

# Flitwick Town Council

## Agenda

The 354th Meeting of the Planning Committee will be held on Thursday 15th July 2021 at 7.30pm at The Rufus Centre

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTA1YjlxMzAtYjBhZS00ZjdILWEyZDItMzcyMjI1Y2ZjMzdk%40thread.v2789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22c6e42fbb-3780-4e3c-851b-f38d140ceb9e%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTA1YjlxMzAtYjBhZS00ZjdILWEyZDItMzcyMjI1Y2ZjMzdk%40thread.v2789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22c6e42fbb-3780-4e3c-851b-f38d140ceb9e%22%7d)

### PUBLIC NOTICE OF MEETING AND SUMMONS TO COUNCILLORS TO ATTEND

Chairman to read the following statement:

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

### Open Forum

To receive oral and written comments from the public relating specifically to an agenda item. This is a period of time designated for public participation and shall not exceed a maximum of 15 minutes, unless under special circumstances and at the discretion of the Chairman. Each member of the public is entitled to speak once in respect of business itemised on the agenda and shall not speak for more than three minutes.

Signed .....  
Town Clerk

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Committee Members :	Councillor Chacko Councillor P Dodds (Chairman) Councillor P Earles Councillor J Gleave (Vice Chairman) Councillor Hodges Councillor M Platt Councillor Roberts Councillor R Shaw
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**01 To note declaration of interest on Agenda Items**

**02 To Accept Apologies for Absence**

**03 Chairman's Announcements**

**04 Minutes**

For Members to receive and adopt the minutes of the Planning meeting held on 23rd June 2021.

**05 Matters Arising**

The Minutes of the Planning meeting held on 23rd June 2021.

**06 Planning applications for consideration**

06 . 1	<b>21/00379/TRE</b>	Plot Ref :-	Type :- TRE
	Applicant Name :- TBC		Date Received :- 08/07/2021
	Parish :- West		Date Returned :-
	Location :- Land at rear of Compton	Agent	
	Close		
	Flitwick		
	Proposals :-	Works to trees protected by a Tree Preservation Order: MB/TPO/76/00007/G2 To repollard to Lime Trees previous points, remove basal and epicormic growth. Arising will be removed.	
	Observations :-		
06 . 2	<b>21/02517/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Mark Moloney		Date Received :- 23/06/2021
	Parish :- East		Date Returned :-
	Location :- 14 Hinksley Road	Agent	
	Flitwick		
	Beds		
	Proposals :-	Erection of six x 1 bedroom flats and demolition of existing garage block	
	Observations :-		
06 . 3	<b>21/02614/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Mr R Adams		Date Received :- 02/07/2021
	Parish :- West		Date Returned :-
	Location :- 49 Chapel Road	Agent	
	Flitwick		
	Beds		
	Proposals :-	Extension of an original outbuilding.	
	Observations :-		
06 . 4	<b>21/02761/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Mr Burgoine		Date Received :- 24/06/2021
	Parish :- East		Date Returned :-
	Location :- Land Rear of 48 Elmwood	Agent	
	Cres		
	Flitwick		
	Beds		
	Proposals :-	Remove existing single storey garage and replace with a single storey 1 bedroom bungalow with associated parking and garden amenity space. Widen existing dropped curb to provide access to the forecourt on plot parking	
	Observations :-		
06 . 5	<b>21/02869/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Mrs Jo Wingell		Date Received :- 24/06/2021
	Parish :- West		Date Returned :-
	Location :- 31 The Quantocks	Agent	
	Flitwick		
	Beds		

Proposals :- Single storey front extension

Observations :-

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06 . 6	<b>21/02914/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Mr & Mrs Coleman		Date Received :- 28/06/2021
	Parish :- West		Date Returned :-
	Location :- 24 Dew Pond Road	Agent	
	Flitwick		
	Beds		
	Proposals :-	Demolition of existing conservatory and erection of a single storey rear extension and first floor side extension over existing garage.	

Observations :-

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06 . 7	<b>21/02951/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Mr Adam Cassell		Date Received :- 02/07/2021
	Parish :- West		Date Returned :-
	Location :- 2 Arundel Close	Agent	
	Flitwick		
	Beds		
	Proposals :-	Two storey and single storey rear extensions.	

Observations :-

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06 . 8	<b>21/03045/FUL</b>	Plot Ref :-	Type :- FULL
	Applicant Name :- Air Equipment Ltd		Date Received :- 08/07/2021
	Parish :- East		Date Returned :-
	Location :- Station Garage	Agent	
	Flitwick		
	Beds		
	Proposals :-	Change of use of existing rear showroom to office use.	

Observations :-

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**07 To receive any additional planning applications**

Application No: CB/21/01876/FULL  
Location: 42 Ampthill Road, Flitwick, Bedford, MK45 1AY  
Proposal: Two storey and single storey rear extensions, single storey side extension. New front masonry wall and steel railing and automated sliding gate.

Amendments to this application in respect of the above property.  
Revised description to read: Two storey and single storey rear extensions, single storey side extension. New front masonry wall and steel railing and automated sliding gate.

**08 To note planning decisions from Central Bedfordshire**

**09 Street Naming Request**

Members to consider a street naming request.

**10 Street Trading Application**

Members to consider a street trading application.

**11 Neighbourhood Plan**

Members to consider forming a working group to investigate the feasibility of a Neighbourhood Plan for Flitwick.

**12            Delivery Plan**

Members are asked to consider the delivery plan split for Planning.

**13            Correspondence received**

**14            Questions**

# Flitwick Town Council

## Minutes of the 353rd Meeting of the Planning Committee held on Thursday 23rd June 2021.

### Open Forum

There were no items.

Committee Members Present :- Councillor Chacko  
Councillor P Dodds (Chairman)  
Councillor P Earles  
Councillor Hodges  
Councillor Roberts  
Councillor R Shaw

Also in Attendance :- Environmental Services Manager  
Environmental Services Officer

### 2839 To note declaration of interest on Agenda Items

There were no declared interests.

### 2840 To Accept Apologies for Absence

Apologies received and accepted from Cllr J Gleave.  
No apologies received from Cllr M Platt.

### 2841 Station Interchange Update

There was no update available for the meeting.

### 2842 Chairman's Announcements

Neighbourhood Plan.

The Chairman informed the Committee that at a recent Clerks and Chairs Meeting, a strategy document would come forward to the Town Council to consider the development of a Neighbourhood Plan. This would also come forward to the next Planning agenda for consideration by the Planning Committee. The Neighbourhood Plan would be Community lead. The Chairman agreed to send further information to Members and asked for volunteers to join a Working Group.

### 2843 Minutes

Members agreed the minutes were a true recording of the meeting held on 3rd June 2021.

### 2844 Matters Arising

The following Matters were raised from the Minutes of the Planning Meeting held on 3rd June 2021:

1) Training. Cllr Gleave was looking into training for Planning Committee Members. It may be an option to hold the training at the Rufus Centre and open it to other local Councils.

2) Speedwatch. There were currently six volunteers for the Speedwatch scheme. Cllr Shaw also volunteered. The Environmental Services Manager would contact the Speedwatch Scheme Coordinator to progress the scheme.

3) Development of old Leisure Centre Site. It is a condition of the planning consent that developers and their contractors must not park on Steppingley Road.

### 2845 Planning applications for consideration

2845- 1	21/02406/FUL	Plot Ref :-	Type :-	FULL
	Applicant Name :-	Mr & Mrs MacCormack	Date Received :-	08/06/2021
	Location :-	19 Woburn Close Flitwick Beds MK45 1TE	Date Returned :-	25/06/2021
	Proposal :	Single storey rear extension, side boundary wall moved nearer to road side to include land to the side and erection of front boundary wall		

Observations : FTC - Support with comments;  
 1. Members supported the single storey rear extension.  
 2. Members queried the ownership of the amenity space next to the property.  
 3. Members objected to the high section of the wall extending the boundary wall as it would not be inkeeping with the street scene.  
 Vote - All in favour

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2845- 2	21/02430/FUL	Plot Ref :-	Type :-	FULL
	Applicant Name :- Brand		Date Received :-	04/06/2021
	Location :- 9 Astwood Drive Flitwick Beds MK45 1EN		Date Returned :-	25/06/2021
	Proposal : First floor rear extension			
	Observations : FTC - Support (Vote - all in favour)			

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2845- 3	21/02472/FUL	Plot Ref :-	Type :-	
	Applicant Name :- Mr Green		Date Received :-	08/06/2021
	Location :- 36 Trafalgar Drive Flitwick Beds MK45 1EF		Date Returned :-	25/06/2021
	Proposal : First floor side extension			
	Observations : FTC - Support (Vote - all in favour)			

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2845- 4	21/02488/FUL	Plot Ref :-	Type :-	FULL
	Applicant Name :- Mrs Claire Taylor		Date Received :-	08/06/2021
	Location :- 17 Kings Road Flitwick Beds MK45 1ED		Date Returned :-	25/06/2021
	Proposal : Two storey rear extension and associated alteration works			
	Observations : FTC - Support (Vote - all in favour)			

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2845- 5	21/02502/FUL	Plot Ref :-	Type :-	FULL
	Applicant Name :- Richard Howkins		Date Received :-	09/06/2021
	Location :- 7 Byron Crescent Flitwick Beds MK45 1PY		Date Returned :-	25/06/2021
	Proposal : Single story side/rear extension, first floor side extension and pitched roof to front porch and garage			
	Observations : FTC - Support (Vote - all in favour)			

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2845- 6	21/02645/FUL	Plot Ref :-	Type :-	FULL
	Applicant Name :- Mr P Bieron		Date Received :-	15/06/2021
	Location :- 24 Hampden Road Flitwick Beds MK45 1HX		Date Returned :-	25/06/2021

Proposal : Single storey front extension.

Observations : FTC - Support  
(Vote - all in favour)

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2845- 7	21/02676/FUL	Plot Ref :-	Type :-	FULL
	Applicant Name :-	Mr & Mrs A Phillips	Date Received :-	15/06/2021
	Location :-	2 Durham Close Flitwick Beds MK45 1UR	Date Returned :-	25/06/2021
	Proposal :	Single storey side extension and garage conversion		
	Observations :	FTC - Support (Vote - all in favour)		

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**2846 To note planning decisions from Central Bedfordshire**

Noted.

**2847 Correspondence received**

1) Correspondence had been received directly from consultants acting for the Flitwick and Ampthill Lawn Tennis Club regarding the Town Council's objection to planning application CB/21/00885/FULL.

Whilst a formal resolution could not be made, the feeling amongst Members present was that they would not be minded to move for a reconsideration. However, Members were encouraged by the option to include a louvred encasement around the fan to minimise noise impact on neighbours.

2) Correspondence had been received by a resident concerned about development of land opposite the Leisure Centre on Steppingley Road for further housing.

It was noted that this land had already been allocated for housing in CBC's draft Local Plan.

**2848 Questions**

Cllr P Earles asked if a start date was known for development of the old Leisure Centre site.

The Environmental Services Manager responded that a start date of end of November is anticipated.

The Meeting closed at : 20:43

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Signed : \_\_\_\_\_ Chairman Date: \_\_\_\_\_

On behalf of :- Flitwick Town Council

**NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council**

**Minute Ref**

**Thu 15 July 2021**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated  
' D ' Delegated  
' E ' Endorsed by District 'ED' Endorsed Delegated

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**GRANTED PLANNING PERMISSIONS**

<b>E</b> 21/01509/FUL	Approved	14 Windermere Close
<b>E</b> 21/01534/FUL	Approved	5 The Birches
<b>E</b> 21/01804/FUL	Approved	10 Tythe Close
<b>E</b> 21/01829/FUL	Approved	12 Chaucer Road
<b>E</b> 21/01841/FUL	Approved	Windmill Lodge
<b>E</b> 21/01846/FUL	Approved	10 Ely Close
<b>E</b> 21/01900/FUL	Approved	32 Ampthill Road
<b>E</b> 21/02406/FUL	Approved	19 Woburn Close





# 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](http://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](mailto: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 unless there is a historical connection to the town or parish within which the development falls and no street shall be named after a living person.
- 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](http://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](http://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](mailto: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](mailto:building.control@centralbedfordshire.gov.uk)

Tel: 0300 300 8635





**Peter Keates**  
**Head of Development & Regulation**

Mr R McGregor  
Clerk to Flitwick Town Council  
The Rufus Centre  
Steppingley Road  
Flitwick  
Bedford  
MK45 1AH

**please ask for** Sian Cobb  
**direct line** 0300 300 4378  
**e-mail** [building.control@centralbedfordshire.gov.uk](mailto:building.control@centralbedfordshire.gov.uk)  
**web-site** [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)  
**your ref** 19  
**our ref** CB/SN/21/0111  
**date** 23 June 2021

Dear Mr McGregor

**Local Government Act 1985**  
**Street Naming and Numbering**  
**Location:** Steppingley Road, Flitwick  
**Proposal:** New care home, independant living facilities and retail units

I write to inform you that the Council has received the above application for Street Naming. We have been asked to approach you in this instance to ask that you provide street name suggestions, the developer has stated that they would prefer names along a nature theme if possible.

Whilst only one street name is required please would you provide a minimum of three suggestions to avoid suitability issues.

Please could you discuss proposals at your next meeting of the Town/Parish Council and confirm your suggestions by **16th July 2021**.

Yours sincerely

**Peter Keates**  
Head of Client & Development Services  
Regeneration and Business Directorate

**Central Bedfordshire Council**

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

**Telephone** 0300 300 8635  
**Email** [building.control@centralbedfordshire.gov.uk](mailto:building.control@centralbedfordshire.gov.uk)  
[www.centralbedfordshire.gov.uk/buildingcontrol](http://www.centralbedfordshire.gov.uk/buildingcontrol)





Please ensure you submit an application by 23<sup>rd</sup> June 2021.

CENTRAL BEDFORDSHIRE COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

TO: The Licensing Team, Public Protection, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Beds LU6 1LF

I/We apply under the provisions of the above Act for a street trading consent.

I/We submit the following particulars:

1. a) Full name (Block capitals) b) Date of Birth c) Trading name	KADIR ALP 20/07/1987 KING KEBABS
2. a) Home address b) Telephone number	4 Hanwell Court Downhead Park MILTON KEYNES MK15 9BW 07881760169
3. Will you be the sole operator of the stall/vehicle? If 'no' how often will you operate the stall/vehicle?	<input checked="" type="radio"/> Yes <input type="radio"/> No
PLEASE NOTE All applicants and nominated assistants are required to submit 2 passport type photographs.	
If the answer to 3 is 'no', please give details below:  4. Full names, addresses, dates of birth of all other people working on your stall are required.  1 <sup>st</sup> person a) Full Name (Block capitals) b) Date of Birth c) Address	UGUR ALP 20/07/2003 4 HANWELL COURT DOWNHEAD PARK MILTON KEYNES MK15 9BW

2 <sup>nd</sup> person a) Full Name (Block capitals) b) Date of Birth c) Address			
5. Have you, or any person associated with this application, been convicted of any offence in the last 10 years?  If 'Yes' please give details of name and offence(s)	Yes / <u>No</u>		
	Court Code and date of conviction	Offence code and date of offence	Fine, penalty or sentence
6. Are there any prosecutions pending against you or any person associated with this application?  If 'Yes' please give details of name and offence(s)	Yes / <u>No</u>		
	Alleged offence	Date of court hearing	
7. Description of articles to be sold (Please note, a separate application must be completed for each stall, van, barrow etc)	KEBAB, CHICKEN BURGER, CHIPS COLD DRINKS		
8. Trading site (If this is a fixed position please give details and enclose a map)	STATION ROAD FLITWICK		
9. Evidence you have obtained any necessary permissions to trade at your chosen site (e.g. if private property, the permission of the owner)			
10. How long a period of consent are you applying for - 12 months or one off (up to 2 months)	12. MONTHS		
11. Proposed days and times of trading	7 DAYS 5.00 pm - 11.00 pm		

12. a) Type of stall/vehicle and size .  b) Brief description of your proposed stall/vehicle (please include a colour photograph of the stall)  c) Vehicle registration number (if applicable)	VAUGHAN MOVADO VAN  KY18 OMO
13. Would you like to provide any tables or chairs for customers, please show details on the map you provide	NO
14. Address of premises used for storage/accommodation of stall/vehicle and, if appropriate food.	SAME AS HOME ADDRESS
15. Do you have Public Liability Insurance in the sum of £5 million?  If 'Yes' please enclose a copy of the policy.  If 'No' give details of any Public Liability Insurance you presently have and indicate whether you would be willing to obtain £5 million Public Liability Insurance.	<input checked="" type="radio"/> Yes / No
16. Will you be using any equipment that may give rise to complaints (e.g. generators)?	YES GENERATORS
17. What arrangements are there for the disposal of waste?	MILTON KEYNES WASTE CENTRE
<b>FOOD CONSENTS</b>	
18. Please give details about your food handling experience to date (if applicable)	
19. a) Have you ever attended a food hygiene course offered by the local authority?	<input checked="" type="radio"/> Yes / No



b) If 'yes' when and where?	HIGH SPEED TRAINING 19/02/2018
20. Are you at present registered with Central Bedfordshire Council as a food premises?  If 'yes' please give date of registration	(Yes) / No
<b>BUSINESS INTERESTS</b>	
21. a) Have you traded in Central Bedfordshire before?  b) If the answer to 21a is yes, please give details (Where, how long etc)	(Yes) / No  STATION ROAD FLITWICK  LAST 11 YEARS
22. a) Have you traded in any other town/city?  b) If 'yes' please give details	Yes / (No)
<b>OTHER INFORMATION</b>	
23. Please give any other details that you wish to be considered when dealing with your application.	

I/We declare that I/We are not under 18 years of age and I/We certify that, to the best of my/our knowledge and belief, the above particulars are correct.

*Any person who, in connection with an application for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.*

Dated ... 18/06/2021 ...

Signed ...  ...

I have paid the relevant fee online reference No-  
Or a fee of £ \_\_\_\_\_ accompanies this application. (Cheques to be made payable to Central Bedfordshire Council).

**Checklist:**

- I have completed the application ☒
- I have enclosed evidence of the landowner's permission ☐
- I have enclosed any relevant plans ☐
- I have enclosed a photograph of the stall/vehicle ☒
- I have enclosed evidence of Public Liability Insurance ☒
- I have enclosed the fee or made payment online ☒
- I have enclosed 2 passport type photographs of myself and others associated with this application.

**Please quote reference number for online payment**

This form will be retained electronically by Central Bedfordshire Council to enable the provision of licences, registrations, consents, notices and other permissions required by legislation . These details may be provided to the Police, Home Office, Driver and Vehicle Standards Agency, Department of the Environment Food and Rural Affairs, Food Standards Agency, Gambling Commission, Immigration Service, Her Majesties Revenue and Customs, Department for Work and Pensions and other persons where there is a legal requirement or right to do so. Please be assured that your details will be safeguarded securely and only used for this sole purpose and will not be divulged to any other individuals or organisations without your consent.

Your data will only be held for as long as is necessary or as governed by other statutory regulations and will be disposed of securely.

If you have any questions contact the [information governance team](#)

You can find out more about how data is managed at Central Bedfordshire Council by [clicking here](#)

## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Where required by Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Insured employs persons covered by the policy. In addition, in accordance with Regulation 4 of the Regulations the Insured must, on expiry, keep this certificate, or a copy thereof, for a period of 40 years from the commencement date of this certificate. (ii)

**Policy No:** ZI/007596

**Name of Insured (i):** Mr Kadir Alp T/As King Kebab

**Date of Commencement of Insurance:** 09/03/2021

**Date of Expiry of Insurance:** 08/03/2022

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland or to offshore installations in any waters outside the United Kingdom to which Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies.
2. the minimum amount of cover provided by this certificate is no less than £10,000,000



Signed on behalf of the Insurers  
Gary Humphreys  
For Authorised Insurers

- (i) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only named subsidiaries
- (ii) Although Regulation 4(4) has now been repealed, businesses should, as a matter of best practice, continue to retain certificates for 40 years after the commencement of cover.

Zenith Insurance Plc. is regulated by the Gibraltar Financial Services Commission and subject to a limited regulation by the Financial Conduct Authority and the Prudential Regulation Authority in respect of underwriting business in the UK (No.211787) 846-848 Europort, Gibraltar.













Plan name	FTC Business/Delivery Plan Draft
Plan ID	EJlJnet1UES9_ThbQTfglpcAdejU
Date of export	07/08/2021

Task ID	Task Name	Bucket Name	Progress
6EEZnjJTBEacmiUXa36BVpcAKLIQ	Finalise and adopt an Approved Contractor list.	Planning	Not started
Km5nsFBHXkCDPP1A1G2_aJcAE9wD	Respond to all highway's consultations.	Planning	Not started
AbwiQzl22U6IhInq-jbGkJcAOmua	Respond to all relevant planning applications and consultations to make the best case for Flitwick.	Planning	Not started
Oeoa2pRUZ0WaF7oH2hInWJcAAKkN	Lobby Central Beds Council for convenient crematorium and additional burial facilities.	Planning	Not started
XH0UtTq7ok-L-dQghPoX95cANjTM	To review any governance & policy documents with a review date in 2022/23.	Planning	Not started
NtAQkSPEh0Syy2gopSay65cAKUiP	Locate external funding for Council and other local community initiatives.	Planning	Not started
Wk2dCcp4O0We3C4Lf5NbrZcAIP3V	Review the need for filling "future" posts.	Planning	Not started
Z31b-DPxbE2dmKBhXBHKqJcAAidG	Lobby to ensure homelessness in the Town is addressed	Planning	Not started
vxW2CD_WB0yOdx7OMSkwOpcABc99	Lobby to ensure the housing proposed in the Central Bedfordshire Council Local Plan is delivered in a sustainable way.	Planning	Not started
wyB1iSwK6Ua213WwlZMJoZcANO99	Lobby for road improvements and maintenance, which improves safety.	Planning	Not started
jHcl6t8SakOVVICmUVuF-ZcADEvD	Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example.	Planning	Not started
kK1oLn7mYUOhPwGJLfLKfpcANLAC	Ensure that FTC has a robust Town Emergency Plan, working with appropriate third-party organisations.	Planning	Not started
RewEOgENqUOu659EL40npZcALq12	Develop a shared agenda to influence the improvement and effective management of local services.	Planning	Not started
ByhE626m10mf488acn-5U5cAJQ6J	Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs. MOS: ?	Planning	Not started

ExtlPCGliku6EggHAP5TEJcAGaeK	Oppose new developments where recreation or sports facilities are lost unless equivalent provision is provided	Planning	Not started
MPKDTepEy0-GJpCihtLlvZcANotd	Support and contribute to reviews of both listed buildings and buildings on a local list.	Planning	Not started
h6LgLMCtOk2-C8noYTcO6pcAE3mF	Use our involvement in the planning process to preserve green open spaces, protecting green belt land where it is possible.	Planning	Not started
6fVnRCLlIU6gJrGMZzz9nZcAPuBH	Promote Environmental awareness in the Town.	Planning	Not started
yo7OGdQI20eixq5s3R_R8pcAlnf7	Use our influencing role in planning as a positive influence on the Town's built environment and sustainability.	Planning	Not started
iGlRqDWCr0OubQtbXIIOWpcAAiNB	Encourage and facilitate walking and cycling in and around the Town and to the Rufus Centre.	Planning	Not started
kx9iZ34Wg0G17SGmiLCyBJcAGvel	Consider ways to reduce consumption, improve re-use and increase re-cycling.	Planning	Not started
SK9Nx8X020mhhkBUOLEdhT5cACMdU	Gather baseline data on the environment and sustainability within the Town.	Planning	Not started
iME_Qwrb60esZUokJXp0LZcACmS9	Develop a Regeneration Policy	Planning	Not started
5lz-uWomjU-FYOlYcLeJC5cAJky7	Use local suppliers and businesses	Planning	Not started
dSPEyyhT9UO5mceAFxzf2ZcAOinX	Actively influence the consultation processes and development of the CBC Local Plan strategy.	Planning	Not started
N-_l0pIYOUywwGGbaFP7XNJcAGvS_	Help to influence the continuation of adequate physical retail outlets.	Planning	Not started
CqMf0dk0k0aiV26NQVdtd5cAJt6H	Lobby for increased Health, Education and other infrastructure provision for the Towns residents	Planning	Not started
hkCsADWiGUSYC_q_PoecHJcAARVh	Prepare a feasibility report on developing a Flitwick Town Design Guide to influence style of future developments	Planning	Not started
GbTw2m9KQUWF-7KuMk5lopcaFw1y	Prepare a feasibility report on developing a Neighbourhood plan	Planning	Not started
Hpv8jMaVoUySh6Dk8pG2y5cAEkNv	Ensure the development of Flitwick is planned and delivered in a strategic and holistic manner	Planning	Not started
u_c9lLjfwkevccHxrdeGmZcAlJYA	Lobby Central Bedfordshire Council on the expansion of the current Flitwick Industrial Estate	Planning	Not started



DYwJh-PPD02iz-brJtU5OZcALBP3	Lobby Central Bedfordshire Council on the expansion of the		
crgAjcEmq0Oh82s__pitKJcAO03h	current Flitwick Industrial Estate.	Planning	Not started
	Development of step free access to the station	Planning	Not started
	Development of an integrated and accessible transport		
IM0H6vjGTEa5zZAHzdTHX5cAARV4	interchange at the Flitwick Station	Planning	Not started
_daOy5HoXUG39I3y5enu85cAEhgW	Improve Town Centre layout, accessibility and infrastructure	Planning	Not started

Planning Committee

Priority	Assigned To	Created By	Created Date	Start Date	Due Date	Late	Completed Date
Medium	Stephanie Stanley	Lisa Cousins	06/30/2021		11/30/2021	false	
Medium	Stacie Lockey	Lisa Cousins	06/30/2021		03/31/2022	false	
Medium	Stacie Lockey	Lisa Cousins	06/30/2021		03/31/2022	false	
Medium	Stacie Lockey	Lisa Cousins	06/30/2021		03/31/2024	false	
Medium	Rob McGregor	Lisa Cousins	06/29/2021			false	
Medium	Rob McGregor	Lisa Cousins	06/29/2021		03/31/2022	false	
Medium	Rob McGregor	Lisa Cousins	06/29/2021		12/31/2021	false	
Medium	Susan Eldred	Lisa Cousins	06/29/2021		03/22/2022	false	
Medium	Stacie Lockey	Lisa Cousins	06/29/2021		03/31/2022	false	
Medium	Stacie Lockey	Lisa Cousins	06/28/2021		03/31/2022	false	
Medium	Susan Eldred	Lisa Cousins	06/28/2021		02/28/2022	false	
Medium	Susan Eldred	Lisa Cousins	06/28/2021		04/30/2022	false	
Medium	Rob McGregor	Lisa Cousins	06/28/2021		12/31/2022	false	
Medium	Stacie Lockey;Susan Eldred	Lisa Cousins	06/28/2021		12/31/2024	false	

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Medium	Stacie Lockey	Lisa Cousins	06/28/2021	03/31/2022	false
Medium	Stacie Lockey	Lisa Cousins	06/24/2021	03/31/2022	false
Medium	Beverley Jones;Stacie Lockey	Lisa Cousins	06/24/2021	03/31/2022	false
Medium	Stacie Lockey	Lisa Cousins	06/24/2021	03/31/2022	false
Medium	Stacie Lockey	Lisa Cousins	06/24/2021	12/31/2024	false
Medium	Stacie Lockey	Lisa Cousins	06/23/2021	04/30/2023	false
Medium	Stacie Lockey	Lisa Cousins	06/23/2021	03/31/2023	false
Medium	Susan Eldred	Lisa Cousins	06/23/2021	09/22/2022	false
Medium	Susan Eldred	Lisa Cousins	06/23/2021	08/31/2022	false
Medium	Stacie Lockey;Susan Eldred	Lisa Cousins	06/22/2021	03/23/2023	false
Medium	Susan Eldred	Lisa Cousins	06/22/2021	12/31/2024	false
Medium	Stacie Lockey	Lisa Cousins	06/22/2021	04/30/2024	false
Medium	Stacie Lockey	Lisa Cousins	06/22/2021	12/31/2024	false
Medium	Stacie Lockey	Lisa Cousins	06/22/2021	03/31/2022	false
Medium	Susan Eldred	Lisa Cousins	06/17/2021	12/31/2024	false
Medium		Lisa Cousins	06/17/2021	03/31/2022	false

Medium	Stacie Lockey;Susan Eldred	Lisa Cousins	06/17/2021	03/31/2022	false
Medium	Susan Eldred	Lisa Cousins	06/17/2021		false
Medium		Lisa Cousins	06/17/2021	03/31/2024	false
Medium	Susan Eldred;Rob McGregor;St	Lisa Cousins	06/17/2021	04/30/2025	false

Completed By	Description	Completed Checklist Items
	Finalise and adopt an Approved Contract	
	Respond to all highway's consultations.M	
	Respond to all relevant planning applicat	
	Lobby Central Beds Council for convenier	
	To review any governance & policy docur	
	Locate external funding for Council and c	
	Review the need for filling "future" posts	
	Lobby to ensure homelessness in the Tov	
	Lobby to ensure the housing proposed in	
	Lobby for road improvements and mainti	
	Undertake a Crime Reduction Audit on th	
	Ensure that FTC has a robust Town Emerg	
	Develop a shared agenda to influence th	
	Support and promote the development c	



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Lobby for increased Health, Education an

Prepare a feasibility report on developing

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Continue to work with Central Bedfordsh

Lobby Central Bedfordshire Council on th

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Continue to support the development of

Continue to support and participate in Ce  
Continue to work with stakeholders to er

Labels

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