



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

13th February 2024

To: Members of the Planning Committee

Cllrs: C Slough (Chair), E Billington, J Carroll, E Cooper, M Herber, D Jones

(Copies to other 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 19th February 2024 at 7.00pm.**

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

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

Please follow this guidance if attending the meeting remotely: [LINK](#)

Clare Evans
Town Clerk

THIS MEETING MAY BE RECORDED¹

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.

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.

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

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

4. MINUTES

Pages 7 - 23

To approve the Minutes of the meeting held on the 8th January and 29th January 2024.

Recommendation: To approve the Minutes of the meetings held on 8th January and 29th January 2024 and for these to be signed by the Chairman.

5. PLANNING MATTERS

(a) To consider the following applications:

[CB/23/03976/ADV \(click for more details\)](#)

Advertisement: 2 no illuminated fascia signs & 2 no illuminated box projecting signs
Tithe Farm Post Office, 8 Hillborough Crescent, Houghton Regis, Dunstable, LU5 5NS
Mr Cebrail Cicek

[CB/24/00057/FULL \(click for more details\)](#)

Removal and relocation of fence. Change of use of amenity land to residential garden land.
44 Bidwell Hill, Houghton Regis, Dunstable, LU5 5EP
Mrs Iryna Suska

[CB/23/03551/RM \(click for more details\)](#)

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Reserved Matters: following Outline Application CB/22/04525/VOC (Outline Application for residential development for up to 100 dwellings with all matters reserved, except access.) Full details of reserved matters for 77 dwellings including appearance, landscaping, scale and layout pursuant to outline consent CB/22/04525/VOC.

[CB/TRE/24/00026 \(click for more details\)](#)

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Works to a trees protected by a Tree Preservation Order (SB/TPO/77/00006):
Fell the Ash tree (T5), Sycamore tree (T6), Ash tree (T7) and Yew, Western Red, Cedar trees (G1), to the ground
Bidwell Gospel Trust

For noting:

[CB/24/00233/FULL \(click for more details\)](#)

Installation of lighting to existing carpark.
Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis
Houghton Regis Town Council

[CB/24/00164/NMA \(click for more details\)](#)

Non-material amendment to planning permission
CB/21/05575/REG3 (Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25-meter community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.) amendment sought: 1. Additional Louvres on East and North Elevations As a result of MEP co-ordination. 2. Locating VRF condensers outside the plant room within the service area As a result of MEP co-ordination. Couldn't fit all the equipment within the plant room. 3. Substation and Bin store increase in building footprint This is as a result of UKPS design requirement. Please see attached e-mail. 4. Omitting the feature brickwork to the rear elevation of the substation building Removed due to the climbing risk onto the substation roof. 5. Widening of the gates to the service yard area as per UKPS requirement Omitting planters and extending the tarmac to the planter area. Please note that the outline of the planter will be marked in white line This is inline with the gate width requirement for UKPS vehicular movement.
Houghton Regis Leisure Centre, Parkside Drive, Houghton Regis, Dunstable, LU5 5PX
Central Bedfordshire Council

[CB/24/00212/DOC \(click for more details\)](#)

Discharge Of Conditions 4, 5, 6, 10, and 11 against planning application CB/23/01185/FULL (Conversion and extension of double garage into a single storey two-bedroom detached dwelling, with off-street parking and rear private garden.)
4 Townsend Terrace, Houghton Regis, Dunstable, LU5 5BB

[CB/24/00183/DOC \(click for more details\)](#)

Discharge of conditions 2, 3, 4, 5, and 6 against planning application CB-22-04024-LB (Listed Building: Conversion of a listed barn into a detached dwelling including removal of dilapidated single-storey side addition.) Condition 2 Report from Albion Archaeology, 3 SWH drawings Timber frame alterations, Condition 4 Materials, Condition 5 Materials list, Condition 6 MHA drawings submitted.
Red Cow Farm Cottage, Bedford Road, Houghton Regis, Dunstable, LU5 6JP

[CB/24/00278/DOC \(click for more details\)](#)

Discharge of Conditions 7 and 11 against planning permission
CB/22/03938/FULL (Demolition of existing barn and garage, provision of a garage to the existing listed building, conversion of listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road)
Red Cow Farm Cottage, Bedford Road, Houghton Regis, Dunstable, LU5 6JP

CB/24/00285/DOC (click for more details)	Discharge of Condition 18 against planning permission ref. CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E)) Land To The North And East Of Houghton Regis, Sundon Road, Houghton Regis
CB/24/00346/DOC (click for more details)	Discharge of Condition 1 against planning permission ref. CB/23/01706/RM Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3);) Reserved matters for Parcel 1 and 2 - AMP3 for 236 dwellings, access, appearance, landscaping, layout and scale Parcels 1 & 2, Houghton Regis North 1, Sundon Road, Houghton Regis, LU5 5GX
CB/24/00318/GPDE (click for more details)	Prior Notification of Householder Extension: Single storey rear extension, 4.50 m beyond the rear wall of the original dwelling, maximum height of 3.40 m & 3.00 m to the eaves. 14 Gressingham Meadow, Houghton Regis, Dunstable, LU5 6GF

(b) Decision Notices***Permissions/Approvals/Consents:***

CB/23/02966/FULL (click for more details)	Link extension and conversion of garage into a granny annexe. 72 Tennyson Avenue, Houghton Regis, Dunstable, LU5 5UG
CB/23/04042/FULL (click for more details)	Garage conversion (part retrospective) 49 Millers Way, Houghton Regis, Dunstable, LU5 5FH
CB/23/03042/FULL (click for more details)	Change of use from residential dwelling to a children's carehome (c2 class) 49 Millers Way, Houghton Regis, Dunstable, LU5 5FH
CB/23/03312/FULL (click for more details)	Single storey side and rear extension and front porch 78 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JB
CB/23/03975/FULL (click for more details)	Subdivision of existing Post Office (Class E) into a Post Office & Barber Shop (Class E) with new shop frontage. Tithe Farm Post Office, 8 Hillborough Crescent, Houghton Regis, Dunstable, LU5 5NS

Refusals:

None at time of going to print.

Withdrawals:

CB/23/01847/FULL (click for more details)	Change of use of amenity land to garden land and creation of a new boundary line with a new 1.95m fence 29 Constable Close, Houghton Regis, Dunstable, LU5 5ST
CB/23/02974/FULL (click for more details)	Erection of an end-of-terrace two storey 2 bedroom house. 1 The Link, Houghton Regis, Dunstable, LU5 5HQ
CB/23/02672/FULL (click for more details)	Conversion of outbuilding to provide ancillary annexe accommodation Whitehill Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
CB/23/02673/LB (click for more details)	Listed Building: Conversion of the outbuilding to provide ancillary annexe accommodation Whitehill Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP

6. STREET NAMING AND NUMBERING

Pages 28 - 29

Members will find attached a notifications of application for street naming, the developer has requested that the Town Council propose a street name for the development.

8 new dwellings and 1 Barn conversion – 9 new addresses:
Red Cow Farm Cottage, Bedford Road, Houghton Regis, LU5 6JP

Recommendation: To consider street name suggestions for Red Cow Farm Cottage, Bedford Road, Houghton Regis and advise Central Bedfordshire Council accordingly.

7. STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

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

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.

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

**Minutes of the meeting held on
8th January 2024 at 7.00pm**

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

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

Apologies: 0

Also present: Public: 8

Councillors: S Goodchild (virtual) Central Bedfordshire Council

12657 APOLOGIES AND SUBSTITUTIONS

None.

12658 QUESTIONS FROM THE PUBLIC

Residents queried the necessity of extending the opening hours at the Esso Houghton Green Service Station, application CB/23/04016/VOC.

Concerns were raised by the owners of neighbouring properties regarding application CB/23/04042/FULL seeking permission for a garage conversion (part retrospective.) It was queried why work had been carried out prior to the application being made.

Members agreed to consider these applications first under Planning Matters (Minute 12661).

12659 SPECIFIC DECLARATIONS OF INTEREST

None.

12660 MINUTES

To approve the Minutes of the meeting held on the 18th December 2023

**Resolved To approve the Minutes of the meeting held on 18th December 2023
and for these to be signed by the Chairman.**

12661 PLANNING MATTERS

(a) The following planning applications were considered:

It was agreed to amend the order of applications and first address those highlighted under Questions from the Public.

[CB/23/04016/VOC](#)
[\(click for more details\)](#)

Variation of condition number 2 of planning permission CB/11/00777/VOC (Variation of condition 11 of application (SB/TP/90/00395) to extend opening hours from 7.00am to 6.00am.) Variation sought to allow the petrol station to be used 24 hours daily.
Esso Houghton Green Service Station, 7 The Green,
Houghton Regis, LU5 5LB
Motor Fuel Group

Comments: A noise assessment had been carried out; however, it was felt that the timing of the assessment did not accurately reflect the potential disruption to neighbouring residents. The service station had previously opened for 24 hours over a two-week period and this had occasioned multiple complaints at that time. It was also highlighted that the service station was within a conservation area.

Members were advised that Cllr Hamill, Central Bedfordshire Council Councillor had called this application in, therefore this application would be heard at the Development Management Committee meeting, at which members of the public would have an opportunity to voice concerns. The residents were advised of the deadline of public consultation in which to contribute their feedback.

Houghton Regis Town Council raised objections to this application on the grounds of potential noise nuisance to surrounding properties, the risk of anti-social behaviour and security concerns.

[CB/23/04042/FULL](#)
[\(click for more details\)](#)

Garage conversion (part retrospective)
49 Millers Way, Houghton Regis, Dunstable, LU5 5FH
Ms Shafreen Khan

Comments: It was highlighted that this application was connected to CB/23/03042/FULL, which was a 'change of use' application presented at the planning meeting held on 16th October 2023. Objections to the change of use had been raised at the meeting both by members of the public (Minute 12576) and Councillors (Minute 12579).

It was noted that the change of use was for the conversion of a residential dwelling into a children's care home. This went against a covenant stipulating that businesses should not be run from residential properties. Other issues relating to traffic, parking, local landscaping and refuse were also reiterated. The plans that had been presented for consideration were also inconsistent.

Members were advised that a previous application had been unsuccessful due to insufficient information and objections had been raised by the Highways Officer.

Houghton Regis Town Council raised an objection to this application on the grounds of traffic issues and the two sets of plans relating to this property (CB/23/03042/FULL) (CB/23/04042/FULL) were inconsistent. It was also requested that CBC should be alerted to the need to consider both the 'change of use' application and that for the garage conversion together, rather than in isolation.

[CB/23/03975/FULL](#)
([click for more details](#))

Subdivision of existing Post Office (Class E) into a Post Office & Barber Shop (Class E) with new shop frontage. Tithe Farm Post Office, 8 Hillborough Crescent, Houghton Regis, Dunstable, LU5 5NS
Mr C Cicek

Comments: Houghton Regis Town Council raised concerns regarding works completed in relation to the downgrading of disability access, and request assurances from Central Bedfordshire Council that these changes in access are not in breach of the Disability Discrimination Act.

- The previously automatic door is being replaced with a standard opening door
- The access ramp is being removed
- The corridor width would not accommodate wheelchairs / mobility scooters passing

Concerns were raised over partial completion of works before the application had been decided.

[CB/23/03987/RM](#)
[\(click for more details\)](#)

Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 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 approval sought for layout, scale, appearance, landscaping and access relating to Local Centre Parcel, Phase 1.
Local Centre Parcel, Linmere (HRN1), Phase 1, Waterslade Way & Lime Tree Drive, Houghton Regis, LU5 7AS
Mr James Pargeter

Comments: Houghton Regis Town Council raised no objections to this application. However, concerns were raised that the space in some of the 2-4-bedroom properties seemed small and confirmation of adequate space was sought.

Noted:

[CB/23/04055/DOC](#)
[\(click for more details\)](#)

Discharge of Condition 6 against planning permission CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E)). Cond 6 Hard Surface Materials
Parcels 1 and 2 of Phase 2 of Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

[CB/23/04015/NMA](#)
([click for more details](#))

Non-material amendment to planning permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES).) Amendment sought to remove chimneys from plots 225 and 262.
Parcels 5a and 5b of Bidwell West, Houghton Regis

[CB/23/04037/DOC](#)
([click for more details](#))

Discharge of Condition 5 against planning permission CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E) Linnere near Phase 2A Fire Hydrant Plan).
Land To the North And East Of Houghton Regis, Sundon Road, Houghton Regis

[CB/23/04035/DOC](#)
([click for more details](#))

Discharge of Condition 3 against planning permission CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E)) AFA-307-DOC-001-PL3 Landscape Maintenance Plan
Land To the North And East Of Houghton Regis, Sundon Road, Houghton Regis

Permissions / Approvals / Consents

None received

Refusals:

None received.

Withdrawals:

None received.

12662 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 8.08pm

Dated this 29th day of January 2024

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

**Minutes of the meeting held on
29th January 2024 at 7.00pm**

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

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

Public: 7

Apologies: Councillors: M Herber

Also present: Cllr S Goodchild Central Bedfordshire Council
Cllr T McMahon (Virtual)

12678 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Herber.

12679 QUESTIONS FROM THE PUBLIC

There were objections regarding the first four items under Planning Matters. All four applications related to buildings and land at Sewell, and it was therefore agreed to address these as a piece under the relevant agenda item.

12680 SPECIFIC DECLARATIONS OF INTEREST

None.

12681 MINUTES

Members agreed that the Minutes of the meeting held on the 8th January 2023 be amended in order to ensure clarity. It was suggested that Minute 12661, Planning Matter CB/23/03975/FULL, should read 'previous automatic door is being replaced with a standard opening door'.

Resolved To amend the Minutes of the meeting held on 8th January 2023 and for these to be signed by the Chairman at the meeting on 19th February 2024.

12682 PLANNING MATTERS

(a) The following planning applications were considered:

[CB/23/04122/FULL](#)
(click for more details)

Demolition of commercial building and erection of 4 dwellings with associated landscaping and boundary works
Land at Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP

Sewell Eco Ltd

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.
- There were concerns that the proposed development would be detrimental to the local biodiversity.
- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was ‘development by stealth’ and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.
- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.

- **There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.**

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also believed that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. The deadline to do this was 31st January and Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/23/04109/LB](#)
[\(click for more details\)](#)

Listed Building: Conversion of threshing barn to form three office units, conversion of stable to provide a single dwelling, demolition of existing commercial unit and erection of 6 dwelling houses including associated parking, landscaping and boundary treatments
Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Sewell Eco Ltd

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- **Members observed that the setting of the listed building was critical to the area and as such the setting could not be preserved if the cattle shed were to be removed.**
- **Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.**
- **There were concerns that the proposed development would be detrimental to the local biodiversity.**

- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was ‘development by stealth’ and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.
- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.
- There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also believed that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/23/04105/FULL](#)
(click for more details)

Change of use stables to form 1 dwelling with associated landscaping, site access and boundary works
Stables, Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Mr S McNamara

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.
- There were concerns that the proposed development would be detrimental to the local biodiversity.
- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was ‘development by stealth’ and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.
- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.
- There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also raised concerns that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/23/04108/FULL](#)
(click for more details)

Redevelopment of site including the demolition of existing commercial unit (former cattle shed), conversion of stable to provide a single dwelling, conversion of threshing barn to form three office units and erection of 6 dwelling houses including associated parking, landscaping and boundary treatments

Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Sewell (Eco) Ltd.

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.
- There were concerns that the proposed development would be detrimental to the local biodiversity.
- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was ‘development by stealth’ and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.

- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.
- There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.
- The present structure cannot convert to a dwelling without payment to previous owner, hence the application for offices; however, if this was deemed unsustainable at a future point, it would be a straightforward process to apply for change of use to residential.
- Under the proposals, the current communal car park would be taken away from residents and reallocated to the office development. It was questionable whether this would leave sufficient parking in the area, especially with offices.
- The proposed cow shed development would be taller than all other structures in the area.

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also believed that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/24/00059/FULL](#)
(click for more details)

Proposed demolition of existing buildings and redevelopment to provide new employment floorspace for a flexible range of uses (within Classes E(g)(iii), B2 and/or B8) with ancillary offices, together with the rationalisation of accesses and provision of yard area, parking, landscaping,

and all other associated works.

Unit 1, Humphrys Road, Dunstable, LU5 4TP
Legal and General Assurance (Pensions Management)
Limited

Comments: The proposed use of the development was uncertain; however, Houghton Regis Town Council raised no substantive objections to this application.

[CB/23/04115/FULL](#)
[\(click for more details\)](#)

Part first floor rear extension
197 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JF
Ms Kamilah Mefooz

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

[CB/24/00033/FULL](#)
[\(click for more details\)](#)

Single storey extension. Part two storey, part single storey
side and rear extension
8 East Hill Road, Houghton Regis, Dunstable, LU5 5EQ
Mr Sean Trainor

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

Noted:

[CB/24/00097/NMA](#)
[\(click for more details\)](#)

Non-material amendment to planning permission
CB/23/01477/VOC (Variation of condition number 29 of
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.
Amendment sought: Proposed alteration to design to remove
link between the Park Lounge and the Red House. Creation
of new external elevation facing the Red House, new hard
landscaping with gated access between All Saints View and
the Red House. Retain the Red House as a stand alone
building.) Amendment sought: Alteration of infill glazing to
park Lounge and Multi Purpose Room from 3 no panels of
glazing to 1 no panel of glazing, omitting the external access
door to the Park Lounge glazing.
Houghton Regis Centre, Former Co Op Supermarket, High
Street, Houghton Regis

- [CB/24/00068/DOC](#)
[\(click for more details\)](#) Discharge of Condition 3, 23 & 24 against planning permission CB/21/05575/REG3 (Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25 metre community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.)
Houghton Regis Leisure Centre, Parkside Drive, Houghton Regis, Dunstable, LU5 5PX
- [CB/24/00143/DOC](#)
[\(click for more details\)](#) Discharge of Condition 23 against planning permission CB/21/03860/FULL (Community sports facility Enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking)
Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis
- [CB/23/03675/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 6, 10, 13 against planning permission CB/22/03938/FULL - Demolition of existing barn and garage, provision of a garage to the existing Listed building, conversion of Listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road. Cond 6 Landscaping, Cond 10 Site Contamination Investigation and Cond 13 Noise Insulation.
- [CB/23/03942/DOC](#)
[\(click for more details\)](#) Discharge of Condition 2 against planning permission CB/22/03938/FULL (Demolition of existing barn and garage, provision of a garage to the existing Listed building, conversion of Listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road.)
Red Cow Farm Cottage, Bedford Road, Houghton Regis, Dunstable, LU5 6JP
- [CB/24/00108/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 3,5,6,13 and 14 against planning permission CB/19/04182/FULL (Erection of a new dwelling)
Land adjacent, 134 High Street, Houghton Regis, LU5 5DT
- [CB/24/00067/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 8, 20, 24, 25, 26, 29, 32, 33, 35 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 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.)

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

12683 NEIGHBOURHOOD PLAN - UPDATE

Members were informed that the appointed examiner started work on the independent examination of Houghton Regis Town Councils Neighbourhood Plan in October 2023. This had been completed and a 'fact check' report produced, identifying any issues of fact that were incorrect such as place names or figures that were referenced. A pre-issue version of the report was submitted to the Council and qualifying body (Central Bedfordshire Council), mirroring the legal requirement regarding the final report. HRTC and CBC responded to the examiner, in regard to errors raised, by the 23rd January 2024 deadline.

It was confirmed at the meeting that the Neighbourhood Plan had been accepted and was now at referendum stage.

12684 LOCAL PLAN WORKSHOPS

Central Bedfordshire Council were holding a workshop to help shape the new Local Plan for Central Bedfordshire.

The workshop would include an introductory presentation setting out the purpose of the Local Plan followed by two sessions on the following topics:

- Developing the vision and objectives of the Local Plan;
- Developing the approach to engagement and communication with communities, businesses and other key stakeholders.

Three sessions would be held to enable a choice of dates and times to suit availability. Each workshop would be the same.

- An ‘in person’ workshop on Tuesday 13th February from 6:15pm-8:45pm at our main office (Priory House, Chicksands, Shefford, SG17 5TQ) or
- A ‘virtual’ workshop on Wednesday 28th February from 6:30pm-8:30pm, to be held on MS Teams or
- An ‘in person’ workshop on Thursday 7th March from 3pm-5.30pm at Priory House, Chicksands, Shefford, SG17 5TQ

Two representatives from each Town and Parish Council were invited to attend.

Cllrs Jones and Slough provisionally agreed to attend; however, it was felt that this invitation should be extended to all Councillors. Councillors would be contacted to establish their interest in attending.

Resolved: To nominate two representatives from Houghton Regis Town Council to attend the Local Plan Workshops.

12685 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 7.59pm

Dated this 19th day of February 2024

Chairman

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mrs Senior
Houghton Regis Town Council
Peel Street
Houghton Regis
LU5 5EY

Date 26 January 2024

Dear Mrs Senior,

Application No: CB/23/03551/RM
Location: Bury Spinney, Thorn Road, Houghton Regis, Dunstable, LU5 6JQ
Proposal: **Reserved Matters: following Outline Application CB/22/04525/VOC (Outline Application for residential development for up to 100 dwellings with all matters reserved, except access.) Full details of reserved matters for 77 dwellings including appearance, landscaping, scale and layout pursuant to outline consent CB/22/04525/VOC.**

I have received amendments to this application in respect of the above property.

Revised drawings: 19093/6001A Planning Layout, 19093/6002A Technical Planning Layout, 19093/6003A Car Parking Strategy, 19093/6004A Refuse & Recycling Strategy, 19093/6005A Fire Strategy, 19093/6006A Boundary Treatment Plan, 19093/6007A Garden Amenity Compliance, 19093/6009A Ridge and Slab Level Schedule, 19093/6010A Site Sections AA and BB, TOPO Plan 16.01.24, 19093/600A Bantry (2B3P) - Floor Plans and Elevations, 19093/601A Bushmills (2B3P) - Floor Plans and Elevations, 19093/602A Cookstown (3B4P) - Floor Plans and Elevations, 19093/603A Enfield (3B4P) - Floor Plans, 19093/604A Enfield (3B4P) - Elevations, 19093/605A Enfield Render (3B4P) - Elevations, 19093/606A Enfield V1 (3B4P) - Floor Plans, 19093/607A Enfield V1 (3B4P) - Elevations, 19093/608A Ennis (3B4P) - Floor Plans and Elevations, 19093/609A Keel (3B4P+) - Floor Plans and Elevations, 19093/610A Greystones (3B5P) - Floor Plans and Elevations, 19093/611A Greystones T/B (3B5P) - Floor Plans and Elevations, 19093/612A Lettermore (3B5P) - Floor Plans, 19093/613A Lettermore (3B5P) - Elevations, 19093/614A Lettermore Render (3B6P) - Floor Plans and Elevations, 19093/615A Knightstown (4B6P) - Floor Plans and Elevations, 19093/616A Kinnegad (4B6P) - Floor Plans, 19093/617A Kinnegad (4B6P) - Elevations, 19093/618A Kilkenny (5B8P) - Floor Plans, 19093/619A Kilkenny (5B8P) - Elevations, 19093/620A Carlow (3B5P) - Floor Plans and Elevations, 19093/621A Block A and B – Floor Plans, 19093/622A Block A and B Elevations, 19093 623A Block C – Floor Plans, 19093/624A Block C – Elevations, 19093/625A Bushmills S.O (2B3P) – Floor Plans and Elevations, 19093/626A Cookstown S.O (3B4P) – Floor Plans and Elevations, 19093/627A Enfield S.O (3B4P) – Floor Plans, 19093/628A Enfield S.O (3B4P) – Elevations, 19093/631A Boundary Treatment Details, Q8390_C_Bury Spinney LEAP Plan, TOPO Plan 16.01.24

Revised supporting documents: Design and Access Statement Rev A, BG22.107 - REV 12 Bury Spinney, Houghton Regis-Hard and Soft Landscape Plan, BG22.107.5 - REV4 Bury Spinney, Houghton Regis Landscape Management Plan,

BG22.107.14 - REV4Land at Bury Spinney Arboricultural Method Statement Report, BG22.107.16 - REV4Land at Bury Spinney Arboricultural Impact Assessment Report, BG22.107 - REV2 Ecological Design Strategy, BG22.107.20 - REV2 Survey Summary Letter

Additional drawings: 21269 01A Engineering Appraisal, 2126-701B HW1 Headwall Detail, 21269-DD-102A Section 104 Drainage Layout, 19093/629 Carlow S.O (3B5P) – Floor Plans and Elevations, 19093/636 Carlow (3B5P Gable Front) Floor Plans and Elevations, 19093/6012 PRoW Plan, 19093/6013 Overlooking Plan

Additional supporting documents: RoSPA Bury Spinney Review 02.01.24

Internal consultees should follow the consultee procedure available on the [intranet](#). Comments should be submitted by no later than 16 February 2024.

Ward Councillors and other external consultees can view this application by visiting <http://www.centralbedfordshire.gov.uk/planning-register> and entering the application reference 23/03551. Please provide any comments by no later than 16 February 2024.

For consultees unable to access documents via the website, please contact us to arrange access another way.

Consultee comments will be published to our website as they are received.

Yours sincerely,

Fenella Hackney
Senior Planning Officer

Submitting Consultee Comments Online Guidance

1. Open webpage: <http://www.centralbedfordshire.gov.uk/planning-register>
2. Enter the case reference in the search field: 23/03551

Application quick search

Type in the planning application number in the following format: YY/00000 to find the matching application. Please enter the number as shown on the correspondence that you have received from us.

Application Number:

3. The case summary will be displayed
4. Click on CB/23/03551/RM (click for more details)

1 to 1 of 1 Results

You searched for: Application Number:

Please note these pages contain multiple entries, please select carefully.

For more details about each application please click on the relevant application number.

Please take care to choose the correct application type (ie FULL, LB, ADV).

Application Number: ***'Your case reference'* (click for more details)**

Application registered	Consultation period	Awaiting decision	Decided	Appeal	Appeal decided
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5. Scroll down to the bottom of the page - there will be a link to 'Submit a Consultee Online Comment'

Statutory Consultee

If you are a Consultee and would like to submit an on-line Comment on this application please **Submit A Consultee Online Comment**

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mrs Clare Evans
Town Clerk
Houghton Regis Town Council
Peel Street
Houghton Regis
Beds
LU5 5EY

Contact Andy Jones
Direct Dial 0300 300 5161
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 31 January 2024

Dear Mrs Evans,

Application No: CB/TRE/24/00026
Proposal: Works to a trees protected by a Tree Preservation Order (SB/TPO/77/00006):
Fell the Ash tree (T5), Sycamore tree (T6), Ash tree (T7) and Yew, Western Red, Cedar trees (G1), to the ground
Location: Brethrens Meeting House, Bedford Road, Houghton Regis, Dunstable, LU5 6JP

I have received an application to carry out work to preserved tree(s) at the above property. You can view the application details and documents on our website by visiting: <http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please email planningcomments@centralbedfordshire.gov.uk by **21 February 2024** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence.

Yours sincerely,

Andy Jones
Trees & Landscape Officer



Roy Romans
Head of Client & Development Services

Mrs Clare Evans
Town Clerk
Houghton Regis Town Council
Peel Street
Houghton Regis
Beds
LU5 5EY

please ask for Sian Cobb
direct line 0300 300 4378
e-mail building.control@centralbedfordshire.gov.uk
web-site www.centralbedfordshire.gov.uk
your ref
our ref CB/SN/23/0290
date 13 February 2024

Dear Mrs Evans,

Local Government Act 1985
Street Naming and Numbering

Location: Red Cow Farm Cottage, Bedford Road, Houghton Regis, Dunstable, LU5 6JP
Proposal: 8 new dwellings and 1 barn conversion - 9 new addresses

I write to inform you that the Council has received the above application for Street Naming. The developer has requested that the Town Council propose a street name for the development, I have attached our street naming and numbering guidance to assist you.

Please could you discuss proposals at your next meeting of the Town Council and confirm your recommendations by Friday 8th March 2024.

Yours sincerely

Roy Romans
Head of Client & Development Services

Central Bedfordshire Council

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

Telephone 0300 300 8635
Email building.control@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk/buildingcontrol





Street Naming and Numbering Guidance

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Guidance Notes

Central Bedfordshire Council has the legal responsibility to ensure that streets are named, and properties are numbered. The Authority has the power to approve or reject property addresses submitted by developers or the public or prescribe its own addressing schemes. Central Bedfordshire Council use the Public Health Act 1925. (sections 17,18 and 19) for the purpose of naming streets and numbering properties. This power extends to Commercial and Industrial properties as well as domestic.

All property development and address change within Central Bedfordshire is subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming streets and numbering/ naming properties is essential as it facilitates.

- Consistency of property-based information across Local Government and within the community of users for addresses.
- Emergency services finding a property.
- Reliable delivery of services and products
- Location of addresses for visitors

Anyone seeking an address change, or the creation of an address for a new property, must apply to Central Bedfordshire Council following the procedures outlined in these guidance notes.

Proposals for street names from developers are welcome for consideration, however it is recommended when making an application, that more than one name is put forward in case the first choice does not comply with the guidelines. It is also recommended for all suggestions for street and building names to have a historical connection with the site or to reflect the local area and to avoid duplication. If suggestions conform to these guidance notes on Street Naming and Numbering and do not meet with any objection from the Town/Parish Councils, the new address will be formally allocated, and all the relevant bodies will be notified.

To aid the emergency services, we will ensure wherever possible, that if a street has a name and has street signs relating to that name, any new properties accessed from that street will be officially addressed using the existing street name and are numbered using an alphabet suffix if necessary unless there are exceptional circumstances.

In addition to complying with appropriate legislation, these guidelines are compliant, at the time of implementation, with the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer" version 3.3, available from the National Land and Property Gazetteer custodians at www.nlpg.org.uk

Street Naming and Numbering Procedures

The purpose of this is to provide guidance to developers and owner/ occupiers on the naming and numbering of streets and buildings across Central Bedfordshire.

This is a statutory function that Central Bedfordshire Council provides in exercise of its powers and duties under the Public Health Act 1925.

The appropriate naming of streets and naming and numbering of buildings forms the basis for identifying property related information which is used by:

- Royal Mail and other services for delivery of post and goods
- The ambulance, police, and fire services for responses to emergencies
- Statutory organisations e.g., the Council, HM Land Registry and HM Revenue & Customs

British Standard BS7666:2006 Parts 1 and 2 - Address Data Entry Conventions

In addition to the traditional method of addressing a property the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. Each property has been allocated a 12-digit Unique Property Reference Number (UPRN). This permits additional information such as co-ordinates to be accessed allowing the property to be located on a map.

Central Bedfordshire Council along with all other local or unitary authorities has created and maintains a Local Land and Property Gazetteer (LLPG) to the above standard. Updates to this information are submitted daily to the National Land and Property Gazetteer (NLPG) which is marketed commercially. This precise location information can then be used by Royal Mail, the Emergency Services and Utility Companies.

As part of the process the location and naming of new streets is an essential starting point. Any new streets are notified by us to the GIS team who hold Local Street Gazetteer (LSG), and they in turn use it to update the National Street Gazetteer (NSG).

It should be noted that the LLPG provides geographic location information for all properties in the district and whilst most addresses are the same as those held by the Royal Mail for postal delivery services there will be some incidences of variation in address format between that held by Royal Mail and within the Council's LLPG.

Applying For A New Postal Address

Applications for new addresses within Central Bedfordshire should be made to Building Control by completing the Street Naming and Numbering application form and emailing to building.control@centralbedfordshire.gov.uk

Applications should be made by:

- Individuals or developers building new dwellings, commercial or industrial premises
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new separately addressed units

Developers who use a marketing name for a site must make it clear to any prospective purchasers, that it is not part of an official postal address.

Applications for new addresses should be submitted as soon as work commences. In the case of new street names this is essential as the time from receiving a proposed name until it is formally adopted can take several months.

On developments requiring new street names the developer may put forward a naming proposal and the Council will consult with the relevant Parish or Town Council to consider if the proposal is acceptable. If the developer has suggested a street name, the Parish or Town Council can either accept the proposed name or suggest an alternative. The Council does not consult where the application is solely for the numbering or naming of a single building.

Existing Properties without Postal Addresses

Occasionally residents of the district report that their property is not shown on established postcode listings. The Council will report the omission to Royal Mail so that the address of the property can be entered into the Postcode Address File. All requests should be made in writing.

Street Naming Protocols and Conventions

When a new development is built, the responsibility for naming the new streets rests with the Council. The new names should be consistent with the Council's protocols for road naming.:

- When possible, the name(s) should have a proven historical connection to the land intended for development. NB – Historic Environment Record
- The name(s) will not be the name(s) of people, living or deceased.
- The name(s) will not be the same or similar to any existing name(s) already in use in the same locality, the same town, post town or within a 8k radius of a neighbouring SNNN authority's administrative area. A variation in the terminal word, for example "2street", "road", "2avenue", will not be accepted as sufficient reason to duplicate a name.
- Street names with phonetically similar names will also be avoided e.g., Churchill Road/Birch Hill Road and Willows Avenue/Winnows Avenue.
- A common request is to repeat existing names i.e., St Marys Close off an existing St Marys Way. This is not allowed as it can have a detrimental effect in an emergency. This is in line with Government guidance found in Department of Transport Circular 3/93
- If the development contains a new network of streets a theme may be chosen, taking care not to repeat a theme already being used locally.
- Aesthetically unsuitable names or names capable of deliberate misinterpretation are to be avoided.
- Street names should not be difficult to pronounce or awkward to spell.
- All punctuation, including apostrophes shall be avoided.
- New street names should end with one of the following suffixes

Avenue | **Bank** | **Circle** - for circular roads only | **Close** - only for a cul-de-sac | **Corner** | **Crescent** - for crescent shaped roads only | **Croft** | **Drive** | **Edge** | **Farm** | **Field(s)** | **Gardens** (provided it will not be confused with any local open space) | **Green** | **Grove** | **Hill** | **Lane** | **Mead** | **Meadow** | **Mews** | **Orchard** | **Paddock** | **Park** | **Place** | **Rise** | **Road** | **Row** | **Square** - for

a Square | **Street** | **Triangle** - for triangular roads only | **View** | **Way** | **Wharf** - only near a navigable watercourse | **Yard**

- Pedestrian only access thoroughfares should end with: **Walk** | **Path** | **Way**

Please note:

- No street name should start with "**The**"
- "**Court**" is not acceptable as a street name suffix but may be used for large multi-occupied buildings.
- "**Terrace**" should only be used as a subsidiary name within another road.

On receipt of a proposed new street or building name, the Council's Responsible Officer will check that it will not duplicate existing names and is in accordance with the naming protocols and conventions shown above.

Central Bedfordshire Council is able to provide historic information, please visit our website at www.centralbedfordshire.gov.uk for further details.

Property Addressing Guidelines

Building Numbers

- When naming/numbering new buildings the following conventions will be followed:
- Where practicable a new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street. In the case of a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- All numbers should be used in the proper sequence (excluding 13). However, should a request be made for the inclusion of 13 this may be allowed.
- Where an existing street is extended, it would be appropriate if possible, to continue to use the same street name including the continuation of the street numbering.
- Buildings will be numbered according to the street in which the main entrance is to be found. If a building has entrances on more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road.
- Where a building with an already approved house number or name is subdivided then the use of letters or numbers to indicate the separate apartments is acceptable.
- All new properties shall be numbered rather than named. Exceptions will only apply in existing streets where no numbering scheme exists.
- Infill properties will be numbered into the existing street using an alphabet suffix unless there are exceptional circumstances.
- A piece of land e.g., a field, cannot be given an official address, only property on that land that has a delivery point can have a conventional address for the purposes of delivering mail and services.
- Annexes, private garages, and buildings used for housing cars or livestock will not be addressed separately from a main dwelling
- New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

House Names

If you are intending to name or rename an existing named property you will need to contact the Council to check whether your preferred name is already in use in the immediate area. If there is the possibility of confusion or the name chosen is deemed to be inappropriate you will be requested to select another name. We will not accept house names that are the words for numbers e.g., Nine.

However, where a numbering scheme is in place a house name can only be in addition to the allocated property number and not a replacement. Please note that the original number should always be displayed on the property and quoted within an address on all correspondence. Please also note that house names used with numbered properties will form no part of the officially registered postal address as held within Royal Mail's Postcode Address File.

If this process is not undertaken the official address of the property will not be revised. Royal Mail will only amend their Post Code Address File with information provided by the Council.

The charge for this service is contained within our fees and charges schedule which is available on the website www.centralbedfordshire.gov.uk in the search field input Street Naming and Numbering charges then click on Planning Fees.

Postcodes

The Council is responsible for establishing property addresses up to and including the town or village name. The allocation of postcodes is the responsibility of Royal Mail. In creating and establishing new addresses the Council will liaise with Royal Mail's Address Development Team to provide a suitable postcode.

When a new address, including the postcode, has been created, it will potentially be held by Royal Mail in the Not Yet Built section of the Post code Address File. When Royal Mail are satisfied that the property is complete and is in a state to be occupied, they should make the address live on the Postcode Address File. If you are occupying a new build property and the address is not shown against established postcode listings you should contact Royal Mail directly on 03456 045060.

Distribution of All New and Changed Addresses

Once an address has been created or amended, we distribute this information to a variety of Council services and other organisations. These include:

Internally: Council Tax, Electoral Registration, Land Charges

Externally: Royal Mail, Land Registry, The Emergency Services, Utility Companies.

Please note that Central Bedfordshire Council are not responsible for updating commercial websites for example: - Google maps and What three words, etc.

Application and Fees

Application and other postal address enquiries can be submitted by email to building.control@centralbedfordshire.gov.uk, payment made by debit/credit card by contacting Building Control on 0300 300 8635,

Street Nameplates

Under the Public Health Act 1925 there is a duty to erect and maintain street nameplates for all officially named thoroughfares.

The responsibility for the initial provision of street nameplates within a new development, where a street name is required, is devolved to the developer.

All new nameplates should be provided to the Council's specification shown below.

Street Sign Specification

Posts

Black recycled plastic posts

Post dimensions 80 x 80 x 1220mm with bevelled tops

Milled (routed) at top of post to accept main backboard assembly

Base of post drilled to accept anchor pins 10mm x 160mm

Backboard

30mm x 150mm section, overall height and length of backboard is dependent upon number of lines and length of wording.

Sign Face

Stabilised impact resistant polycarbonate.

Channel

"U" section channel to be fitted top and bottom of backboard to retain sign face.

"U" channel to be bonded with 3m Scotchweld EPX bonding adhesive

Lettering

MOT or Kindersley

Foundation

1200mm posts will require foundations 450 x 450 x 450mm. To be backfilled with compacted concrete

Address Problems

The street naming and numbering function deals with all address related queries within the district. If you are having a problem, please contact us

Contact us:

Email: building.control@centralbedfordshire.gov.uk

Tel: 0300 300 8635