

# Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, G Leach, C Osborne, M Pettitt, D Quick, M Scott, D Sharman, P Sharman, J Sparrow, and S Sutton

You are hereby summoned to attend the annual meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 9 May 2016 commencing at 7.30pm for the purpose of transacting the items of business below

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
3 May 2016

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

## **A G E N D A**

- 1 Election of the Town Mayor**  
To receive nominations and elect a Town Mayor for the municipal year of 2016/17.
- 2 Declaration of acceptance of office of Town Mayor**  
To receive the declaration of acceptance of office by the Town Mayor.
- 3 Election of Deputy Town Mayor**  
To receive nominations and elect a Deputy Town Mayor for the municipal year 2016/17.
- 4 Apologies for Absence**  
To receive any apologies for absence.
- 5 Public Participation Session**  
To receive questions and representations from members of the public.
- 6 Minutes of previous Town Council meetings**  
To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 11 April 2016 and to approve them as a correct record of proceedings.

# Sandy Town Council

## **7 Minutes of committees and recommendations therein**

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Policy, Finance and Resource Committee held on 18 April 2016
- ii) Development Scrutiny Committee held on 25 April 2016

## **8 Financial Matters**

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 18 April 2016).
- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 18 April 2016).

## **9 Standing Orders**

To review and approve the Council's agreed Standing Orders.

## **10 Scheme of Delegations**

To consider the proposed amendment and review and approve the Council's Scheme of Delegations.

Appendix I

## **11 Elections**

To elect members to standing committees for the municipal year 2016/17.

Appendix II

- i) To elect members and to elect a Chair to the Policy, Finance and Resources Committee
- ii) To elect members and to elect a Chair to the Development Scrutiny Committee
- iii) To elect members and to elect a Chair to the Community Services and Environment Committee
- iv) To elect members and to elect a Chair to the Human Resources Committee
- v) To elect members to the Grievance and Complaint Committee

# Sandy Town Council

- 12 External Representation**  
To review representation on/work with external bodies, election of representatives and arrangements for reporting back. Appendix III
- 13 Action List**  
To receive and note the Action List. Appendix IV
- 14 Working Groups**  
To confirm membership to the Council's Working Groups. Appendix V
- 15 Cemetery Extension**  
To receive a report from the Town Clerk on the cemetery extension project. Appendix VI
- 16 Planning Enforcement**  
To receive an update following a meeting between representatives of the Town Council and Central Bedfordshire's Planning Enforcement.
- 17 Road Safety**  
To receive and discuss concerns received from a member of the public in regards road safety within the town. Appendix VII
- 18 Central Bedfordshire Housing Strategy**  
To receive and consider the draft Central Bedfordshire Council Housing Strategy 2016-2021 Action Plan and consultation questionnaire which has gone out to public consultation. Appendix VIII
- 19 Central Bedfordshire Councillors Report**  
To hear reports from Sandy's CBC representatives.
- 20 News Release**
- 21 Chairman's Items**
- 22 Date of Next Meeting: 20<sup>th</sup> June 2016**

# Sandy Town Council



## Scheme of Delegations

Adopted May 2014

Amended May 2015

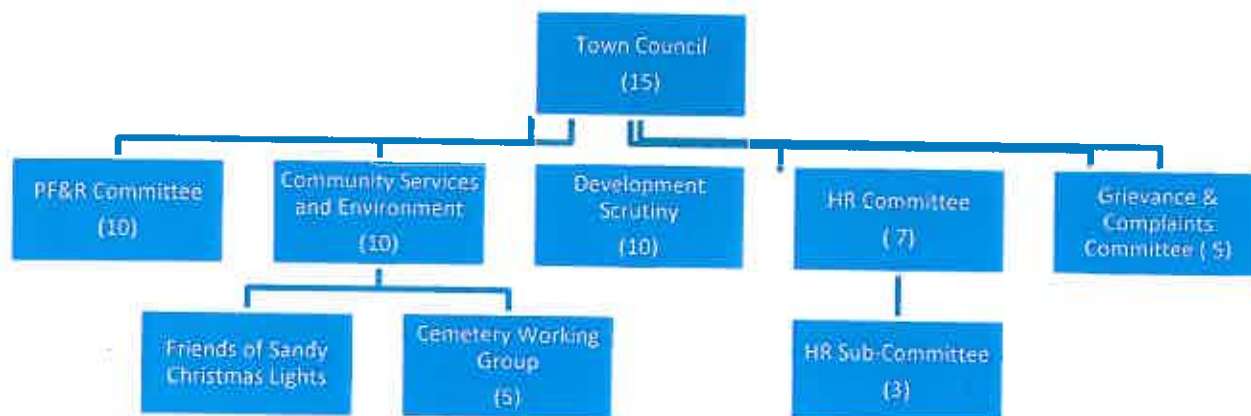
Amended September 2015

## FUNCTIONS DELEGATED TO COMMITTEES

### 1. DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.



## 2. DEVELOPMENT SCRUTINY COMMITTEE

1. Membership shall comprise 10 members and the committee has delegated powers.
2. The Committee shall elect a Chairman and Vice Chairman for each civic year.
3. The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority. If the planning application under consideration exceeds 6 houses or concerns a major development of significance to the Town (eg supermarket) or if the application is of a sensitive nature the application shall be referred to the Town Council.
4. The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
5. The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

## 3. POLICY, FINANCE AND RESOURCES COMMITTEE

1. Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee shall elect a Chairman and Vice Chairman for each civic year.
3. The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
4. The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.
5. The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.

6. The committee shall make recommendations to Council on:-
  - a) the annual estimates of revenue and capital expenditure
  - b) the management of the Council's finances and the budgetary framework and processes
7. The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.
8. The committee shall monitor the implementation of agreed audit-based recommendations.
9. The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
10. The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
11. The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy
12. The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
13. The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
14. The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

#### **4. COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE**

1. Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. **The Committee shall elect a Chairman and Vice Chairman for each civic year.**
3. The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.

4. The committee shall review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment.
5. The committee shall review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting contracts and other maintenance contracts.
6. The committee shall monitor and maintain the management arrangements of the cemetery, chapel and closed churchyard.
7. The committee shall monitor and maintain the former allotment site and endeavour to provide adequate allotment provision for the whole community of Sandy.
8. The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant management agreements with specialist service providers.
9. The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.
10. The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.
11. The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
12. The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
13. The committee shall recommend a community engagement strategy to the Council and shall review, monitor and oversee the Town Council's publications scheme and all publicity materials save the Annual Report.
14. The committee shall receive and consider reports from the Town Plan Steering Group, the Town Team and the Sandy Enhancement Group (or any other community group) and recommend actions to the Town Council arising from the reports.



## **5. HUMAN RESOURCES COMMITTEE**

### **Purpose of the Committee**

This committee is appointed to make decisions about all staffing matters subject to budget and expenditure limits decided by the PF&R committee and has delegated powers within these limits. Membership shall comprise 7 members and the committee will report to the Town Council.

The meetings of the committee will be open to members of the public but in practice in order to comply with the requirements of the Data Protection Act 1998 many items of business may be considered as confidential items.

### **Operation**

The committee will meet no less than 4 times per year in line with the published schedule and receive reports as described in the schedule. The committee will appoint a chairman and vice-chairman for each civic year.

### **Terms of reference**

- 1 To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee
- 2 To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice
- 3 To establish and review salary pay scales for all staff and to be responsible for their administration; also to make recommendations on staffing related expenditure to the PF&R Committee
- 4 To oversee the recruitment and appointment of staff
- 5 To keep under review staff working conditions and the health and safety at work of all council employees
- 6 To consider any appeal against a decision in respect of pay
- 7 To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk
- 8 To oversee any process leading to dismissal of staff (including redundancy)
- 9 To consider grievances and disciplinary matters
- 10 To oversee the work of the Clerk and to handle grievance and disciplinary matters and pay disputes

### **Town Clerk's Responsibilities**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 1 the employment of temporary employees
- 2 the employment of permanent employees in conjunction with members of the Human Resource Committee
- 3 control of staff performance and discipline, including the power of temporary suspension from duties

- 4 monitoring, management and reporting of regular or sustained staff absence
- 5 payment of expenses and allowances in accordance with the Council's agreed policies
- 6 to present to the Human Resources Committee recommendations for employees' increments, in accordance with the Council's staff appraisal system
- 7 The Town Clerk will also report on HR matters to the Human Resources Committee

### **Annual Schedule of Meetings**

#### **Meeting 1**

Election of Chairman

HR Briefing for members on role and responsibilities of committee

#### **Meeting 2**

#### **Meeting 3**

Report on annual appraisal process (not individuals)

Recommendations for increments

Recommendation for training budget for forthcoming year

#### **Meeting 4**

Review of absence/sickness for preceding calendar year

#### **Every meeting**

Report on relevant Health and Safety issues, reports of accidents etc

Report on relevant training issues

Report on disciplinary and policy issues

(Based on schedule agreed October 2012)

There is a sub-committee of the HR Committee whose purpose is to deal with complaints and grievances and the sub-committee has delegated authority to deal with these in line with the policies outlined in the employment handbook of the council. The public has no right of advance notification or right to attend a meeting of the staffing sub-committee since its delegated business will always be confidential as it will involve personal information.

## **6. HUMAN RESOURCES SUB-COMMITTEE**

### **Purpose of the Committee**

This sub-committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the staffing committee and to manage the Town Clerk. Membership shall comprise 3 members and the committee will report to the HR Committee. **The annual Appraisal of the Town Clerk will be carried out by the Chair of Human Resources Committee, the Mayor and Deputy Mayor. This will be reported back to the Human Resources Committee.**

**Operation**

The sub-committee will meet as required. The sub-committee will appoint a chairman for each year.

**Terms of reference**

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies as laid out in the employment hand-book
2. To manage and appraise the Town Clerk
3. To consider any appeal by the Clerk against a decision on pay

(If an appeal is to be held against the decision of the sub-committee, this must be taken to another sub-committee appointed for this purpose. As a sub-committee must be composed of three members at least, it may be necessary to make up a sub-committee from any remaining HR committee members who have not been involved in the matter it may also be necessary to include members of council who are not members of the main HR committee in some circumstances.)

**7. GRIEVANCE AND COMPLAINTS COMMITTEE**

The Grievance and Complaints Committee will have five members elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints which fall into the Town Council's grievance complaints policy. The Grievance and Complaints Committee will not deal with complaints against individual members of council or members of staff. If members of the committee elected at the annual meeting are unable to participate in a complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint additional members to the committee.

The committee has delegated powers to deal with complaints about administration or procedure by Sandy Town Council.

The Committee reports direct to Town Council and any appeal against its findings will be dealt with by the Town Council.

**RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

**Proper Officer**

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

**General Matters**

The Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council

2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
3. to institute, defend and appear in any legal proceedings authorised by the Council
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Sandy)
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times
6. to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
9. to act as the Council's proper officer as per section 281 Local Government Act 1972.

**Financial Matters**

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £2,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. the cost not exceeding the amount of the approved budget
  - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation
  - c. all the requirements of the Council's Financial Regulations being complied with.

4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

**Staffing Matters**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, see list above at 5.

**Property Matters**

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council
4. initiating legal action or proceedings against unauthorised encampments on Council land.

**Urgency**

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Mayor and Deputy Mayor are to be consulted before such action is taken.

**SANDY TOWN COUNCIL**

**DATE: 9 May 2016**

**AUTHOR: Town Clerk**

**SUBJECT: Elections to Committees 2016/17**

**Appointment of members to standing committees and election of Chairs**

According to Sandy Town Council's adopted Standing Orders and Committee Structure members are required to serve on two main standing committees.

A Standing Committee is a committee with on-going responsibilities concerning the performance of the statutory powers and functions of the council and related work.

Prior to the meeting of 9 May 2016 Councillors completed a committee preference form and returned this to the Town Clerk. The Clerk will report back the totals of those preferences at the meeting of 9 May 2016.

Elections will be held as appropriate depending on the preferences recorded for the following Standing committees;

1. Policy, Finance and Resources Committee (10 Members)
2. Community Services and Environment Committee (10 Members)
3. Development Scrutiny (10 Members)
4. Human Resources Committee (7 Members)

The Council's agreed Standing Orders allow the Council to elect the Chairman of Standing Committees. Committees other than standing committees will elect their own Chairman at the first meeting of the committee.

Once the Membership of a Committee has been approved nominations will be taken for the Chair of that committee and elections held.

The Council must also elect 5 Members to the Grievance and Complaints Committee.

**SANDY TOWN COUNCIL****DATE: 9 May 2016****AUTHOR: Town Clerk****SUBJECT: External Representation**

Members are asked to elect Council representatives to the following groups/committees for the civic year 2016/17;

		<b>2015/16 Councillor Representative</b>
1	22 Squadron Air Training Corps Parents and Friends Committee	Cllr. Sutton
2	Talk of the Town Transport Committee	Cllr. Hill
3	Village Hall Management Committee	Cllr. Aldis
4	Sandy Twinning Association	Cllr. Pettitt
5	Friends of Sandy Christmas Lights	Cllr. Aldis Cllr. Ali Cllr. Cole Cllr. Hill Cllr. Jackson Cllr. P Sharman
6	Sandy Charities	Cllr. P Sharman
7	Sandy Sports and Leisure Association	Cllr. Hill
8	Sandy Walkers are Welcome	Cllr. Jackson and Cllr. Leach  (Cllr. D Sharman sits on the committee)
9	Sandy Carnival Committee	Cllr. Cole
10	Chamber of Trade	Cllr. Blaine
11	SG19 Road Safety Group	Cllr. Scott
12	Sandy Community Children's Centre	Cllr. Blaine

## AGENDA ITEM 13

## APPENDIX IV

### Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
Bedford Road Recreation Ground – Outdoor Gym Equipment	(86-15/16)	Completion of Sport England park user's survey to support grant application. This is external to the Council.	Consultation/ Surveying to take place at Bedford Road park re need for to establish interest. On-going
Surgery relocation to Shannon Court  Changes to parking line marking	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	On going  Town Clerk due to meet with Surgery Representative in next fortnight.
<b>Meeting 7/3/16</b>			
Allotments Site Search	(129-2015/16)	That members have reviewed the new information presented regarding the development of the site and no longer consider it to be a viable option for the investment and creation of an allotment site. That the above resolution is 'without prejudice to any views we may take to the possible development on that site' and that the Council actively seek alternative land for allotments.	On going
Road Investment Strategy A1	(130-2015-16)	To respond to Cllr M Russell and write to the local Member for Parliament and the Under Secretary for Department of Transport outlining the points made.	Letter issued to Cllr M Russell, Rt Hon A. Burt and DoT.  Cllr. Russell confirmed comments would be fed back to Stakeholders Group.  Awaiting responses from A Burt and DoT. Reminder sent.



**SANDY TOWN COUNCIL****DATE: 9 May 2016****AUTHOR: Town Clerk****SUBJECT: Council Working Groups**

The Council has four Working Groups to which Members have been appointed.

Members are asked to note and confirm the Membership of the Working Groups.

<b>Cemetery Working Group</b>	Cllr. M Pettitt
	Cllr. Mrs J Sparrow
	Cllr. N Aldis
	Cllr. P Sharman
	Cllr. M Scott
	Cllr. W Jackson

<b>Beeston Working Group</b>	Cllr. M Hill
	Cllr. M Scott
	CBC Cllr. T Stock

<b>Community Plan Working Group</b>	Cllr. N Aldis
	Cllr. P Blaine
	Cllr. Mrs T Cole
	Cllr. M Hill
	Cllr. M Scott
	Mayor
	Chair/Vice Chair of Development Scrutiny

<b>Events Working Group</b>	Cllr. N Aldis
	Cllr. M Hill
	Cllr. W Jackson

**SANDY TOWN COUNCIL****DATE: 9 May 2016****AUTHOR: Town Clerk****SUBJECT: Archaeological Excavation****Background**

Following a tender process the Policy, Finance and Resources Committee made a recommendation to Town Council for a preferred archaeological contractor. If the recommendation is agreed the Town Clerk will meet formally with the archaeologist to begin the next stage of the process. This will involve bringing in a building contractor to work alongside the archaeological contractor to synchronise the building of a new depot and the demolishing of the old with the archaeological works.

**Information**

The recommended preferred archaeological contractor has confirmed they would be able to excavate the site in stages and work with a building contractor to incorporate the depot work. If a building contractor agrees to take on the project by incorporating the clearance and backfilling of the site for the excavation it could result in a sizable saving on the archaeological contractors final cost. This approach would also have the benefit of limiting the number of contractors the Council will need to engage with, allowing for direct liaising between the two contractors with overall 'project management' by the Clerk, reporting regularly to the Cemetery Working Group.

There are potential difficulties in synchronising the various stages of work, especially as the timings for the excavation are something of an unknown. There are also practical issues around having the construction of a building on one part of the site coinciding with excavation on another part. However, the recommended archaeologist confirms they have taken this approach on previous sites with success.

Building contractors contacted confirmed that the approach to the project could work but more detailed discussion on the practicalities of the excavation is needed with the archaeologist. The Town Clerk is in the process of meeting with building contractors on site to ascertain the scale and practicalities of the project, along with costs. Once the archaeological contractor has been approved they will join the discussions with potential contractors to ensure that the exact requirements of the excavation are detailed to potential contractors.

Planning permission for a depot building measuring 175 m<sup>2</sup> has been granted. This includes a toilet for use by the public measuring 25 m<sup>2</sup>. The existing depot is 105 m<sup>2</sup>.

**SANDY TOWN COUNCIL**

**DATE: 9 May 2016**

**AUTHOR: Town Clerk**

**SUBJECT: Road Safety in Sandy**

On the 27 April 2016 the Town Council received a query from a member of the public following their concern over a number of incidents witnessed on the roads in Sandy.

The Council were informed that the following had recently been witnessed;

- A traffic collision at the entrance to the town car park which resulted in a vehicle driving into the church yard wall.
- A vehicle mounting the pavement at Sunderland Road and striking a residential fence.
- A horse throwing its trap and rider and dragging the trap for some distance, narrowly missing pedestrians, including children.

It was queried whether a consistent and on-going road safety plan existed in order to overt incidents such as the ones witnessed above.

Members should note that the office also passed on the concerns to Central Bedfordshire Council and the Police.

The Town Council does not have a Road Safety Plan in place and does not have the direct power to deal with the roads in Sandy. However, due to the incidents reported and the possibility of risk to road and pavement users the Council may wish to consider the merits of Road Safety Plans in the town.



### Housing Strategy 2016 -2021 Action Plan

This is the action plan developed for the life of the Housing Strategy and covers the period 2016-21. The Housing Strategy Action Plan 2016 to 2021 describes what we will do over the next five years to help us achieve the housing ambitions contained within the 5 year Housing Strategy.

Enabling sustainable communities			
Action	Target	How we deliver this	Timescale
Deliver 1,475 homes per annum	369 homes per quarter	Approving planning applications which meet policy. Site allocations through the call for sites.	Annually Housing need identified in the SHMA 2011-2031 (and updates)
Investigate alternative models as part of the tenure mix on S106 Schemes when necessary	Delivering affordable housing on schemes with viability issues	Review financial viability and negotiate tenure splits which enable the optimum affordable housing mix.	On going
Investigate options for the provision of key worker housing	Delivering intermediate home ownership products	Liaise with our registered provider partners to establish a focal point of advice on housing options and negotiate affordable home ownership products in areas where needed.	March 2017
Develop partnership working with public sector landowners to identify sites to meet housing need	Identified sites suitable for development owned by public sector partners	We will identify list of sites with development potential and start negotiations with public sector partners to progress their delivery.	March 2018
Improve the quality of existing	Increased number of	Work with landlords and	March 2020
			Housing

Development Management and Development Policy

Strategic Housing

Strategic Housing

Strategic Housing

Housing

housing stock	<p>good quality homes that meet housing need.</p> <p>Decrease the number of empty homes in Central Bedfordshire.</p>	<p>Registered Providers and provide advice on how to improve the quality of their homes. Target to enable 100 lets per annum in the private rented sector to prevent homelessness.</p> <p>Empty Homes Strategy provides a plan on how we will bring Empty Homes back into use. Strategy refresh intended for 2016/17</p>		Solutions
Creation of Local Plan	Adopted Local Plan	<p>The Plan will be underpinned by a range of studies. These include options for growth, a review of the greenbelt, a sustainability appraisal and economic market assessments.</p> <p>We will carry out public consultation at various stages during the process.</p>	Submission December 2017	Development Policy
Produce Technical Guidance on Accessible Housing related to Policies within the council's Development Strategy	Adopted technical guidance on accessible housing	Updated Design Guide and best practice, national standards reviewed to establish technical guidance.	2019	Development Policy and Strategic Housing

Affordable housing delivery				
Action	Target	How we deliver this	Timescale	Lead
Deliver 364 affordable homes of mixed tenure per annum	91 affordable homes per quarter. 73% affordable rent and 27% intermediate tenure negotiated on qualifying sites	Negotiate the affordable housing requirement on sites that meet the affordable housing threshold from the Local Plan.	Ongoing	Strategic Housing
Improve advice and accessibility to low cost home ownership	Improved accessibility to housing advice, signposting and options	Provide tailored advice to Council tenants, enabling positive choices for low cost home ownership or moves to starter homes where tenants can afford that option.	2021	Housing Services
Establish an agreed master nominations agreement with all Registered Providers who operate in CBC	All Registered providers who operate in CBC signed up to a master nominations agreement	Agreed master nominations agreement signed up to by all Registered Providers who operate in CBC	July 2016	Legal, Strategic Housing and Housing Solutions
Creation of Affordable Housing Supplementary Guidance Policy	Adopted Affordable Housing guidance	Merge Local Plan policies and evidence from the North and South and draft guidance	July 2016	Development Policy and Strategic Housing
Explore new vehicles for affordable housing delivery	Explore Joint venture and Housing company mechanisms	Review best practice and models of delivery from both the private and public sector and identify financial mechanisms for delivery.	March 2017	Strategic Housing Services and Housing Investment
Deliver a range of housing types and tenures on Council owned garage sites	Deliver a minimum of 20 units on garage sites	Identify, investigate, design and build on garage sites with potential to deliver. Purchase garages on site to enable delivery.	March 2021	Housing investment

Deliver housing types that the market will not provide e.g. mobility standard housing, learning and disability housing, etc.	Deliver 50% of new supply of affordable rented accommodation developed by the Council within Central Bedfordshire that is fully accessible for disabled older people, meeting full mobility standards	Council led and built delivery on specialist housing types and homes that are suitable for lifetime living.	March 2019	Housing Investment and Strategic Housing
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Meeting the housing needs of older persons				
Action	Target	How we deliver this	Timescale	Lead
Creation of the Meeting the Accommodation Needs of Older People in Central Bedfordshire, Investment and Development Prospectus.	Adopted Meeting the Accommodation Needs of Older People in Central Bedfordshire, Investment and Development Prospectus.	Draft document and engage and inform developers and providers of the prospectus	May 2016	MANOP
Reprovide the capacity in the seven Council-owned care homes in homes that meet modern physical and environmental standards	Reprovide the capacity in the seven Council-owned care homes (249 places)	Encourage the independent sector to develop new care homes. Identify suitable sites for this type of development.	2020	MANOP
Work with current care home operators that wish to improve the physical and environmental conditions in their homes by remodelling or re-providing.	Remodelled or reprovided care homes that are fit for purpose	Engage care homes providers and work with them to improve the physical and environmental standards of their care homes	2020	MANOP

Deliver one scheme of 80 apartments or more in each locality area and two additional schemes in areas of high demand. Providing a range of tenure from affordable rent to market rate sale.	One scheme of 80 apartments or more in each locality area and two additional schemes in areas of high demand.	Identify suitable sites for this type of development. Market opportunities to extra care providers.	2020	MANOP, Strategic Housing
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Meeting the housing needs of vulnerable people				
For further actions please see the <a href="#">Homelessness Action Plan</a>				
Action	Target	How we deliver this	Timescale	
Reduce the use of temporary accommodation and bed and breakfast and minimise the use of unsuitable and expensive bed and breakfast accommodation.	Reduce the use of B&B, and the associated costs.	Deliver a temporary accommodation scheme at Windsor Drive, Houghton Regis. Deliver more affordable rented housing and more shared unit accommodation for younger people.	On going 2021	Housing Services, Housing Investment and Strategic Housing
Improve access to the private rented sector for people in housing need	To increase the number of private landlords housing people in need of affordable housing.	Improve access to the private rented sector by continuing the Let's Rent Scheme and engaging landlords and promoting the scheme. Explore suitable measures to support households to sustain tenancies in the private rented	On going	Housing Solutions



<p>Register of adapted and accessible properties both built and coming through the development pipeline</p>	<p>Register of adapted and accessible properties</p>	<p>sector. Maintain a register of affordable adapted and accessible properties both built and coming through the pipeline to make it easier for people with disabilities to find a home that meets their needs.</p>	<p>March 2017</p>	<p>Housing Services</p>
<p>Identify housing need across Central Bedfordshire in relation specialist housing needs e.g. older persons, learning disability, care leavers and the type of units needed.</p>	<p>Updated Strategic Housing Market Assessment with identified specialist housing needs</p>	<p>Update the strategic Housing Market Assessment drilling down into the data we have to establish the housing needs of our residents and the types of housing</p>	<p>March 2017</p>	<p>Development Policy, Strategic Housing and MANOP</p>



# Housing Strategy



**Central Bedfordshire Council's Housing Strategy for 2016 - 2021 sets out our vision and plans for housing over the next five years and demonstrates our approach to housing across the area, working in partnership, to deliver more for our residents and communities.**

**It identifies the issues we face as a Council around ensuring the delivery of new homes and the challenges for housing services over the next five years in the context of a growing population, new government policies, a fast changing local housing market and a challenging economic climate.**

## Enabling sustainable communities

This part of the strategy focuses on our approach to building all types of housing, we propose to meet our needs by:

- Encouraging new developments, with an aim to build 7,375 new homes by 2021
- Including starter homes in new developments
- Building more affordable homes on council-owned land
- Raising standards in the private rental sector
- Reducing the number of empty homes in Central Bedfordshire

**Q1** To what extent do you agree or disagree that these are the right approaches for ensuring we meet housing need?

- Strongly agree     
  Agree     
  Neither /unsure     
  Disagree     
  Strongly Disagree

**Q2** Do you have any comments about these approaches?

## Affordable housing delivery

This part of the strategy sets out our proposed approach towards creating affordable housing in Central Bedfordshire. We propose to achieve this by:

- Delivering 364 affordable homes per year (265 for rent, 99 for intermediate tenure)
- Delivering new housing schemes more quickly
- Giving priority to schemes that offer affordable housing
- Building new affordable housing ourselves
- Building a wider range of affordable homes to cater to different residents
- Using money we receive from developers to fund the building of more affordable homes

Q3 To what extent do you agree or disagree that these are the right approaches for delivering more affordable housing?

Strongly agree

Agree

Neither /Unsure

Disagree

Strongly Disagree

Q4 Do you have any comments about these approaches?

## Meeting the housing needs of older people

This part of the strategy sets out our proposed plans for providing older people with a range of options for housing that is attractive, suitable and accessible.

It also sets out aims to reduce pressures on adult and health care services, while delivering flexible and personalised care that enables people to live independently for as long as possible.

We propose to meet these challenges by:

- Setting developers targets for creating accommodation for older people
- Developing six affordable independent living schemes by 2020
- Delivering four separate schemes of 80+ apartments for older people - one for each locality area (a map can be found in the Strategy document)
- Upgrading the seven council-owned care homes to modern standards by 2020
- Encouraging the building of new care homes where there is a shortage of places
- Working with other care home operators to improve standards
- Encouraging the building of more housing that is suitable to older people, such as bungalows and ground floor flats

Q5 To what extent do you agree or disagree that these are the best approaches for meeting the housing needs of older people?

Strongly Agree

Agree

Neither /Unsure

Disagree

Strongly Disagree

Q6 Do you have any comments about these approaches?

## Meeting the housing needs of vulnerable people

This part of the Housing Strategy sets out our aims for supporting the most vulnerable and those with the most specialist needs. It outlines our proposed plans for improving their access to housing, and for working with housing providers to help provide care and support. We set out our approach towards helping those experiencing long-term unemployment back into work. Finally, we also outline our approach to tackling homelessness.

We propose to approach these challenges by:

- Using our existing housing stock to meet our needs
- Making it easier for people to access advice on finding the right accommodation to meet their needs
- Reducing the use of temporary accommodation to house people
- Improving access to private rented accommodation with a range of support for tenants (details can be found in the Strategy document)
- Maintaining a register of properties that are suitable for people with disabilities
- Helping people to access employment and education opportunities
- Working with the health and wellbeing sector to provide effective housing-related support for vulnerable people
- Identifying the specific housing needs of vulnerable clients

Q7 To what extent do you agree or disagree that these are the best approaches for meeting the housing needs of vulnerable people?

Strongly Agree

Agree

Neither /Unsure

Disagree

Strongly Disagree

Q8 Do you have any comments about these approaches?

## About you

This section of the survey is about you. The following information is optional but will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website.

Q9 Please tell us which of the following you are:

*You may skip the demographic questions in this section if you are not responding as an individual.*

Resident

Housing association

Private sector landlord

Voluntary organisation

House builder

Town or Parish Council

Other

If other, please state:

Q10 Please tell us the name of your organisation:

Q11 Please tell us the name of your housing association:

Q12 Are you male or female?

- Male  
 Female

Q13 What is your age?

- Under 16 yrs  
 16-19 yrs  
 20-29 yrs  
 30-44 yrs  
 45-59 yrs  
 60-64 yrs  
 65-74 yrs  
 75+

Q14 Do you consider yourself to be disabled?

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

- Yes  
 No

Q15 To which of these groups do you consider you belong?

- White British  
 Black or Black British  
 Asian or Asian British  
 Mixed  
 Chinese  
 Other ethnic group

If other, please state:

Q16 What is your home or organisation's postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

Q17 If you like to receive updates about this and other consultations, please write your email address here:

**Thank you.**

**Please return your completed form to:  
FREEPOST RSJS GBBZ SRZT (you do not need a stamp)  
Housing Strategy Consultation  
Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5TQ**

**Data Protection Act 1998**

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Housing Strategy consultation. The information collected may be disclosed to officers and members of the Council and its partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.