



## FLITWICK TOWN COUNCIL

Ref: Agenda/Planning-21/04/2022- 367

15<sup>th</sup> April 2022

Dear Sir/Madam

Members are hereby summoned to the **Planning Committee meeting** that will take place on **Thursday 21<sup>st</sup> April 2022 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

*Rob McGregor*

Rob McGregor  
Town Clerk

Committee Members: Cllrs Gleave, Platt, Roberts, Earles, Shaw, Hodges, Chacko

Distribution: All Town Councillors  
Notice Boards  
Website

Chairman to read out 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.*

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

#### 4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Click the link below to join this Teams meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MWZkMzk5ZmQtYjg1Zi00Nzk1LWFhYTltMWE4NjRjNWNmYTQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWZkMzk5ZmQtYjg1Zi00Nzk1LWFhYTltMWE4NjRjNWNmYTQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

#### 5. **INVITED SPEAKER**

None

#### 6. **MEMBERS QUESTIONS**

To receive questions from members.

#### 7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Planning Committee Meeting held 29<sup>th</sup> March 2022.

#### 8. **MATTERS ARISING**

- a. Minutes of the Planning Committee Meeting 29<sup>th</sup> March 2022.

#### 9. **ITEMS FOR CONSIDERATION**

- a. **Street Trading Application for Maulden Road, Flitwick, It's Crepe O'clock**  
**Reference: 22/000693**

Members are asked to consider a street trading application. Paperwork is attached to this agenda.

Trading Site: Maulden Road, Flitwick - a small parking space on a slip road at A507 and Maulden Road junction, coordinates 52.016651,-0.479935 - please see map

Days and Times: Monday to Sunday 0600hrs to 2300hrs

Articles Sold: Sweet & Savoury Crepes, Hot & Cold non-alcohol drinks Greek Cuisine

Please note, the application states that the trading location is Flitwick Leisure Centre - this was the original location requested by the trader, which was turned down. Maulden Road is being requested as an alternative.

**b. CBC Statement of Community Involvement Consultation April 2022**

Members are asked to consider a response to CBC's consultation processes for Planning.

The consultation will run for six weeks from 10am on Tuesday 19th April 2022 until 10am on Wednesday 1st June 2022. Details of how to respond to the consultation will be available on the Consultations page of the Council's website from the start of the consultation period.

Further information is attached to this agenda.

**10. PLANNING APPLICATIONS FOR CONSIDERATION**

**a. CB/22/01192/FULL**

**Location: 12 Kestrel Road, Flitwick, Bedford, MK45 1RB**

Proposal: Demolition of existing garage, conservatory, and utility room, and creation of a two storey side extension.

**b. CB/22/01018/FULL**

**Location: 10 Hatfield Road, Flitwick, Bedford, MK45 1EP**

Proposal: Erection of single storey side extension

**c. CB/TRE/22/00176**

**Location: 7 Windsor Close, Flitwick, Bedford, MK45 1PT**

Proposal: Works to a trees protected by a Tree Preservation Order MB/76/00007/G2: remove basal and epicormic growth and reduce regrowth back to previous reduction points to, 2 rear Lime Trees

**d. CB/22/01268/FULL**

**Location: 32 Chapel Road, Flitwick, Bedford, MK45 1EB**

Proposal: Extend and convert the existing garage.

**e. CB/22/01303/FULL**

**Location: 11 Moor Lane, Flitwick, Bedford, MK45 5BB**

Proposal: Single storey rear extension

**f. CB/22/01312/FULL**

**Location: 48 The Avenue, Flitwick, Bedford, MK45 1BS**

Proposal: Part two and single storey rear extension following demolition of existing rear projections

**g. CB/22/01091/FULL**

**Location: The Annexe, 1 Buttermere Close, Flitwick, Bedford, MK45 1NG**

Proposal: First floor extension, and side extension.

**h. CB/22/01203/FULL**

**Location: 14 Beech Road, Flitwick, Bedford, MK45 1LR**

Proposal: Single storey rear and side extension and loft conversion with rear dormer.

**i. CB/22/01336/VOC**

**Location: 19 Woburn Close, Flitwick, Bedford, MK45 1TE**

Proposal: Variation of condition number 2 of planning permission CB/21/02406/FULL (Single storey rear extension, side boundary wall moved and erection of front boundary wall). Variation sought alteration to garden wall design.

- j. [CB/22/01360/FULL](#)  
[Location: 8 Johnson Edge, Flitwick, Bedford, MK45 1GU](#)  
Proposal: Single storey side and rear extension, internal alterations with new side window and porch
- k. [CB/22/01353/FULL](#)  
[Location: 44 Osprey Road, Flitwick, Bedford, MK45 1RU](#)  
Proposal: Single storey side extension following demolition of existing garage

11. **ITEMS FOR INFORMATION**

- a. **Planning Appeal - Land rear of 48 Elmwood Crescent, Flitwick, Bedford, MK45 1LH**  
**CB/21/02761/FULL**

Members to note the above planning appeal. Correspondence is attached to this agenda.

At the Planning Committee meeting of 15 July 2021 the response to the application was "Support subject to ownership of land is proven."

- b. **CBC Decisions**

Members to note CBC decisions on Planning Applications.

- c. **Neighbourhood Plan Working Group**

Members to receive a verbal update from the working group.

12. **PUBLIC OPEN SESSION**

13. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

**No Exempt Items**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

**Flitwick Town Council  
Planning Committee**

**Minutes of the 366<sup>th</sup> Meeting of the Planning Committee held on  
Tuesday 29<sup>th</sup> March 2022 at The Rufus Centre.**

**Committee Members Present :-**

Councillor P Earles  
Councillor J Gleave (Chairman)  
Councillor Hodges  
Councillor M Platt (Vice Chairman)  
Councillor Roberts  
Councillor A Chacko

**Also in Attendance :-**

Environmental Services Manager

**3017 Apologies for Absence**

Apologies were accepted for Councillor Shaw due to illness.

**3018 Declaration of interest on Agenda Items**

No pecuniary interests were declared.

No non-pecuniary interests were declared.

**3019 Chairman's Announcements**

The Chairman advised Members that an email had been circulated to all Members in relation to a meeting taking place on Thursday 31<sup>st</sup> March to discuss a new major development at Marston Mortaine Vale and what could be achieved in terms of sustainable transport. If no Members were available it was agreed that the Town Clerk could ask for outcomes from the meeting after it had taken place.

**3020 Public Open Session**

There were no members of public present.

**3021 Invited Speaker**

There was no invited speaker.

**3022 Members Questions**

There were no questions.

**3023 Minutes**

It was **RESOLVED** to accept the minutes of the Planning Committee Meeting held 8<sup>th</sup> March 2022 as a true record.

### **3024 Matters Arising**

There were no matters arising.

### **3025 Items For Consideration**

#### **Planning Applications**

#### **3025-1 Application No: CB/22/00840/FULL**

Location: 79 Amptill Road, Flitwick, Beds, MK45 1BD

Proposal: Two storey extensions to the side and rear to replace existing garage and conservatory, and new doors/windows to existing single storey section.

It was **RESOLVED** to accept this application.

#### **3025-5 Application No: CB/22/00854/FULL**

Location: 49 Amptill Road, Flitwick, Beds, MK45 1AZ

Proposal: Loft conversion with rear dormer, front and rear roof lights and single storey rear extension with new ground floor roof lights.

It was **RESOLVED** to accept this application.

#### **3025-5 Application No: CB/22/00056/TRE**

Location: 5 Falcon Crescent, Flitwick, Beds, MK45 1NU

Proposal: Works to a tree protected by a Tree Preservation Order: MB/TPO/76/00007 (T18) English Oak tree in rear garden to be crowned due to excessive growth

It was **RESOLVED** to accept this application.

#### **3025-5 Application No: CB/22/00984/FULL**

Location: Birthday Cottage, 16 Maulden Road, Flitwick, Beds, MK45 5BL

Proposal: Two storey side and rear extension with a single storey element at the front.

It was **RESOLVED** to accept this application.

#### **3025-5 Application No: CB/22/00693/FULL**

Location: 4 Station Road, Flitwick, Beds, MK45 1JT

Proposal: New outbuilding.

It was **RESOLVED** to accept this application.

### **3025 b Highways Consultation**

Members discussed the Highways consultation schemes for the Station Interchange and had no objections to them.

It was **RESOLVED** to support the following highway schemes - FL001 waiting restrictions, various road, Flitwick and FL002 zebra crossing, Flitwick station transport interchange.

### **3026 c CBC Design Guide Consultation**

Members discussed the design guide and came up with a list of points to submit within the Council's response to CBC.

- use of similar materials for extensions and new developments
- more electric charging points for cars
- developments to be designed for sustainable transport
- low carbon footprint and sustainability
- ensure sufficient infrastructure
- good provision of green space
- proactively engage with CBC as the design guide progresses

It was **RESOLVED** for the Chairman and the Environmental Services Manager to submit a response to CBC including points listed above.

**3027 ITEMS FOR INFORMATION**

**3027 a THE STOPPING UP OF HIGHWAY (EAST) (NO. 08) ORDER 2022**

This was noted.

**3027 b CBC Decisions**

These was noted

**3027 c Neighbourhood Plan Working Group**

The Chairman advised that the working group had met and identified some gaps in the research which included links to the Council's aims and more information on staff resources and budgets.

A further meeting has been set up to consider all options and come up with a report and recommendation to full Council.

**3027 d Windmill Road and Millwright Way**

Members noted the meeting date had now been changed to May.

**3028 PUBLIC OPEN SESSION**

There were no members of the public present.

**3029 EXEMPT ITEMS**

There were no Exempt Items

The Meeting closed at : 20:54

Signed :

On behalf of :- Flitwick Town Council

Chairman

Date:

## Application for Street Trading Consent

### Local Government (Miscellaneous Provisions) Act 1982

We

apply under the provisions of the above Act for a Street Trading consent.

We

submit the following particulars:

1a. Full name:

Ioannis Kapoukis

1b. Date of birth:

18th of April 1984

1c. Trading name (if any):

Cause We Can LTD - It's Crepe o'Clock

2a. Address:

60 Kings Road, Flitwick, MK451EL

2b. Telephone number:

07387305544

3. Have you been convicted of any offence in the last 10 years?

No

Court code and date of conviction	Court code and date of offence	Fine, penalty or sentence

4. Are there any prosecutions pending against you?

No

Alleged offences	Date of court hearing



**5. Description of articles to be sold:**

Sweet & Savoury Crepes, Hot & Cold non-alcohol Drinks all based on flavours of Greek cuisine.

**6. Trading site**

Flitwick Leisure Centre, Steppingley Rd, Flitwick, Bedford MK45 1TH

Please attach a map if Fixed Trading Site



**7. Have you obtained any necessary permissions to trade at your chosen site (e.g. If private property, the permission of the owner)**

No

**8. How long a period of consent are you applying for?**

One off event

**9. Proposed times and days of trading**

Monday to Sunday, 06:00-23:00

**10a. Type of stall/vehicle:**

Catering (food) Trailer

**10b. Brief description of your proposed stall/vehicle:**

Grey Trailer, marked with stickers "It's Crepe o'Clock"

Please attach a colour photo of the stall



**10b. Vehicle registration number:**

YT10EUR

**11. Address of premises used for storage/accommodation of stall/vehicle and, if appropriate food:**

60 Kings Road,  
Flitwick,  
MK451EL

**12. Will you be the sole operator(s) of the stall/vehicle?**

No

If 'No', how often will you operate the stall/vehicle?

Daily in combination with Kristi Despolari

**13.** If the answer to 11 is 'no', please give details of persons who will operate the stall/vehicle (including age and date of birth)

Name: Kristi Despolari  
Age: 32  
Date of birth: 27th of July 1989

**14.** do you have Public Liability Insurance in the sum of £5 million?

Yes

If 'Yes' please attach a copy of the policy



**15.** Will you be using any equipment that may give rise to complaints (e.g. generators)?

We have a generator but we prefer to use main electricity supply to avoid the noise, if it is possible please.

**16.** What arrangements are there for the disposal of waste?

We will arrange a contract with a commercial waste company who can come and collect the waste from us. We currently waiting for their quotes and to compare their services.

## Food consents

**17.** Please give details about your food handling experience to date (if applicable):

Cause we can LTD did not trade in hospitality industry but both directors have more than 5 years experience in hospitality and food handling.

**18a.** have you ever attended a food hygiene course offered by the local authority?

Yes

**18b.** If 'Yes' when and where/

NCASS, online training

**19.** Are you at present registered with Central Bedfordshire Council as a food premises?

Yes

If 'Yes' please give date of registration?

18th of December 2020

## Business interests

**20a.** Have you traded in Central Bedfordshire before?

No

**21a.** Have you traded in any other town/city?

No

## Other information

**22.** Please give any details that you wish to be considered when dealing with your application:

We want to connect our trailer with the main electricity supply to avoid a generator's noise if possible, please.

## Data protection

Central Bedfordshire Council ensures any personal data collected will be retained securely for as long as necessary and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Central Bedfordshire Council's Data Protection Policy is available from the website at <http://www.centralbedfordshire.gov.uk/contact-us/website/data-protection.aspx> or by writing to the Corporate Data Protection Officer at Central Bedfordshire Council Offices, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

We declare that

We are not under 18 years of age and

We certify that, to the best of

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.*

Date:

10/12/2021

Signed:

Ioannis Kapoukis, Kristi Despolari

A fee is required for the consent, please visit our website for the payment options [View payment options](#)





Cause We Can Ltd  
60 Kings Road  
Flitwick  
Bedford  
Bedfordshire  
MK45 1EL

10th December 2021

Reference: 00065661

Dear Ioannis,

**Employers & Public Liability  
Cater Protect  
Policy No 100718108BDN/0065661**

Thank you for allowing us to arrange Your Cater Protect Public, Product and Employers' Liability Insurance on your behalf with Aviva.

I have attached the Policy Schedule and liability certificates below for your attention.

Your Cater Protect Policy document has already been attached as a PDF with the original quotation. If you require an additional copy, please contact our office.

You should take care to read the documentation to ensure that it is correct and meets with your requirements.

Particular attention should be given to the sections regarding excesses and security warranty, as a full understanding will enable you to make any claim proceed smoothly. You should also note that the terms and conditions as advised in our original quotation are complied with throughout the term of insurance. If you are in doubt please call our office to discuss to avoid any misunderstanding.

In the meantime, thank you for your business, do call us for quotations for your other Insurance such as Motor, House, Contents and Commercial Insurances as they become due.

Yours sincerely

Sam Donohoe  
GILES INSURANCE CONSULTANTS



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4b High Street, Burnham, Buckinghamshire SL1 7JH  
Proprietor **N. A. Giles** Cert PFS, Cert CII

Giles Insurance Consultants is a trading name of Neil Giles which is authorised and regulated by the Financial Conduct Authority

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**Your Cater Protect Policy**

Underwritten by, Aviva Insurance Limited. Registered in Scotland No.2116. Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

**Policy Number: 100718108BDN/0065661**

**Produced on 10th December 2021**

**THIS SCHEDULE FORMS PART OF YOUR POLICY**

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If, the information in The Schedule is incorrect or incomplete or if the Insurance does not meet Your requirements, please tell us as soon as possible.

You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this Insurance as failure to disclose all relevant circumstances may invalidate Your Policy, or may result in the Policy not operating fully.

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**Your Policy Details**

**Effective Date: 10th December 2021**

**Annual Premium: £118.13**

**Policy Expires: 9th December 2022**

**Insurance Premium Tax: £14.18**

**Renewal Date: 10th December 2022**

**Total Premium Due: £132.31**

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**Your Details****The Policyholder:**

Cause We Can Ltd T/as It Is Crepe O'Clock

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**Your Insurance Adviser's Details**

**Agency Number: 39/0032930**

**Name: Giles Insurance Consultants**

**Address: 4b High Street, Burnham, Buckinghamshire, SL1 7JH**

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**Important Notice to Policyholders****Statement of Price**

Please note that Your annual Insurance premium may include an amount or amounts for additional services. Where the premium is being collected by instalments there may be a charge. Please read Your documentation carefully to ensure You know how much You are paying in total.

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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**The Policyholder:** Cause We Can Ltd T/as It Is Crepe O'Clock

**The Business:** Mobile Catering Trailer

**Correspondence address:** 60 Kings Road, Flitwick, Bedford, Bedfordshire, MK45 1EL

### **Summary of Cover**

#### **Asset Protection**

Business All Risks .....Not Insured

#### **Legal Liabilities**

Employers' Liability..... **Insured**

Public and Products Liability ..... **Insured**

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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## **GENERAL ENDORSEMENTS**

### **General Endorsement 2**

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Policy Subject to Standard Aviva Policy wording.

### **General Endorsement 3**

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The Policy shall not cover loss, damage or injury caused by spitting from spit roasts unless the meat is covered whilst cooking.

### **General Endorsement 4**

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The Policy shall not cover loss, damage or injury caused by coal or wood burning ovens unless the ashes from the oven are allowed to cool down and placed in a sealed metal bucket before being disposed of.

### **General Endorsement 5**

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#### **A751 HIGH RISK PREMISES EXCLUSION**

We will not provide indemnity in respect of work

- (1) on or in
  - (a) Power stations or nuclear installations/establishments.
  - (b) Oil, gas or chemical
    - (i) Refineries
    - (ii) Bulk storage
    - (iii) Production premises.
  - (c) Mainframe computers or rooms containing mainframe computers.
  - (d) Aircraft, aerospace systems or hovercraft.
  - (e) Watercraft other than work, not involving the use of heat, on or in watercraft in docks, harbours, boatyards or inland waterways.
  - (f) Railways or airports.
- (2) Underground or underwater.

### **General Endorsement 6**

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If in relation to any claim for Damage to Property Insured caused by or resulting from fire or explosion, You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim.

1. A maximum of 40 litres of oil or equivalent cooking medium allowed per trailer/van or non-trailer risks

### **Gas Endorsement**

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- **Gas Cylinders – property endorsement relevant to food trailers and vans (Applies to all risks with more than 2x 19kg gas bottles)**

If in relation to any claim for damage to property insured caused by or resulting from fire or explosion, You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim.

1. In respect of the trailers/vans gas installation and flues;
  - a. gas appliances and flues must be maintained in a safe condition
  - b. servicing is undertaken every 12 months
  - c. maintenance work should be undertaken by a registered gas engineer
  - d any problems affecting its safe operation rectified as soon as possible
  - e. once the registered gas engineer is satisfied that the equipment is working satisfactorily and that the installation is safe and within permitted operational tolerance, a suitable gas safety record should be obtained and retained for a period of 3 years.



2. In respect of trailers/vans with a specific gas cylinder compartment You must ensure that the compartment;

- a. has adequate ventilation
- b. has a means of preventing unauthorised access
- c. has a 1 hour fire barrier to the trailer/van wall
- d. only contain the regulator, pigtails, gas spanner and cylinders, no other materials should be stored in the compartment
- e. has only the required number of cylinders to operate the equipment plus a reserve of the same capacity
- f. has all connections between the compartment and the inside of the trailer/van fire stopped at all times.

3. In respect of trailers/vans that do not have a specific gas cylinder storage compartment You must ensure that whilst the cooking equipment is in use;

- a. gas cylinders are kept 1m from the trailer/van in a tamper proof enclosure.
- b. a warning notice must be displayed on the enclosure
- c. the enclosure must have adequate ventilation
- d. have only the required number of cylinders to operate the equipment plus reserve cylinders of the same capacity
- e. cylinders must be on a level, flat non-combustible surface and if over 13kg should be secured by a chain to prevent them falling over
- f. whilst the cooking equipment is not in use You must ensure that Gas Cylinders are stored within the trailer/van but 1m away from any source of heat.

- **Gas Cylinders – property endorsement relevant to non-trailer risks  
(Applies to all risks with more than 2x 19kg gas bottles)**

If in relation to any claim for damage to property Insured caused by or resulting from fire and/or explosion, You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim

1. in respect of the gas installation and flues;

- a. gas appliances and flues must be maintained in a safe condition
- b. a weekly inspection must be made by You
- c. servicing is undertaken every 12 months
- d. maintenance work should be undertaken by a registered gas engineer
- e. any problems affecting its safe operation rectified as soon as possible
- f. once the registered gas engineer is satisfied that the equipment is working satisfactorily and that the installation is safe and within permitted operational tolerance, a suitable gas safety record should be obtained and retained for a period of 3 years
- g. the entire internal area of all flues and extract system ducting, including extraction motors and fans must be thoroughly cleaned by a competent person with the removal of all greasy and oily deposits and other waste materials, at least every six (6) months.

2. in respect of the gas cylinders;

- a. cylinders must not be sited within the structure and should be in a cage or housing which complies with the following:
  - i. be sited outside the structure and a minimum 1m from the wall of the structure in a tamper proof enclosure
  - ii. have a warning notice displayed on the enclosure
  - iii. have an LPG distribution system which must comprise of an isolation valve, regulator, and preferably a pressure gauge either permanently fixed to the wall of the enclosure or on a stable post
  - iv. the housing must be ventilated at high and low levels
  - v. have only the required number of cylinders to operate the equipment plus a reserve of the same amount as a maximum
  - vi. have cylinder changing instructions within the cage or housing
  - vii. be sited on a level, flat non-combustible surface and if the cylinders are over 13kg they should be secured by a chain to prevent them falling over.

Policy Number: 100718108BDN/0065661

Effective from: 10th December 2021    Produced on: 10th December 2021

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### **Endorsement – amended Contract of Insurance**

**The following applies to your policy:**

The first part of the Contract of Insurance clause is amended and restated as follows:

#### ***The Contract of Insurance***

*The contract of insurance between you and us consists of the following elements, which must be read together:*

- *your policy wording;*
- *the information contained on your “Statement of Fact” document issued by us;*
- *the policy schedule;*
- *any notice issued by us;*
- *any endorsement to your policy; and*
- *the information under the heading “Important Information” which we give you when you take out or renew your policy.*

*In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.*

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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**EMPLOYERS LIABILITY**

Limit of Indemnity - £10,000,000

Description of Activities: Mobile Catering Trailer

Estimated Annual Turnover: £50,000

**Endorsements applicable:**

***1 (or more) Employers Liability certificate is attached.  
It is advised that You retain a copy of each Employers' Liability certificate issued to You.***

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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**PUBLIC AND PRODUCTS LIABILITY**

The Business: Mobile Catering Trailer

Limit of Indemnity: £5,000,000

**Description of Activities:** Mobile Catering Trailer

Estimated Annual Turnover: £50,000

**Excess:** Damage to property excess applicable: £250

**Endorsements applicable:**

**Policy Number: 100718108BDN/0065661**

**Effective Date: 10th December 2021    Produced on: 10th December 2021**

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## Important Information

Each time We use "We/Us/Our/Aviva" this will have the same meaning wherever it appears unless we state otherwise. We/Us/Our/Aviva means Aviva Insurance Limited.

### **Material Circumstances**

Please remember that you must make a fair presentation of the risk to us. This means that you must:

- (1) disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
- (2) make such disclosure in a reasonably clear and accessible manner; and
- (3) ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion.

### **Data Protection – Privacy Notice**

#### **Personal Information**

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at [www.aviva.co.uk/privacypolicy](http://www.aviva.co.uk/privacypolicy) or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include you intermediary, who are responsible for the sale and distribution of the product, and any applicable insurers, reinsurers or brokers we use.

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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## **Personal information we collect and how we use it**

We will use personal information collected from you and obtained from other sources:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business. We need this to:
  - manage arrangements we have with our insurers, reinsurers and brokers we use, and for the detection and prevention of fraud,
  - help us better understand our customers and improve our customer engagement. This includes profiling and customer analytics which allows us to make certain predictions and assumptions about your interests, make correlations about our customers to improve our products and to suggest other products which may be relevant or of interest to customers,
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

We may also use personal information about other people, for example family members you wish to insure on a policy. **If you are providing information about another person we expect you to ensure that they know you are doing so. You might find it helpful to show them this privacy notice.**

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. We'll ensure that we only use that information where we need to for our insurance purposes (including assessing the terms of your insurance contract, dealing with changes to your policy and/or dealing with claims).

There may be times when we need consent to use personal information for a specific reason. If this happens we will make this clear to you at the time. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use this information is withdrawn we will not be able to continue to process the information you gave us for this/these purpose(s). This would not affect our use of the information where consent is not required.

Of course, you don't have to provide us with any personal information, but if you don't provide the information we need we may not be able to proceed with your application or any claim you make.

Some of the information we use as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

## **Credit Reference Agency Searches**

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims.

The identity of our credit reference agency and the ways in which they use and share personal information, are explained in more detail at [www.transunion.co.uk/crain](http://www.transunion.co.uk/crain).

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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### **How we share your personal information with others**

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

### **How we share your personal information with others**

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary] and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other in respect of risks underwritten by Aviva, with insurers who cover Aviva under its group insurance policies and with our brokers who arrange and manage such reinsurance and insurance arrangements. They will use your data to decide whether to provide reinsurance and insurance cover, arrange and manage such cover, assess and deal with reinsurance and insurance claims under such cover and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

### **How long we keep your personal information for**

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

### **Your rights**

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

### **Contacting us**

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at [dataprt@aviva.com](mailto:dataprt@aviva.com) or writing to the Data Protection Officer, Level 5, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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### **Fraud Prevention and Detection**

In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the agencies and databases we access or contribute to and how this information may be used. If you require further details please contact us at:  
Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow G64 2QR. Telephone: 0345 300 0597. Email: [PIUUKDI@AVIVA.COM](mailto:PIUUKDI@AVIVA.COM)

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity;
- Check details of job applicants and employees.

### **Claims History**

Under the conditions of your policy you must tell us about any insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.

We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

### **If You Have a Complaint**

If for any reason you are unhappy with our service, we would like to hear from you. In the first instance, please contact your insurance adviser. Where a complaint cannot be resolved to your satisfaction you may be able to ask the Financial Ombudsman Service to carry out an independent review. Whilst we are bound by their decision you are not. Contacting them will not affect your legal rights.

You can contact the Financial Ombudsman Service by telephone on 0800 023 4567. You can also visit their website at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk), where you will find further information.

### **Aviva Regulatory Status**

We are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority with firm reference no. 202153.

You may check this information and obtain further information about how the Financial Conduct Authority protects you by visiting their website [www.fca.org.uk](http://www.fca.org.uk).

### **Financial Services Compensation Scheme**



Depending on the circumstances of your claim you may be entitled to compensation from the Financial Services Compensation Scheme (FSCS) if we cannot meet our obligations. See [fscs.org.uk](https://www.fscs.org.uk).

**Policy Number: 100718108BDN/0065661**

**Effective from: 10th December 2021    Produced on: 10th December 2021**

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### **Choice of Law**

The appropriate law as set out below will apply unless you and the insurer agree otherwise:

- The law applying in that part of the UK, the Channel Islands or the Isle of Man in which you normally live or (if applicable) the first named policyholder normally lives, or
- In the case of a business, the law applying in that part of the UK, the Channel Islands or the Isle of Man where it has its principal place of business, or
- Should neither of the above be applicable, the law of England and Wales will apply.

### **Making a Claim**

Should you need to make a claim under this policy, please contact us on 0800 015 1468.

In all cases, please quote your policy number.

### **Copy document availability**

If you would like to receive copies of your policy documents in paper, please contact your insurance adviser. Copies will be provided free of charge.

### **Telephone Call Charges and Recording**

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.



## Public and Products Liability Certificate

Name of Policyholder: **Cause We Can Ltd T/as It Is Crepe O'Clock**

Business Type: **Mobile Catering Trailer**

Insurance Company: **Aviva Insurance Limited**

Policy Number: **100718108BDN/0065661**

Date of Commencement of Insurance: **10th December 2021**

Date of Expiry of Insurance: **9th December 2022**

Type of Cover: **Public & Products Liability**

Limit of Indemnity: **£5,000,000**

**Subject to the Terms, Conditions and Exceptions of the full Aviva Policy wording**

Signed on behalf of  
Giles Insurance Consultants

Neil Giles Cert PFS, Cert CII

Underwritten by, Aviva Insurance Limited. Registered in Scotland No.2116. Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

MOTOR • HOME • LIABILITY • TRAILER • COMMERCIAL

**Giles Insurance Consultants**

01628 667707 • [www.gilesinsurance.net](http://www.gilesinsurance.net) • [insure@gilesinsurance.net](mailto:insure@gilesinsurance.net)

4b High Street, Burnham, Buckinghamshire SL1 7JH

Proprietor **N. A. Giles** Cert PFS, Cert CII

Giles Insurance Consultants is a trading name of Neil Giles which is authorised and regulated by the Financial Conduct Authority





# Certificate of Employers' Liability Insurance <sup>(a)</sup>

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number 100718108BDN/0065661

---

Name of Policyholder

Cause We Can Ltd T/as It Is Crepe O'Clock

---

Date of Commencement of Insurance **10th December 2021**

---

Date of Expiry of Insurance **9th December 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, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

---

Signed on behalf of  
Aviva Insurance Limited  
(Authorised Insurers)

A handwritten signature in black ink, appearing to read "Colm Holmes", is written over a horizontal line.

Authorised Signatory  
Colm Holmes  
Chief Executive Officer, UK Insurance

---

## Notes

- (a) 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 the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant Policy.

**It is advised that You retain a copy of each Employer's Liability certificate issued to You**

Aviva Insurance Limited. Registered in Scotland No 2116. Registered Office: Pitheavlis, Perth Scotland PH2 0NH  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority  
and the Prudential Regulation Authority.











Maulden Rd

© 2011 Google

**From:** Partnerships Community & Engagement Team  
<[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)>  
**Sent:** 13 April 2022 12:06  
**To:** All Town & Parish Council Chairmen  
<[AllTown&ParishCouncilChairmen@centralbedfordshire.gov.uk](mailto:AllTown&ParishCouncilChairmen@centralbedfordshire.gov.uk)>; All Town & Parish Council Clerks  
<[AllTown&ParishCouncilClerks@centralbedfordshire.gov.uk](mailto:AllTown&ParishCouncilClerks@centralbedfordshire.gov.uk)>  
**Cc:** Partnerships Community & Engagement Team  
<[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)>  
**Subject:** Statement of Community Involvement – Consultation Draft (April 2022)

Dear Chair and Clerk

We are writing to inform you that a six-week consultation on the Statement of Community Involvement will begin at 10am on Tuesday 19<sup>th</sup> April 2022, with the deadline for comments being 10am on Wednesday 1<sup>st</sup> June 2022.

### **Background**

The Council is required to prepare and keep an up-to-date Statement of Community Involvement which sets out our approach to consultation and engagement during plan-making and in relation to planning applications, and explains how residents, businesses and other organisations can get involved in the planning process.

The Statement of Community Involvement has been updated to make sure it covers all areas of engagement in the planning process, and to reflect further changes to national planning legislation relating to Covid-19.

### **Details of the Consultation**

The consultation will run for six weeks from 10am on Tuesday 19<sup>th</sup> April 2022 until 10am on Wednesday 1<sup>st</sup> June 2022. Details of how to respond to the consultation will be available on the [Consultations](#) page of the Council's website from the start of the consultation period.

### **Next Steps**

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

### **Consultation Poster**

Please find attached a poster advertising the consultation. We would be grateful if you could display this poster on public noticeboards within your town or parish. Please email [localplan@centralbedfordshire.gov.uk](mailto:localplan@centralbedfordshire.gov.uk) if you require printed copies of the poster.

Yours sincerely,

Andrew Davie  
Assistant Director- Development and Infrastructure

**Central Bedfordshire Council** Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

Email: Partnerships Community & Engagement Team  
[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)

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Information security classification\* of this email: **Unclassified**



**From:** Partnerships Community & Engagement Team  
<[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)>  
**Sent:** 13 April 2022 12:06  
**To:** All Town & Parish Council Chairmen  
<[AllTown&ParishCouncilChairmen@centralbedfordshire.gov.uk](mailto:AllTown&ParishCouncilChairmen@centralbedfordshire.gov.uk)>; All Town & Parish Council Clerks  
<[AllTown&ParishCouncilClerks@centralbedfordshire.gov.uk](mailto:AllTown&ParishCouncilClerks@centralbedfordshire.gov.uk)>  
**Cc:** Partnerships Community & Engagement Team  
<[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)>  
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Yours sincerely,

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Email: Partnerships Community & Engagement Team  
[Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk)

---

Information security classification\* of this email: **Unclassified**



[NAME]  
[ADDRESS]

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

Dear [NAME]

### Statement of Community Involvement Consultation April 2022

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

#### What is a Statement of Community Involvement?

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

#### Details of the Consultation

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Yours sincerely

**Andrew Davie**  
Assistant Director - Development Infrastructure

#### Central Bedfordshire Council

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

Telephone 0300 300 8000  
Email [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk)  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



## Have your say on the statement of community involvement

.....

The Statement of Community Involvement explains how residents, business and other stakeholders can engage in the planning process in Central Bedfordshire.

We have updated our Statement of Community Involvement and your comments will help us make sure our approaches to consultation and engagement on planning applications and new plans and guidance are working effectively.

**For further information, and to view and comment on the Statement of Community Involvement, please visit our website:**

**[www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)**

**Consultation starts at 10am on Tuesday 19 April and ends at 10am on Wednesday 1 June 2022**

# **Statement of Community Involvement**

Consultation Draft  
(April 2022)

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

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## Introduction

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

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

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

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

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

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

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

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

## Who Will Be Involved and How?

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

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

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

### **Engaging with Seldom Heard Groups or Individuals**

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

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

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

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

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

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

### **Travellers and Gypsies (Gypsy, Roma and Traveller community) and Travelling**

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

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

### **Accessibility**

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

## **Methods for Community Involvement in Planning**

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



Table 1: Methods for notifying and consulting

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

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

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

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

## Involvement in Plan Preparation

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

### Key Stages of Documents

#### Key Stages of Local Plan preparation

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

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

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

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

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

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

Table 2: Key stages of Local Plan preparation

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

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

### Key Stages of Supplementary Planning Guidance

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

Table 3: Key stages of supplementary planning guidance

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

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

### Key Stages of Neighbourhood Plans or Orders

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

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

Table 4: Key stages of neighbourhood plans or orders

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

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

### **Strategic Environmental Assessment/Sustainability Appraisal**

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



## **Brownfield Land Register**

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

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

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

Brownfield Land Registers are arranged in two parts:

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

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

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

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

## **Minerals and Waste**

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

## Monitoring Feedback

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

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

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

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

## Involvement in Planning Applications

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

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

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

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

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

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

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

## Key Stages of Planning Applications

Table 5: Key stages of planning applications

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

## Standard Planning Applications

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

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

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

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

## Publicity for Planning Applications

Table 6: Minimum publicity for planning applications

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

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

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

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

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

## Representations

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

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

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

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

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

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

## **Major Applications**

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

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

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

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

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

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

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

### **‘Beyond’ Major Applications**

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

For these developments the Council would wish to see:

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



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

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

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

### **Amendments to Applications During Their Consideration**

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

### **Stakeholder Groups**

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

The primary role of the groups will be:

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

The main function of the groups will be to:

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

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

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

## **Appeals**

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

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

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

## **Enforcement**

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

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

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

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

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

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

## **Dealing with Racist or other Discriminatory Representations**

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

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

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

## **Implementation and Review**

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

### **Resources**

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

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

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

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

### **Review**

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



# **Central Bedfordshire in contact**

**Find us online:** [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

**Call:** 0300 300 8307

**Email:** [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk)

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

# Development Management

## Central Bedfordshire Council

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



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

**Contact** Planning Appeals Team  
**Email** [planning.appeals@centralbedfordshire.gov.uk](mailto:planning.appeals@centralbedfordshire.gov.uk)  
**Your Ref** APP/P0240/W/21/3287764  
**Date** 30 March 2022

Dear Mr McGregor,

### TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

**Site address:** Land rear of 48 Elmwood Crescent, Flitwick, Bedford, MK45 1LH  
**Description of development:** 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.  
**Appellant's name:** Mac&Burg Developments  
**Appeal reference:** APP/P0240/W/21/3287764  
**Application reference:** CB/21/02761/FULL

A Planning Application Ref No: CB/21/02761/FULL received on 22 June 2021, for 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. at Land rear of 48 Elmwood Crescent, Flitwick, Bedford, MK45 1LH was submitted on behalf of Mac&Burg Developments.

The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

I have forwarded all the representations made to us on the application to The Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <http://www.gov.uk/appeal-planning-decision/comment-on-an-appeal>. If you do not have access to the internet you can send your comments to The Planning Inspectorate, 3D, Temple Quay House, 2 The Square, Bristol, BS1 6PN. **All representations must be received by 28 April 2022.** Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference which is APP/P0240/W/21/3287764. Please do not write to me.**

Please note that any representations you submit to the Planning inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in an appeal" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

Appeal documents are available on our website following receipt of the questionnaire submission from the Planning Inspectorate. <http://www.centralbedfordshire.gov.uk/planning-register> enter the application reference **CB/21/02761/FULL** into the application quick search box, click on the Case Reference to show more details – click on View Documents / Legal folder.

You can find out appeal deadlines and details of the decision on the Planning Inspectorate's website <http://www.gov.uk/appeal-planning-inspectorate>.

Yours sincerely,

A handwritten signature in black ink that reads "Andrew Davie". The signature is written in a cursive style.

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



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

**Minute Ref 11b**

**Thu 21 April 2022**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated

Page No : 1

' D ' Delegated

' E ' Endorsed by District 'ED' Endorsed Delegated

### **GRANTED PLANNING PERMISSIONS**

C 21/04809/REG Approved  
District COMMENT Regulation 3 - Granted

Land off Fordfield Road

Local COMMENT FTC - OBJECT to the application based on the following;

1. Unnecessary use of greenbelt land - as the land is good farming land and may lead to development creep for housing.
2. Location not appropriate - Close to old peoples homes / care facilities and a hospital site designated for future development to a health hub.
3. Road junction is dangerous for access - Visibility and access arrangements on a small road not acceptable and requires a major upgrade of the road given current use, and potential further use in the future with known developments in Marston Moretaine and the increase in traffic.
4. Implications for worsening traffic congestion through Flitwick at peak times and motorway diversion route
5. The proposed design of the building - Building has a lot of traditional methods of construction. The building could have less of a visual impact by using green technology (Sedum roofs and impact from screening that would not spoil the countryside view from the surrounding area (Countryside and train etc.)
6. Carbon footprint of the building - Given COP26 and the agreements to reduce the use of Fossil fuels this scheme has not looked at alternatives to gas fired cremation, (using electric, water, Nitrogen methods) all have less emissions. The use of fossil fuels goes against CBC own Sustainability Policy, thereby requiring evidence that the carbon footprint is in line with the sustainability targets with evidence of how it would be offset.
7. Lack of consultation - In the documentation it states that consultation has taken place with parish and town councils. This was done at a very basic level in the first application before it was withdrawn for planning. Since then no consultation has taken place on the new planning application/proposal.
8. No consideration of sites in the west of CBC - alternatives should be considered - no alternative sites reviewed in the west of the County, Position, Access etc.
9. CBC have only considered land in ownership by CBC - need to consider other sites - Industrial land between Ampthill and Bedford for example that is not close to villages etc.
10. Contrary to CBC's own policies including sustainability and use of farming and agricultural land.

It was RECOMMENDED to appoint a Planning Consultant to assist with the Council's objection to the application. Members agreed expenditure up to £5,000 from 601/4506 (Professional Fees).

E 21/05417/FUL Approved

24 Trafalgar Drive

E 22/00129/FUL Approved

Frogmore

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

**Minute Ref 11b**

**Thu 21 April 2022**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated

' D ' Delegated

' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 2

**GRANTED PLANNING PERMISSIONS**

E 22/00658/FUL	Approved	9 & 11 Townfield Road
E 22/00667/FUL	Approved	18 Ampthill Road