorised works to a tree(s) in a conservation area;	None
4.3.150.11	unauthorised works to a hedgerow;	None
4.3.150.12	non compliance with a stop notice;	None
4.3.150.13	non compliance with a listed building enforcement notice;	None
4.3.150.14	non compliance with a hedgerow retention or removal notice;	None
4.3.150.15	non compliance with hazardous substances contravention notice.	None
4.3.151	To obtain a warrant for entry onto land, where admission to that land has been refused, contrary to powers of entry which apply, or where such a refusal is reasonably apprehended, or in the case of urgency.	None
4.3.152	To investigate all breaches of control as defined in the relevant legislation and regulations relating to planning, listed buildings, conservation areas, tree preservation orders, hedgerows, advertisements and hazardous substances and to determine to take no further action on cases where the Assistant Director Development Infrastructure considers it not expedient to take action.	(i) Subject to the development in question not being clearly contrary to the policies of the Development Plan; or (ii) Except where a Member has requested the breach of planning control to be referred to the Development Management Committee for decision
4.3.153	To institute legal proceedings seeking an injunction in respect of any breach of planning control.	Subject to consultation with the Monitoring Officer
4.3.154	To determine applications for:	

4.3.154.1	Certificates of Lawfulness of Existing Use	Subject to consultation with the Monitoring Officer
4.3.154.2	Development Certificates of Lawfulness of Proposed Use of Development.	None
4.3.155	To make any decision on ongoing actions or cases relating to any breach of control or serve a regulatory notice or initiate prosecution or legal proceedings seeking injunctions where prior consultation time does not permit.	None
4.3.156	To issue, serve or withdraw the following notices:-	None
4.3.156.1	a Planning Contravention Notice under Section 171C of the Town and Country Planning Act 1990. (Such delegation also is exercisable by all Development Management and Enforcement Planning Officers.)	None
4.3.156.2	a Notice under Section 330 of the Town and Country Planning Act 1990. (Such delegation also is exercisable by all Enforcement Officers and those Planning Officers affiliated to the Enforcement Section.)	None
4.3.156.3	a Notice under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976. (Such delegation also is exercisable by all Enforcement Officers and those Planning Officers affiliated to the Enforcement Section.)	None
4.3.156.4	Enforcement notice under Section 172 of the Town and Country Planning Act 1990.	Subject to prior consultation with the Monitoring Officer
4.3.156.5	Breach of Condition Notice under Section 187A of the Town and County Planning Act 1990.	
4.3.156.6	Stop Notice under Section 183 of the Town and Country Planning Act 1990.	
4.3.156.7	A Notice under Section 215 of the Town and Country Planning Act 1990.	

4.3.156.8	Listed Building Enforcement Notice under Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.	
4.3.156.9	An Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990.	
4.3.156.10	A Tree Replacement Notice under Section 207 of the Town and Country Planning Act 1990.	
4.3.156.11	A Hazardous Substance Contravention Notice under Section 24 of the Planning (Hazardous Substances) Act 1990.	
4.3.157	To formulate and notify views on behalf of the Council in relation to:-	None
4.3.157.1	notices of proposed development by the Crown and Government Departments under Department of the Environment Circular No.18/84;	None
4.3.157.2	proposals by other organisations which benefit from deemed approval where comments/views are sought;	None
4.3.157.3	applications to the Traffic Commissioners in relation to the licensing of heavy goods vehicles operating centres;	In consultation with the elected ward Member(s) whenever possible
4.3.157.4	consultations by adjoining Councils for planning and other applications on land adjoining this district.	None
4.3.157.5	consultations by the Planning Inspectorate for Development Consent Orders.	After consultation with the relevant Executive Member
4.3.158	To determine 'screening opinions' as to the need for the submission of Environmental Impact Assessments under the Town and Country Planning (Assessment of Environmental Effects) Regulations 1988 and subsequent 'scoping opinions'.	None
4.3.159	To determine the appropriate fee due in respect of applications made in accordance with the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations.	None
4.3.160-	To decide whether or not to advertise applications (subject to statutory requirements).	None

4.3.161	To determine the extent of consultations and neighbour notifications necessary and reasonable (subject to statutory requirements).	None
4.3.162	To prepare for consultation and subsequently approve the Local Validation Checklist.	After consultation with the relevant Executive Member
4.3.163	To decide whether or not representations received constitute valid planning objection or support.	None
4.3.164	To decline to determine repetitive planning applications in accordance with Sections 70A, 70B and 70C of the Town and Country Planning Act 1990.	None
4.3.165	To treat applications as having been disposed of under the provisions of Article 25 (11) (a-d) of the Town and Country Planning (General Development Procedure) Order 1995, where appropriate under the Order and notwithstanding the requirements of the Scheme of Delegation as to the description of application (or previous resolution of the Development Management Committee) to determine such application where a period of six months have elapsed without constructive written communication from the applicant following such Committee determination.	None
4.3.166	To determine all applications for Hazardous Substances Consent submitted in accordance with Section 7 of the Planning (Hazardous Substances) Act 1990 and the Planning (Hazardous Substances) Regulations 1992.	None
4.3.167	To make application to the appropriate court of jurisdiction.	In consultation with the appropriate ward Member (if available) and by instructing the Monitoring Officer
4.3.168	To take action under Sections 23 and 24 of the Local Government (Miscellaneous Provisions) Act 1976 to deal with dangerous trees.	None
4.3.169	To authorise persons:-	None
	4.3.169.1 to enter land and/or premises in the discharge by the Authority of its functions under the Town and Country Planning legislation (being the	











- consolidating Acts as defined by the Planning (Consequential Amendments) Act 1990 and any subordinate legislation thereunder);
- 4.3.169.2 and in the course of such entry carry out investigation or examination and to take such documents, copies of records, samples, measurements, photographs, recordings or other observations and to require records kept by means of a computer to be produced in a form in which they can be taken away as are relevant and which the Authority has the power to take.
- 4.3.170 To issue temporary Stop Notices under the provisions of Section 171E to 171H of the Town and Country Planning Act 1990. Following prior consultation with the Monitoring Officer
- 4.3.171 To determine complaints which arise under the High Hedges legislation (Part 8 of the Anti Social Behaviour Act 2003). Complaints which, in the opinion of the Assistant Director, Development Infrastructure raise wider neighbourhood issues or are locally sensitive, shall be referred to the Development Management Committee
- 4.3.172 To prepare and present evidence in relation to any appeal to the Secretary of State against the refusal or non-determination of an application required under the Planning Acts and Statutory Instruments, or, against the imposition of conditions in relation to the grant of a planning permission for any such application and in connection with any appeal against enforcement proceedings. The non-determination of a 'major' application to be reported to the Development Management Committee
- 4.3.173 To institute legal proceedings in respect of contravention of any of the legislation referred to in the delegations above. After consultation with the Monitoring Officer

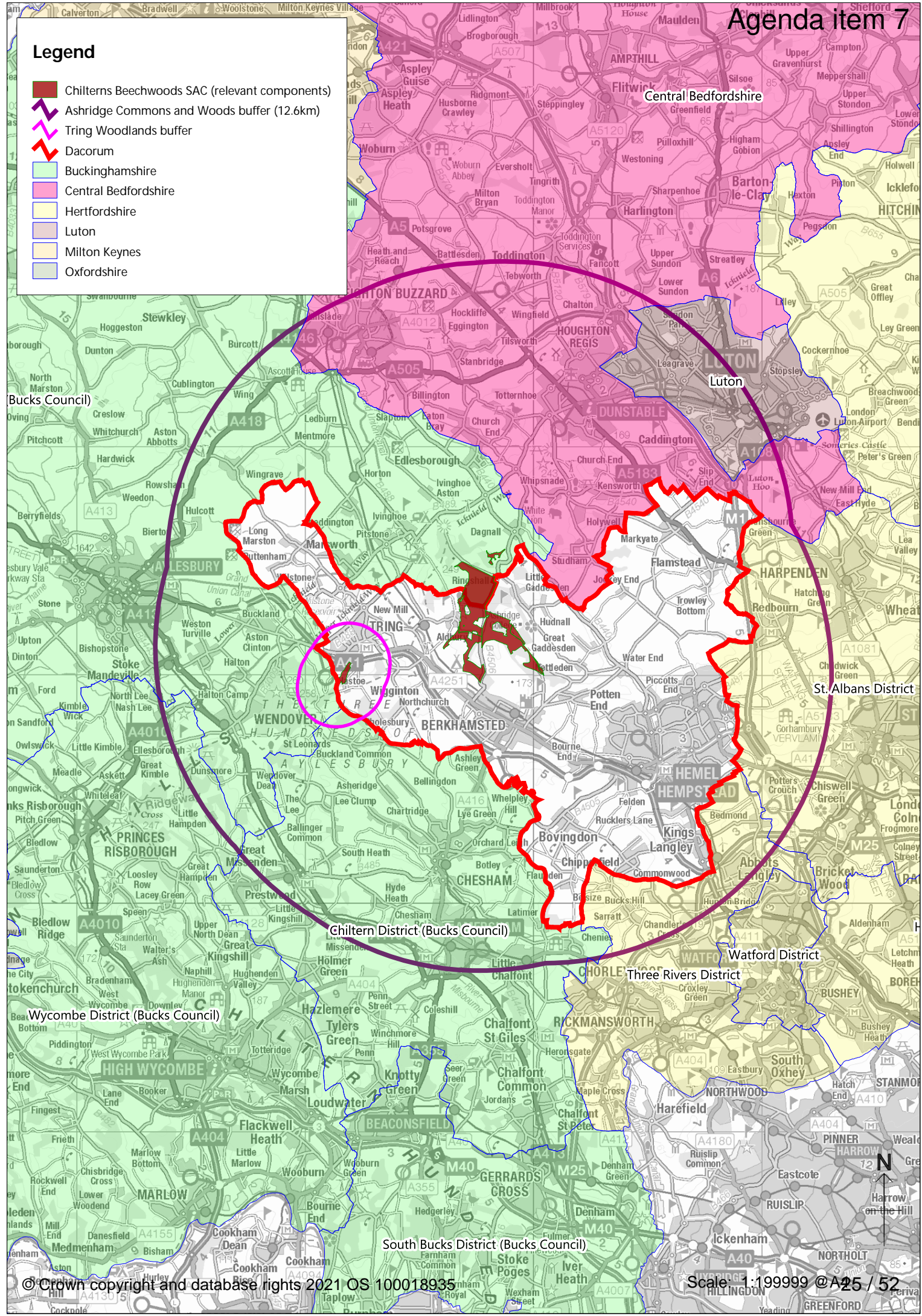
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|---------|---|--|
| 4.3.174 | To approve any matters reserved for the subsequent approval of the Council in planning permissions previously granted by the Council with or without conditions in any case. | None |
| 4.3.175 | To negotiate and enter into agreements or obligations under Section 106 of the Town and Country Planning Act 1990 and to implement the provisions of such agreements, including the disposal and management of land and monies. | In consultation with the Monitoring Officer except as may be otherwise indicated by the Development Management Committee |
| 4.3.176 | To issue any notice, in consultation with the Monitoring Officer, necessary to give effect to any resolution of the Development Management Committee or the above delegations. | None |

Building Control

- | | | |
|-----------|--|------|
| 4.3.177 | To institute proceedings in relation to routine contraventions of Building Regulations. | None |
| 4.3.178 | To take decisions on applications for approval under building regulations and serving notices under Section 16 and all other relevant sections of the Building Act 1984 (including enforcement) and the supervision of plans and work by approved inspectors under Sections 47 to 53 of the Building Act 1984. | None |
| 4.3.179 | To take decisions on all applications for the relaxation of Building Regulations. | None |
| 4.3.180 | To take all necessary action, including the serving of notices, under Sections 77, 78, 79, 80 and 81 of the Building Act 1984 in relation to dangerous structures and demolitions. | None |
| 4.3.181 | To exercise the functions of the Council under the Fire Safety and Safety of Places of Sport Act 1987. | None |
| 4.3.182 | To authorise persons to:- | None |
| 4.3.182.1 | enter land and/or premises in pursuance of the discharge of functions of the Authority, where statutory powers of entry apply; and | None |

Legend

-  Chilterns Beechwoods SAC (relevant components)
-  Ashridge Commons and Woods buffer (12.6km)
-  Tring Woodlands buffer
-  Dacorum
-  Buckinghamshire
-  Central Bedfordshire
-  Hertfordshire
-  Luton
-  Milton Keynes
-  Oxfordshire



Statement of Community Involvement

Consultation Draft
(April 2022)

A great place to live and work.

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Introduction

The Council is committed to engaging residents, interest groups and stakeholders in the planning process, which involves the preparation, alteration and review of local planning policy documents, such as the Local Plan, as well as making decisions on planning applications. The purpose of this Statement of Community Involvement (SCI) is to set out who can be involved, and how and when consultation and engagement will take place, as well as how views will be considered, from the earliest stages of the plan-making process through to development on the ground.

Whilst the planning system requires some level of consultation as part of the plan-making process, Central Bedfordshire Council has always committed to going beyond this, to try and get as many people involved as possible. The SCI should help to ensure that opportunities for engagement are clear to everyone and are carefully considered to ensure the best outcome for all.

Planning for the future of Central Bedfordshire will affect everyone, so it is important that people understand the process and are able to get involved in the process. Early and continuing involvement allows for local priorities and aspirations to be reflected most effectively in local policy decisions, helping to shape the decisions that are being made about the communities in which we live.

Community engagement lies at the very heart of the planning process, as set out by the Localism Act 2011 and emphasised by the National Planning Policy Framework (NPPF). The NPPF sets out the government's vision for the planning system, including how plans should be prepared and how planning policies should be applied in managing development locally. Paragraph 39 states that:

'Early engagement has significant potential to improve the efficiency and effectiveness of the planning system for all parties'.

In addition, the Planning for the Future White Paper published in August 2020 set out a review of the current planning system and emphasised the need to give neighbours and communities an earlier and more meaningful voice in the future of their areas as plans are made. It also emphasised the importance of harnessing digital technology to make it much easier to access and understand information about specific planning proposals, to ensure it is accessible to all people.

Section 18 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to prepare and keep an up to date Statement of Community Involvement (SCI), which should clearly set out their approach to ensuring effective consultation on planning matters. Planning Regulations require that SCI's should be reviewed every five years and updates should be prepared to reflect any material changes that may have occurred.

The Council's last SCI was adopted in 2012 and was partially updated in 2020 to take account of the government guidance in relation to Covid-19. However, this guidance has subsequently changed, and a comprehensive review has been undertaken. This SCI provides an update to that document and will supersede it once adopted.

Who Will Be Involved and How?

The Council already has a well-established network of stakeholders within the local community. The word 'stakeholder' means those who have an interest in the services and activities of the Council. Stakeholders will be engaged as they can provide specific knowledge to help form options

for wider public consultation. For example, if preparing a transport-related document, a local bus company would be a key stakeholder. The list below gives examples of the different groups/individuals who may be consulted for the formulation of a planning document or through the planning application process. This is not a definitive list.

- Parish Councils
- Town Councils
- General Public/Residents
- Landowners/House Builders/Agents/Housing Associations
- Local Groups, Clubs, Organisations
- Environmental/Community/Voluntary Groups and organisations
- National Government and organisations (including Homes England, National Highways, Environment Agency, Natural England, Historic England etc)
- Neighbouring Local Authorities
- Seldom Heard Groups
- Local Forums/Partnerships

Engaging with Seldom Heard Groups or Individuals

Within the community there are certain groups of people who are 'seldom heard', meaning that they have been under-represented in consultation in the past. Particular effort will be made to get these groups involved in the consultation process and this may require direct engagement to allow them to effectively participate in consultation. These groups could include:

- People with learning or visual Disabilities;
- Black and Minority Ethnic Groups;
- Young people;
- Travellers and Gypsies (Gypsy, Roma and Traveller community);
- Travelling Showpeople community;
- The homeless;
- Older People;
- Gay, Lesbian and Bisexual;
- Transgender;
- People living in deprived areas.

All planning documents will be screened to see if an Equalities Impact Assessment (EqIA) is required, although it is anticipated most planning documents will be subject to an Assessment.

Questionnaires and surveys will include equality monitoring questions to give the Council a picture of who contributes, to ensure that all consultation is as inclusive as possible. There are some existing forums, groups and services which may be accessed to ensure that seldom heard groups are consulted on planning applications and during the preparation of planning documents.

Housing Services: Some tenants of Central Bedfordshire Council owned properties are representative of seldom heard groups. A Tenant Voice and Engagement Manager is in post to manage tenant consultation and liaise with various tenant groups and will be approached to facilitate consultation

Young People: The Council is committed to seeking opportunities to engage and consult with young people, through our Youth Participation Network members, Youth Parliament, local schools, community youth groups and dedicated social media channels.

Travellers and Gypsies (Gypsy, Roma and Traveller community) and Travelling Showpeople community: A countywide Gypsy and Traveller Accommodation Needs Assessment (GTAA) was undertaken in 2016 and a Travellers Study Group was set up. A further GTAA may be prepared in 2022 as part of the Local Plan Review, and this group could also be accessed for future consultation. In addition, useful links to the community have been forged through the work of the Council's Gypsy and Traveller Unit. The community will also be engaged in the planning application process.

Voluntary and Community Sector: The important role this sector plays in the consultation process is recognised. There are a wide range of representative voluntary and community groups within Central Bedfordshire whose knowledge and links are vital in reaching certain groups.

Accessibility

The Council recognise that some groups and individuals have particular needs. Where appropriate, publicity and consultation methods will be tailored to specifically address the needs of a target group. This includes producing documents to meet the new accessibility regulations that came into force for public sector bodies on 23 September 2018. All written documents published after this date, and all pre-recorded audio or video published after 23 September 2020, will be available in an accessible format which meet the required accessibility guidelines. This will enable more people to access the documents the Council produce.

Methods for Community Involvement in Planning

Some methods for community involvement are listed in table 1 below. They include methods for simply giving out information or publicising a consultation when feedback is invited and direct methods of consulting. The list below is not definitive but includes those methods considered to be the most effective and practical. It is not the intention to use all these methods for each consultation and some may be more relevant to either plan making or the development management process. A variety of methods may be used as and where appropriate, depending on the purpose of the consultation and type of scheme for example. Some are statutory requirements, meaning that they will always be used for any consultation.

Table 1: Methods for notifying and consulting

Consultation/ engagement method	Description
Placing documents 'on deposit'	<p>It is a statutory requirement that all adopted planning policy documents are placed on deposit for the public to view. Hard copies of documents will be placed in the offices of Central Bedfordshire Council (Priory House and Watling House) and Central Bedfordshire Libraries. Whilst consultees will be encouraged to review documents electronically wherever possible, this approach does ensure that documents are available for review on request.</p> <p>Hard copies of planning applications are no longer held. Customers without digital access are advised to speak to the case officer to arrange access.</p> <p>The Council will ensure any documentation is available to obtain in a safe environment.</p>
Website	<p>It is a statutory requirement that planning policy documents are available to view online on the Central Bedfordshire Council website www.centralbedfordshire.gov.uk. It is also a statutory requirement for the Council to keep a register of every planning application, which is available to view online. Documents may occasionally be hosted other external websites (for example Development Briefs prepared by developers) and in this case links will be provided from the Council's website. Information and updates will be displayed and documents will be downloadable. Links to online consultations and feedback pages/systems are hosted on the relevant pages of the website.</p>
Social Media	<p>Social media can be used to inform residents, local groups and organisations about consultations and progress on the preparation of planning policy documents.</p>
Letters	<p>It is a statutory requirement that all statutory consultees are notified in writing when a policy document goes out to consultation. A number of general consultees; to whom a particular document may be of relevance, will also be notified in writing. It is also a statutory requirement that they are consulted before the granting of planning permission.</p> <p>Where available, emails will be used over letters, unless someone has specified otherwise.</p>
Consultee database	<p>For each planning document, a database of contacts will be maintained and letters or emails sent out to inform them of the various stages that</p>

Consultation/ engagement method	Description
	the documents go through. Consultees will also be informed of the adoption and publication of documents.
Consultation/ feedback systems	The Council encourages responses to planning consultations to be made online. For planning policy documents, the Council uses a system called 'Opusconsult' to host and manage public consultations. It allows all stakeholders to comment directly on planning document consultations. Comments on planning applications can be made via the planning application pages of the Council's website.
Response forms (paper)	The Council accepts comments and feedback in writing as well as requests for updates and queries.
Email	<p>The Council will use emails to send out information about consultation.</p> <p>Everyone with access to a web enabled computer will be able to contact the Council using dedicated email addresses:</p> <ul style="list-style-type: none"> • planning@centralbedfordshire.gov.uk (for general planning application purposes) • localplan@centralbedfordshire.gov.uk (for enquiries relating to planning policy) • mwplans@centralbedfordshire.gov.uk (for enquiries relating to Minerals and Waste planning policy) • mwapplications@centralbedfordshire.gov.uk (for enquiries relating to Minerals and Waste planning applications). <p>Comments, queries and requests for updates on planning policy documents may be submitted via email.</p> <p>For planning applications, case specific queries should be sent to the case officer.</p>
Telephone:	<p>The planning staff at Central Bedfordshire Council can be contacted by telephone on 0300 300 8307. Case officers can be contacted by telephone to discuss case specific queries.</p> <p>However, some formal consultation responses must be made in writing, in line with statutory requirements.</p>
Leaflets and Newsletters	Leaflets and newsletters are an effective way of accessing the whole community and gaining interest in a particular matter. Leaflets containing a summary of the document or proposal which is out for consultation have been published in the past. It is acknowledged that they need to be

Consultation/ engagement method	Description
	attractive with a distinctive message to be effective and that overuse of this method can sometimes be ineffective.
Questionnaires and surveys	These are an effective means of gaining views of documents and proposals. They can be aimed at a small group or included in leaflets and newsletters to reach the wider community. The questionnaires need to be designed in such a way as to gain useful information from the respondent, which can be used to inform planning documents.
Media releases/ Newspaper Adverts	It is a statutory requirement to publicise certain consultations in the press. The Council aims to ensure as full coverage geographically as possible. Regular media releases may be issued to keep residents informed.
Council publications	The Council publishes news and information about consultations on the website and via social media channels.
Television and radio	Television and radio may be used to inform the community of key community involvement dates and to report on feedback received.
Posters, displays and banners	Posters, displays and banners may be displayed in key public locations, including Council offices, supermarkets, leisure centres, libraries and village halls, with the aim of attracting interest and providing information.
Community Involvement Events	<p>A range of community involvement events may be organised at accessible locations in order to capture community views. They will allow all those interested in the planning process to directly discuss the relevant issues, options and planning proposals with planning officers and other staff. They may utilise “hands on” consultation exercises such as “Planning for Real” for which the community are asked to identify what they would like to see developed in their area on a scale model or map. This method would be particularly relevant for master planning larger developments.</p> <p>Online events may also be used as a way of engaging with communities and other stakeholders.</p>
Public Exhibitions	Public exhibitions provide a good visual means of displaying draft proposals. When manned, visitors will be able to discuss these matters with planning officers and other staff and submit their comments at the time. Opportunities for online exhibitions can also be explored.
Workshops and focus groups	These are increasingly being used to encourage discussions around particular issues, and can offer an opportunity to develop community

Consultation/ engagement method	Description
	capacity and offer training. Online workshops and focus groups offer more opportunities for people to engage.
Town and Parish Councils	Town and Parish Council's play an important part in the community and officers may attend parish meetings where possible. For major planning proposals, developers will be encouraged to hold meetings with these groups.
Councillors	Elected Councillors are community representatives and play an important role in guiding the planning process. The contact details for all our Councillors can be found on our website .
Use of existing partnerships, forums and panels:	These can provide representative views from a range of organisations/ agencies as well as specific groups within the community.
Client-Side Panel and Infrastructure Board	These scheduled meetings can be used as a platform to engage with landowners and developers.
Stakeholder groups	Stakeholder Groups may be used as a forum for providing updates on planning applications and any other issues related to strategic scale developments. The membership of these groups will depend on the location of the development and the nature of the proposal.
Site notices	These are used in certain circumstances to advertise applications in addition to letters inviting representations.

Involvement in Plan Preparation

The timetable associated with the preparation of planning policy documents is set out in the Council's Local Development Scheme (LDS). The LDS includes the timetable for the Local Plan and other supporting planning policy documents. Copies of the LDS are available to view or download from the Council's website and are available to view at Council offices.

Key Stages of Documents

Key Stages of Local Plan preparation

The Local Plan will be prepared by the Council and will include the following elements;

- Strategic Policies setting out an overarching vision and principles necessary for managing development and growth over the next 20 years. Strategic policies will confirm the location

of new development for all types of uses including housing, commercial development and recreational development

- ‘Development Management policies’, comprising general policies for the control of development, for example the protection of the natural, visual and residential environment.

All the policies and proposals will be illustrated on the ‘Policies Map’ covering the whole of Central Bedfordshire.

In accordance with Government Guidance, there are several stages for preparing Local Plans, as set out in table 2 below.

Table 2: Key stages of Local Plan preparation

Stage	Description
Research and Issues Phase	The Council will gather information about the area in order to assess and identify issues and options for addressing the needs of the area. This may be technical information or it may constitute the views of stakeholders. At the same time, the Council will assess the requirements of Government Guidance, corporate strategies and technical information in order to put together a draft document.
Draft Plan Phase (Regulation 18)	A draft plan or parts of an emerging document will be published to get some feedback from the community and stakeholders. These will be made available for a six week period allowing written representations to be submitted. Workshops, exhibitions and other consultation methods may be used to engage with different groups. The feedback received will be considered and used in the preparation of the Local Plan document which will be considered by the Council before proceeding to the next phase. All these documents will be subject to a Strategic Environmental Assessment (SEA) and a Sustainability Appraisal (SA).
Publication Phase (Regulation 19)	The proposed Local Plan document will be published for a formal six week consultation period, allowing written representations to be submitted. The consultation will be advertised widely. Comments received at Regulation 18 and Regulation 19 will be passed in full to the Planning Inspectorate. Summaries of the representations may also be prepared to assist the Inspectors.
Submission	Following the period of formal consultation, the document will be submitted to the Secretary of State (as represented by the Planning Inspectorate) for independent Examination. All background material, the Sustainability Appraisal/Strategic Environmental Assessment and a statement of consultation will be submitted for Examination. All documents will be published on the website.

Stage	Description
Examination	An Examination will be carried out by an Inspector from the Government's Planning Inspectorate. This comprises a period of familiarisation by the appointed Inspector who may ask for more information from the Council. The Inspector will identify the matters and issues for discussion at the public hearings and will prepare a timetable and guidance notes for participants. If the Inspector considers it necessary, the Council and other participants will be asked to submit information or statements on specific issues. Hearing sessions will be arranged with six weeks notice being given in advance of the beginning of the hearings. Only those who submitted representations at publication stage (Regulation 19) will be entitled to be heard. The Inspector will assess 'the soundness' of the Plan and will produce a report with recommendations which will be considered by the Council.
Adoption	The Council will adopt the Local Plan as soon as practicable following consideration of the Inspector's Report. It will be published on the Council's website and all those who made comments will be informed. Hard copies will be available to view at Council Offices.

Key Stages of Supplementary Planning Guidance

Supplementary planning guidance may be site specific or cover particular issues, and will generally relate to policies or proposals in the Local Plan document. They do not form part of the statutory development plan and are not subject to independent examination, but will still be subject to community and stakeholder involvement and adopted by the Council to ensure they can be given weight in decision making.

Table 3: Key stages of supplementary planning guidance

Stage	Description
Research and Issues Phase	Background information will be gathered (including community input where appropriate), government advice will be assessed and a draft document will be published.
Consultation Phase	The draft will be subject to involvement by the community and stakeholders in a similar way to Local Plan Documents, for a minimum of 4 weeks. All comments will be considered and fed into the final document, where appropriate.
Adoption	The document will be adopted by the Council and published on the website. An Adoption Statement will also be published for specific documents prepared as Supplementary Planning Documents (SPDs). All

Stage	Description
	<p>those who made comments will be informed of the adoption of the guidance. Hard copies will be available to view at Council Offices.</p> <p>A statement of the representations received and the Council’s response to those representations will also be prepared to demonstrate how comments have been taken into account. This will be presented to committee alongside the planning guidance document, but it does not need to be formally published on the website when the guidance is adopted.</p>

Key Stages of Neighbourhood Plans or Orders

Central Bedfordshire is parished so Neighbourhood Plans or Orders will be produced by Parish and Town Councils, with the assistance and engagement of the community they represent. They set out policies for a prescribed area and may combine more than one parish or only relate to a particular part of a parish. The policies will be specific to the needs of the community and may cover topics such as design, protection of green space and/or allocate land for specific purposes for example. A Neighbourhood Order can effectively grant planning permission for a particular type of development or a specific development, within a specified area.

Once approved through a formal referendum with the community and adopted by the Council, they will become a formal part of the local development plan, alongside the Council’s Local Plan. More information on Neighbourhood Planning is available from the [Government](#) (Department for Levelling Up, Housing and Communities).

Table 4: Key stages of neighbourhood plans or orders

Stage	Description
Initiation	The Town or Parish Council will resolve to produce a Neighbourhood Plan/Order and will approach the Council, submitting an application form for designation accompanied by a plan showing the extent of the Neighbourhood Area for agreement by the Council. Generally, a Steering Group will be set up as a sub-group of the Parish or Town Council to carry out the production of the Plan or Order.
Research and Issues Phase	The Steering Group will gather information about the designated area in order to assess and identify issues and opportunities for addressing the needs of the area. This will include technical information and will also constitute the views of the community and/or adjacent communities. Visions and objectives are likely to be identified during this stage. It is expected that a number of consultation exercises will be undertaken with various sectors of the community at this stage.

Stage	Description
Consultation Phase (Regulation 14)	The Neighbourhood Plan or Order will need to be published by the Town or Parish Council for a formal period, allowing representations to be submitted. The consultation will need to be advertised widely and the document will be available for comment to statutory consultees, stakeholders and any other interested parties. The comments received will be summarised and any necessary changes will be made to the document, by the Town/Parish Council's. The process, comments and outcomes will be recorded in a Consultation Statement, also produced by the Town/Parish Council.
Submission (Regulation 15 and 16)	The document will be submitted to the Council to check that it complies with legal requirements and planning policies. The Sustainability Appraisal/ Strategic Environmental assessment and the Consultation Statement will also be submitted. The Council will arrange for a further consultation and gather comments to pass on to the person carrying out the Examination.
Examination	An Examination will be carried out by a suitable person who may be an Inspector from the Government's Planning Inspectorate. It may be examined by written representation or by a public hearing. The Inspector will assess the document and will produce a report containing a recommendation on whether it should proceed to referendum.
Referendum	A referendum will be held to see if the community is in favour of the document. A simple majority is sufficient for it to succeed.
Adoption	The Local Planning Authority will adopt the Neighbourhood Plan or Order as soon as practicable following a successful referendum and it will become part of the local development plan. It will be published on the Council's website and all those who made representations will be informed. Hard copies will be available to view at Council Offices.

Strategic Environmental Assessment/Sustainability Appraisal

Local planning authorities are required to undertake a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) of plans likely to have a significant effect on the environment, under the SEA Directive and the Planning Act. Detailed information on these requirements are available on the [Government's website](#). SA assesses the potential social, environmental and economic effects of policies, whereas SEA looks at the various environmental impacts of policies. The Directive requires that the public and relevant authorities are consulted as part of the SEA & SA process. Consultation will be undertaken as part of the screening process, when deciding the scope and level of detail to be included in the report, and when the submission report is published. It is a requirement of the Directive that comments received on consultations will be taken into account during the preparation of the plan or programme before its adoption.

Brownfield Land Register

One of the National Planning Policy Framework's (NPPF) core planning principles is to '*give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs*'. Paragraph 120 (C) of the NPPF re-affirms this prioritisation of brownfield land.

Brownfield Land Registers were introduced by the Government in 2017. The Brownfield Land Register lists those previously developed sites within the area that are suitable for housing development. To be considered suitable for housing, sites must meet the definition of brownfield land and be:

- Capable of supporting five or more dwellings or more than 0.25 hectares;
- In a suitable location for housing (informed by national and local planning policies) and free from major constraints;
- Available for residential development; and
- Achievable (i.e. the development is likely to take place within 15 years of its entry date on the Register).

Brownfield Land Registers are arranged in two parts:

- Part 1 collates into one list those brownfield sites that are suitable for housing development; and
- Part 2 goes one step further and identifies sites where Permission in Principle will be granted.

Where sites are placed on Part 2 of a register, the principle of the residential use is effectively granted and only the details need to be agreed. Councils are only required to publish a Part 1 register. Part 2 of the register is discretionary. Central Bedfordshire Council currently only publishes Part 1 of the Register, which comprises all brownfield sites considered suitable, available and achievable for residential development.

The Brownfield Register is available to view on the Council's website and has been prepared in accordance with the requirements as set out in Brownfield Land Registers Data Standard: Preparing and publishing a register. The register is published in an 'open' format, ensuring it is accessible to those entering data and navigating the document. Part 2 of the Register grants permission in principle to sites, and as such to publish Part 2 requires further publicity, notification and consultation. Central Bedfordshire Council will consider in the update to Part 1 of the register whether to undertake Part 2 and this would be subject to further consultation.

Brownfield sites can be submitted to the Council at any time for consideration. The Council will assess the site and confirm to the applicant whether the site will be included on the Register. A [submission form and briefing note](#) is available on the Council's website. The Council will update the register at least annually.

Minerals and Waste

There is a separate SCI dealing with minerals and waste development, this can be found on the [Council's website](#).

Monitoring Feedback

The Council will ensure that comments received through consultation with stakeholders will be taken into consideration when informing the content of planning policy documents. Careful consideration will be given to how responses to consultation are addressed. Undoubtedly there will be conflicts and differences arising from these responses and there will be a need to balance these accordingly when considering responses at each stage.

At the end of every statutory consultation period, the Council will analyse the responses received and prepare a summary report. This will be presented at the Executive or Council meeting with recommendations for any changes required. Following the final stage of consultation, a consultation statement will be produced that will summarise responses received and the main issues arising.

All comments and reports will be available to view online via the consultation website and at the Council's offices on request.

Any individual, group or organisation making comments on this SCI, future Local Plan documents and supplementary planning guidance documents will be given the option to be added to a database to ensure they are automatically kept informed of all future consultation stages by either letter or email,.

Involvement in Planning Applications

The responsibility for publicising planning applications falls to local planning authorities and the requirements are set out in Government guidance and regulations. Information is available on the Council's website outlining how people can be involved in the planning application process.

The Council encourages applicants wishing to submit a planning application to enter into pre application discussions with the Council's Planning Delivery Team. This should help to identify and resolve any problems that can normally hold up the planning application and possibly help to address any objections likely to arise.

When the Council receive and register a planning application the minimum requirements of consultation and publicity is always carried out, in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). However the Council may choose to carry out further publicity and consultation in specific circumstances. This may include effective and creative strategies to engage with seldom heard groups, examples of which are set out earlier in this document.

The Council produces a weekly list of all of the planning applications received, which can be viewed on the Council's website. To find out more about a particular application, members of the public can contact the case officer.

Applications are dealt with by Planning Officers in accordance with the Council's approved scheme of delegation, as set out in the [Council's Constitution](#). Applications that are more complex or controversial may be reported to Development Management Committee, in accordance with the scheme of delegation. The Committee is made up of Councillors and meets every four weeks. Committee meetings are open to the public and provided it has been arranged in advance, anyone has the right to speak. [Information about Development Management Committee](#), including

details of how to view the meeting and the arrangements for the right to speak, is available on the Council's website.

When a decision is made, it is publicised on the Council's website.

Key Stages of Planning Applications

Table 5: Key stages of planning applications

Stage	Description
Pre-application	Applicants are encouraged to discuss proposals with the Council before submitting a planning application so that potential issues can be identified at an early stage. Developers are encouraged to engage with local people and where appropriate, Town or Parish Councils, and to incorporate the feedback obtained through that engagement into their proposals before submitting a planning application. Advice given by the LPA to the applicant will be published as part of the planning record once the application has been submitted.
Submission of application	The Council will publicise the planning application in accordance with the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) which may include writing to any addresses that adjoin the application site; erection of site notice(s) and publicising in a local newspaper in certain circumstances. Additional consultation will be carried out where appropriate. The application will be available to view on the Council's website.
Consideration of application	Any responses that are received will be considered before a decision is made on a planning application. Where comments have been made and are relevant, they will be addressed in the planning officers report. Representations received from statutory and non-statutory technical consultees will be placed on the Council's website.
Decision	A decision will be made by the Council either by officers (under their delegated powers) or by Councillors at a Development Management Committee. Ward Councillors can request that an application is heard and decided by the Development Management Committee. The contact details for all our Councillors can be found on our website . The decision notice will be published on the Council's website.
Appeal (if refused)	If an applicant appeals against a decision made by the Council to the Secretary of State, the Council will write to people who commented on the planning application. They will be given the opportunity to write directly to the Planning Inspectorate, who will inform people of an appeal decision if asked to do so.

Standard Planning Applications

When a planning application is received, the Council follows a certain procedure to allow anyone who is likely to be interested to be made aware of the proposal in the first instance and allow them an opportunity to make comments. Details of every application received are sent to the local Parish or Town Council. Statutory and non-statutory consultees are notified as appropriate and weekly lists are available for people to look through what applications have been received and request details. Individual letters are sent out to any identifiable addresses adjoining the application site. Occasionally, letters are sent to properties separated from the site by a road or footpath where they are considered to be materially affected by the proposal. If no addresses are identified or if the proposal raises issues of general public interest, a notice will be put up on public land where it can be seen by people who may be interested in or affected by the proposal.

In addition, newspaper advertisements are used in local newspapers to notify people about an application in the following circumstances:

- If the site is in a Conservation Area or a listed building
- If the site is a departure from the Local Plan
- If the site affects a footpath or Right of Way
- If the application needs an Environmental Impact Assessment
- If the site is a major development

As some proposals do not need an application for planning permission and some require other types of consent, not all proposals are subject to publicity and consultation. The table below describes the different types of applications and the publicity and consultation that is relevant to each. The application type and suggested consultees are not an exhaustive but covers the most common applications. Each case will be assessed on its own merits for the level of publicity and consultation required and the Council will ensure that the minimum statutory requirements are met in every case.

Publicity for Planning Applications

Table 6: Minimum publicity for planning applications

Types of application	Site notice	Neighbour notification letter/email	Press notice in local newspaper	Website
Major Development	Discretionary to be determined on case by case basis by the Council	Yes	Yes	Yes
Minor Development	Discretionary to be determined	Yes	Yes	Yes

Types of application	Site notice	Neighbour notification letter/email	Press notice in local newspaper	Website
	on case by case basis by the Council			
Householder Applications	Discretionary to be determined on case by case basis by the Council	Yes	Yes	Yes
Applications subject to EIA which are accompanied by an Environmental Statement	Discretionary to be determined on case by case basis by the Council	Yes	Yes	Yes
Applications which do not accord with the Development Plan for the area	Yes	Yes	Yes	Yes
Applications affecting a Public Right of Way	Yes	Yes	Yes	Yes
Listed Building applications and applications where the Council thinks the setting of a Listed Building or conservation area would be affected	Yes	Yes	Yes	Yes
Works to protected trees	Responsibility of the applicant	Landowner must be notified	No	Yes

Types of application	Site notice	Neighbour notification letter/email	Press notice in local newspaper	Website
Applications relating to an advertisement	Discretionary to be determined on case by case basis by the Council	Yes	Yes	Yes
Prior Notification Applications	Notification requirements depend on the type of prior notification application. The requirements are set out within the relevant sections of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).	Notification requirements depend on the type of prior notification application. The requirements are set out within the relevant sections of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).	Notification requirements depend on the type of prior notification application. The requirements are set out within the relevant sections of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).	Notification requirements depend on the type of prior notification application. The requirements are set out within the relevant sections of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

There is no statutory requirement to consult on the following types of applications:

- Certificates of Lawfulness of proposed use or development;
- Certificates of Lawfulness of existing use or development;
- Approval of details/Discharge of Conditions;
- Non-material amendments.

Representations

Comments on any type of planning application should be made via our website where all plans and associated documents can be viewed. To ensure that a record of comments is kept, only written comments can be accepted. The Council will accept comments by letter or email but ideally comments should be made on-line so that all the required information is gathered in a consistent format. Online comments are the most effective mechanism to ensure comments

expeditiously reach the case officer for consideration. Representations should refer only to material planning considerations.

All material planning comments are taken into account in considering planning applications. Examples of some of the material planning matters that can be taken into account when deciding a planning application are listed below. Please note this list is not exclusive:

- National planning policies and guidance
- Local planning policies and guidance
- Highway safety issues
- Impact on amenity of neighbouring properties such as overshadowing and loss of light, over dominance, noise disturbance, smells, obtrusive lighting or other impacts on amenity
- The impact on the character and appearance of the area
- Design, layout, scale, density and materials
- Traffic generation
- Car parking provision
- Impact on important trees and landscaping
- Impact on the character or setting of a listed building
- Impact on the character or appearance of a conservation area

Examples of non-material planning matters that will not be taken into account are listed below. Please note this list is not exclusive:

- Reduction in property values
- Boundary and access disputes
- Covenants and other private property matters
- Commercial competition
- Loss of a private view over land

Major Applications

Planning applications may be received that are considered to be 'major' as defined in the planning regulations. These include applications:

- Where the number of dwellings to be constructed is 10 or more or a site area of 0.5 hectares or more

- For all other uses where the floorspace to be built is 1,000 metres or more, or where the site area is one hectare or more
- A major change of use will also count as a major development.

These proposals may not be controversial. The exact scale of the consultation process will need to be suited to the size and likely impact of the development.

A number of situations may arise where it is felt necessary to engage people more closely in the decision-making process, for instance where community facilities are affected, or where a proposal is likely to affect a large proportion of residents. For these proposals the Council would wish to see:

- Developers or landowners take a key role in this as part of their obligation to the local community
- Consultation carried out at the earliest stage of the application process with local people to explore their reactions and optimise potential community benefits as part of the development
- Extra effort made to engage with seldom heard groups
- Exhibitions, and/or workshops being held to involve people in a non-confrontational way, if appropriate

A range of appropriate methods of involvement is set out in table 1 of this document. A statement setting out what consultation has taken place should be submitted to the Council for consideration as part of the planning application process.

‘Beyond’ Major Applications

There may be occasions where a proposal constitutes a separate order of magnitude which will have widespread implications for a large number of residents, the environment, the landscape and traffic or travel choices for example. It will be for the Council to decide which applications fall into this category but examples include a major holiday village, a new settlement etc. In these circumstances the Council will require much more effort and resources to be put into the consultation process, much of it prior to the submission of a planning application. In some cases a Development Brief will be required for the proposal which would require the involvement of stakeholders in its production. A Development Brief intends to provide firm guidance for prospective developers and the community on the form and quality of development the Council envisages for a site. A Development Brief would be used to guide the Council in making development control decisions. However, in circumstances when a proposal has already been subjected to a considerable amount of public involvement, for example, a site allocated for development in the Local Plan, less public involvement may be required.

For these developments the Council would wish to see:

- Developers or landowners take a leading role in this as part of their obligations to the local community
- Local people in the settlement affected or nearby settlements engaged

- A considerable amount of exhibitions/workshops run with the local community
- Extra effort made to engage with hard to reach groups
- Optimal community benefits identified through effective (and demonstrable) engagement with local people
- The setting up of focus groups to help resolve the particularly important issues

Any scheme for development must be drawn up with considerable (and demonstrable) local input, and local support as far as possible. A range of appropriate methods of involvement is set out earlier in this document.

The Council have prepared [guidance on Development Briefs and Design Codes](#), which is available to view on the Council's website. This guidance sets out the requirements for preparing them and the expectations for public engagement. A statement setting out what consultation has taken place and how comments have been taken into account should be submitted to the Council for consideration as part of the Development Brief and planning application process.

Amendments to Applications During Their Consideration

Following the initial period of consultation, it may be that further additional consultation on changes submitted by an applicant prior to any decision being made is considered necessary. The requirement to consult will be determined based on whether the proposed changes are significant and whether there were objections or concerns raised in the original consultation stage or likely to be new objections arising as a result of the changes made. Where it is decided that re-consultation is necessary, it is open to the Council to set the timeframe for responses.

Stakeholder Groups

The Council will use the Stakeholder Groups as a forum for engaging with key stakeholders on strategic scale developments. The membership of these groups will be determined by the relevant Ward Members (relevant meaning the Ward Members within whose ward the development is situated), the Executive Member for Planning and Regeneration and the Director of Place and Communities. Membership will depend on the location of the development and the nature of the proposal. The planning case officer will where necessary provide suitable administrative support and advice to the Stakeholder Group.

The primary role of the groups will be:

- Ensuring the continued engagement of local community stakeholders during the planning application process and proposed future development of the site.
- Enhancing stakeholder involvement in participatory processes, in addition to the statutory stages of consultation on the planning application.

The main function of the groups will be to:

- Provide an active, two-way channel of communication between local community representatives and Central Bedfordshire Council.
- Disseminate information about the proposed allocation or development.

- Provide regular updates on the progress of the planning application.
- Provide a forum to which planning application matters can be presented and discussed as part of a participatory planning process alongside statutory stages of consultation.
- Air local views, comments and ongoing concerns and input timely advice in relation to the planning application and any future development issues in relation to the proposed allocation.

The group will not be a formal decision making body and the accountability for the decision making on the planning application will remain with Central Bedfordshire Council.

Appeals

Planning applications may be refused by the Council. Applicants have a right of appeal against a planning application decision. There are no third party appeal rights. Appeals are made either by written representations, a hearing or a public inquiry. When an appeal is received by the Council, all those who were consulted on the original application and those who have made comments will be informed and advised how they can make their views known. All new appeals will be displayed on the Council's website. If the appeal is to be heard at a public inquiry, a site notice will be displayed showing the time, date and location. Details will be published in local newspapers.

All representations submitted during the application stage will be forwarded to the Planning Inspectorate who decides the appeal. There is no opportunity for further representations to be made in the case of an appeal dealt with under the householder appeals service but all representations made on the planning application will be forwarded to the Inspector.

If there is a hearing or a public inquiry, it is normal procedure for the Planning Inspectorate to invite main parties to prepare a joint statement of agreed facts of common ground. Appeal hearings and inquiries are open to the public and may either be held in person, virtually or a hybrid of the two. The Planning Inspector may also arrange for a public meeting with residents at a local venue in order to hear issues directly. The Council will encourage this type of meeting in cases where there is considerable local interest. The Council will notify the Town/Parish Council and Ward Members of the outcome of any appeal and publish a copy of the appeal decision on our website.

Enforcement

If development takes place without the right approvals being obtained or development is not carried out in accordance with the planning permission, this is known as a breach of planning control and enforcement action could be taken if it is appropriate to do so. When the Council identifies that a breach of planning control has occurred there are a number of powers that it may use in response. An overview of these powers and how they are applied in Central Bedfordshire is published in the Council's adopted [Planning Enforcement Plan](#), which may be viewed on the website.

Reports of a breach of planning control, or queries relating to a potential breach of planning control, should be made via the web form on the Planning Enforcement pages on the Council's web-site. The Council are required by law to keep a publicly available register of enforcement notices that have been served but much of the information gathered during an enforcement investigation is kept strictly confidential. All the data gathered during investigations is treated in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act (DPA)

and may be subject to requests under the Freedom of Information Act (FOI) and the Environmental Information Regulations (EIR). This means that the Council would not disclose the identity of a person reporting a matter without their express permission to do so.

Some investigations result in the submission of a planning application to try and regularise a breach of planning control. This means the community will be involved in the same way as any other planning application. If a breach cannot be regularised the Council will consider formal enforcement action. In doing so they must consider the degree of harm being caused and whether it is expedient to take action in the public interest. Officers are delegated to make these decisions on behalf of the Council. The Council will ensure that the enquirer is informed of decisions made in relation to the case. Further details about the process are set out in the [Planning Enforcement Plan](#), which can be viewed on the Council's website.

If the Council receive an enquiry that is not a planning enforcement matter, appropriate advice will be provided and the enquirer will be directed appropriately, where possible. Some of the things that are occasionally reported but do not fall within the scope of the planning enforcement service are:

- Disputes over land ownership and the location of boundaries
- Breaches of restrictive covenants and legal agreements
- Nuisance parking and activities on the highway that do not amount to a breach of planning control
- Building site safety
- Breaches of the Building Regulations

Dealing with Racist or other Discriminatory Representations

The Local Government (Access to Information) Act 1985 requires any material which is defamatory or likely to incite racial hatred or contempt, to be marked 'confidential' and not disclosed to the public. The Equality Act 2010 makes it unlawful for anyone to induce or attempt to induce another person to discriminate on the grounds of the following protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also makes it a statutory duty for Central Bedfordshire Council to promote equality of opportunity and makes it unlawful for the Council to aid and abet discrimination by failing to challenge a discriminatory pressure. Anyone who, either in writing or verbally, objects on discriminatory grounds to a planning proposal is potentially contravening one of these Acts, by applying pressure to discriminate.

An example of a racist representation is one which includes words, phrases or comments which are likely to be offensive to a particular racial or ethnic group; be racially abusive, insulting or threatening; apply pressure to discriminate on racial grounds and stir up racial hatred or contempt. The same criteria would apply in relation to other protected characteristics. Where a representation is wholly discriminatory, and contains no material planning consideration, the representation is unlawful and cannot be considered or disclosed. Its receipt will not be identified in any committee report as it is not material. If the representation is discriminatory, but also contains material planning considerations, the Council may write to the respondent, explaining

that only those valid planning matters will be considered or disclosed. If the Council does not write to the respondent, only valid planning matters will be considered or disclosed and content deemed to be discriminatory may be removed from the representation.

Implementation and Review

During the preparation of the documents making up the local development plan, there may be circumstances where additional community involvement would benefit those documents, for example if issues are raised during a workshop that merit further investigation. The Council reserves the right to exercise its judgement in these matters and will act in the best interests of the stakeholders, taking into account resources and deadlines.

Resources

The consultation and participation outlined in this Statement of Community Involvement will be led by the planning teams, with the assistance of other Council departments and external agencies or stakeholders where required. Staff within the Council's Strategic Growth teams will primarily carry out the consultation processes for the preparation of the Local Plan, supplementary planning guidance and neighbourhood plans. Officers from the Community Engagement Team may also provide specialist skills to involve people in consultations, such as engaging with young people. Staff within the Development Management and Technical Administration Teams will primarily carry out the public consultation processes associated with planning applications. Given the potential scale of consultation, it may be necessary or beneficial to use consultants for certain pieces of work. Examples of such are listed below, however these are by no means exhaustive and serve as an indication of where the Council may look for outside assistance if required:

- Staging and running of public meetings/workshops
- Publication of summary leaflets/flyers
- Development of any online, interactive exhibitions

Funding of the procedures set out in this SCI will be incorporated into the appropriate budgets for the forthcoming financial years. The annual budget making process and the medium-term financial strategy will determine whether further resources are required to effectively deliver the Council's programme of community involvement.

The Council is aware that residents and organisations are frequently asked to comment on documents and strategies and are anxious where possible to avoid 'consultation fatigue'. Where there is existing information, the Council will take this information into account. Opportunities for joint consultation exercises will be sought.

Review

The Statement of Community Involvement will be kept under review and revised when necessary. Revisions will be made where statutory regulations change, significant changes have been identified in the methods used to engage in consultation, or where the type of groups identified have changed.

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Call: 0300 300 8307

Email: customers@centralbedfordshire.gov.uk

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



**Central
Bedfordshire**

[NAME]
[ADDRESS]

Your ref:
Our ref: SCI
Date: 19/04/2022

Dear [NAME]

Statement of Community Involvement Consultation April 2022

The Council is inviting you to express your views on our new Statement of Community Involvement. The six week consultation will begin at 10am on Tuesday 19th April 2022 and end at 10am on Wednesday 1st June 2022.

What is a Statement of Community Involvement?

The Council is required to prepare and keep an up-to-date Statement of Community Involvement which sets out our approach to consultation and engagement during plan-making and in relation to planning applications, and explains how residents, businesses and other organisations can get involved in the planning process. The Statement of Community Involvement has been updated to make sure it covers all areas of engagement in the planning process, and to reflect further changes to national planning legislation relating to Covid-19.

Details of the Consultation

The consultation will run for six weeks from 10am on Tuesday 19th April 2022 until 10am on Wednesday 1st June 2022. Details of how to respond to the consultation are set out on the Consultations page of the Council's website: <https://www.centralbedfordshire.gov.uk/consultations>

Next Steps

After the consultation ends, the Council will consider all the comments received and will make changes to the document where necessary. The final document will then be presented to Executive committee in the Autumn.

Yours sincerely



Andrew Davie
Assistant Director - Development Infrastructure

Central Bedfordshire Council

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