

Central Bedfordshire Local Plan 2015-2035

Duty to Co-operate Statement

(April 2018)

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1. Introduction to the Duty to Cooperate

- 1.1. This paper forms part of the evidence base for the Central Bedfordshire Local Plan (hereafter referred to as 'the Plan'). It sets out Council's approach to compliance with the Duty to Co-operate in the production of the Plan and identifies how the outcomes of this cooperation have influenced the Strategy up until the point of Submission. It also sets cooperation in the wider context of ongoing relationships and delivery partnerships between local authorities and other key cross-boundary agencies.
- 1.2. The Duty to Cooperate was introduced by the Localism Act 2011 in the wake of the abolition of the regional and sub-regional tiers of planning. It places a duty on local planning authorities to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. The Local Planning Regulations 2012 (Part 2: Duty to Cooperate) prescribes which bodies are subject to the Act.
- 1.3. In addition to demonstrating that the plan has been prepared in accordance with the duty to cooperate, local authorities must demonstrate how joint working has influenced policy outcomes within the plan in order for the plan to be found sound at examination.
- 1.4. The National Planning Policy Guidance (NPPG) was launched in March 2014 with the intention of making all planning guidance available in one place in a clear and easy-to-use form. It states that Local Planning Authorities must demonstrate how they have complied with the duty. If a Local Planning Authority cannot demonstrate that it has complied with the duty then the local plan will not be able to proceed further in examination.
- 1.5. The NPPG expands on the extent to which Local Planning Authorities should cooperate. The duty to cooperate is not a 'duty to agree', but must demonstrate that planning authorities have made every effort to seek necessary agreements and cooperation over strategic planning matters prior to submitting the plan for examination.
- 1.6. Should another authority or organisation subject to the duty not cooperate on strategic cross-boundary issues, it must be demonstrated with comprehensive and robust evidence that efforts have been made to cooperate and any outcomes achieved.
- 1.7. Where Local Planning Authorities are at different stages of local plan preparation, the NPPG advises that the respective Local Planning Authorities should try to enter into formal agreements, demonstrating their long-term commitment to a jointly agreed strategy on cross boundary matters. The key element is that there is sufficient certainty through the agreements that an effective strategy will be in place for strategic matters when the plans are adopted.
- 1.8. The Localism Act 2011 states that the duty-to-cooperate:
 - Relates to a 'strategic matter' defined as sustainable development or use of land that has or would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council
 - Requires that councils and public bodies 'engage constructively, actively and on an ongoing basis' in the preparation of development plan documents, and

- Requires councils to consider joint approaches to plan-making.

1.9. The planning authorities to which the duty most directly applies in the case of Central Bedfordshire Council are identified below:

- Aylesbury Vale District Council
- Milton Keynes Council
- Bedford Borough Council
- Huntingdonshire District Council
- South Cambridgeshire District Council
- Stevenage Borough Council
- North Hertfordshire District Council
- Luton Borough Council
- St Albans District Council
- Dacorum Borough Council

Other authorities that the Council has engaged with under the duty to cooperate are:

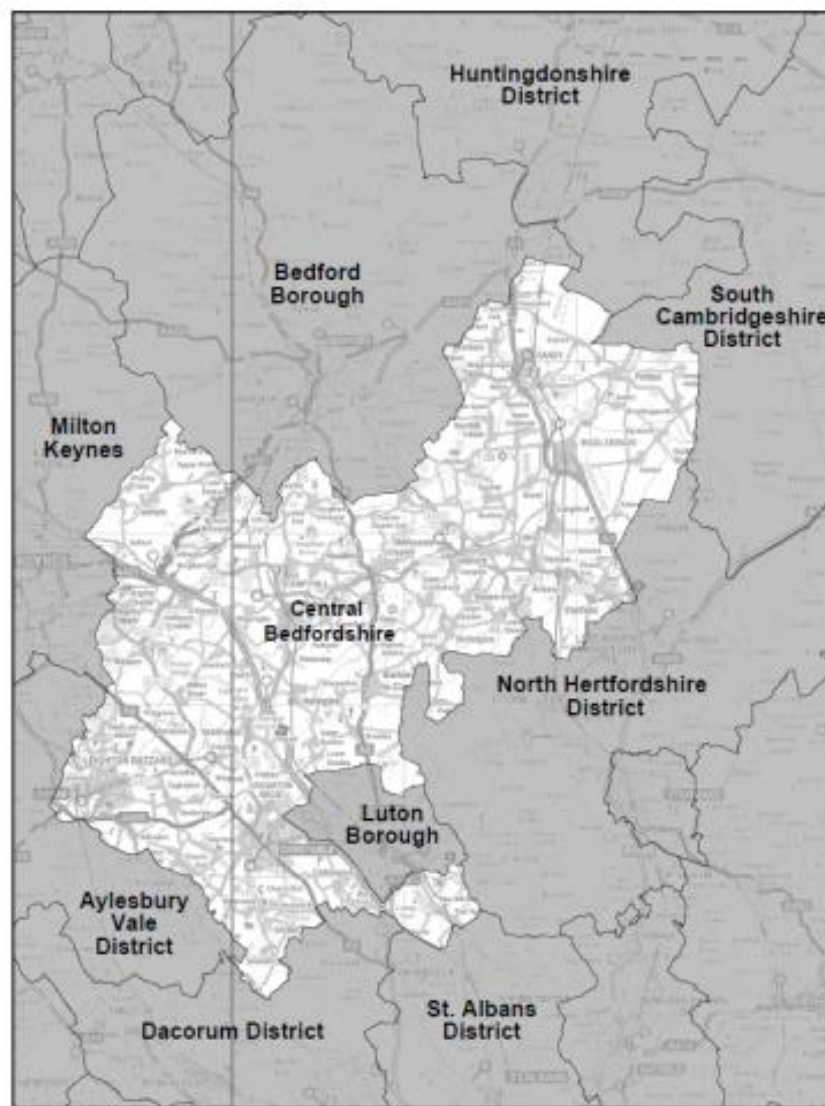
- Hertfordshire County Council
- Cambridgeshire County Council
- Buckinghamshire County Council

The statutory bodies identified in Part 2 of the Town & County Planning (Local Planning) (England) regulations 2012 (as amended) include:

- The Environment Agency
- Historic England
- Natural England
- The Mayor of London
- The Civil Aviation Authority
- The Homes and Communities Agency
- Clinical Commissioning Groups
- Office for Rail Regulation
- Transport for London
- Highways England
- the Marine Management Organisation.
- Local Enterprise Partnerships

2. Strategic context

- 2.1. Covering 716 square kilometres, Central Bedfordshire currently has a population of approximately 278,900¹ and is the 11th largest Unitary Authority in England by area and the 15th largest by population. Central Bedfordshire is one of the least densely populated Unitary Council areas and is classified as predominantly rural with just over half the population living in the rural area. There are nine district and unitary local authorities and three county councils which share a border with Central Bedfordshire. Stevenage does not directly border Central Bedfordshire but does share a Housing Market Area (HMA) and a Functional Economic Market Area (FEMA) with Central Bedfordshire.



- 2.2. Central Bedfordshire has a number of market towns of varying size. The two largest towns, Leighton Buzzard and Dunstable are located in the south of Central Bedfordshire whilst the north of Central Bedfordshire comprises a series of smaller towns including Biggleswade, Sandy and Flitwick.

¹ Office for National Statistics, 2016 Mid Year Estimate

3. The Central Bedfordshire Local Plan Duty to Co-operate

- 3.1. The Central Bedfordshire Local Plan (2015-2035) plans for the delivery of 39,350 homes. This is to meet our own identified Objectively Assessed Housing Need (OAHN) as well as 7,350 homes arising as unmet need from Luton which Central Bedfordshire Council has committed to delivering. In addition, the plan will deliver a minimum of 24,000 jobs as well as key services, facilities and infrastructure.
- 3.2. Central Bedfordshire Council has previously fallen foul of the Duty to Cooperate in relation to previous development plans for the area. Therefore, in relation to his local plan, the Council established an internal DtC Member Group. This was led by the Executive Member for Regeneration and Business and included four Members – one for each of the Housing Market Areas (HMA's) across Central Bedfordshire. Table 1 below identifies the HMA that each Member was responsible for and the neighbouring authorities within each HMA.

Table 1: Central Bedfordshire DtC Member for each HMA

Housing Market Area	Central Bedfordshire DtC Member	Neighbouring Authorities
Bedford	Cllr Ken Matthews	Bedford
Luton	Cllr Sue Clark	Aylesbury Vale Dacorum Luton North Hertfordshire St Albans
Milton Keynes	Cllr Steve Dixon	Milton Keynes
Stevenage	Cllr Kevin Collins	Huntingdonshire South Cambridgeshire Stevenage

- 3.3. The purpose of the DtC Member group was to ensure that throughout the production of the local plan, Members were fully engaged in the Duty to Cooperate process and to ensure that notes of meetings were agreed at both Officer and Member level. It also ensured that as well as building upon existing Officer relations with neighbouring authorities and other DtC bodies, new relationships were forged between Members at a Political level.
- 3.4. The duty to cooperate has not just been an ongoing process since the launch of the Central Bedfordshire Local Plan (CBLP) in February 2016 but a continuation of that which was undertaken in relation to the previous plan. This has ensured efficient and productive dialogue with neighbouring authorities as well as other statutory bodies.
- 3.5. The DtC process has involved regular meetings at both officer and member level with neighbouring authorities as well as the joint commissioning of work and studies, such as the Housing Market Areas in Bedfordshire and Surrounding Areas (HMA Study) which was commissioned between Central Bedfordshire and six other authorities; the Strategic Housing Market Assessment for Luton and Central Bedfordshire (SHMA), a joint Transport

Model for Luton and Central Bedfordshire; the Luton HMA Growth Options Study; and the Luton and Central Bedfordshire Green Belt Study (Stages 1&2).

- 3.6. Central Bedfordshire has also sought to actively engage with other statutory DtC bodies, including Highways England, Network Rail, Natural England and Anglian Water to ensure that all relevant issues were considered during the local plan process.
- 3.7. Throughout the DtC process, a number of strategic cross-boundary issues have been identified by both neighboring authorities and statutory bodies. CBC has sought to engage constructively to understand the issues and has worked pro-actively to ensure the issues have been addressed. This process, the discussions held and the studies undertaken (as well as the extensive technical evidence base) has all contributed and has helped to inform the strategy and policies set out within the local plan for Central Bedfordshire.
- 3.8. It is inevitable however, especially given the number of DtC bodies that Central Bedfordshire engages with, that not all cross-boundary strategic issues that have been identified during the process can be resolved. Central Bedfordshire has not reached this resolve lightly and in all circumstances, has sought to resolve cross-boundary issues wherever possible. The evidence contained within this DtC Statement clearly identifies that in all cases, Central Bedfordshire has engaged actively with our relevant DtC bodies and is confident that as it is a duty to 'cooperate' and not a duty to 'agree' that the legal requirements of the duty have been met.
- 3.9. Central Bedfordshire Council has sought to agree a Memorandum of Understanding (MOU) with each of our neighbouring authorities as part of the DtC process. To date the Council has agreed MOU's with five neighbouring authorities in relation to the Central Bedfordshire Local Plan, two of which are joint MOU's (see Appendix A) and draft MOU's with the five others which are in the process of being agreed and signed by DtC Members. We also have commitment from our three neighbouring County Councils (Buckinghamshire, Cambridgeshire and Huntingdonshire) to agreeing MOU's in due course ahead of the plan Examination. The Council is also in agreement and has signed MOU's or Statements of Common Ground (SoCG's) with Luton Borough Council, Stevenage Borough Council and North Hertfordshire (see Appendix A) in respect of their local plans.
- 3.10. Tables 2 to 14 below summarise the Duty to Co-operate in relation to each of Central Bedfordshire's neighbouring authorities and the three County Councils, identifying the key strategic cross-boundary issues, outcomes and where this is evidenced (It should be noted that this is not an exhaustive identification of evidence, rather an indication of the main sources). Evidence of DtC meetings (Agenda's and Meeting Notes) are included at Appendix B. The notes of the Growth Options and Green Belt meetings are included at Appendix C and the Position Statement confirming the outcome of the Luton HMA Growth Options Study is at Appendix D. The Growth Options Position Statement has been signed by all commissioning authorities .
- 3.11. Tables 15 to 21 further identify the outcome of meetings and discussions with other DtC bodies that we have engaged with during the local plan process. Notes of these meetings where available, are included at Appendix E. As positive representations were received from both the Greater London Authority (GLA) and Thames Water in relation to the plan, no additional meetings have been required. CBC has also worked positively and closely with

the Clinical Commissioning Group (CCG) in terms of insuring the Infrastructure Delivery Plan which supports the plan is accurate and robust.

- 3.12. Whilst the Duty to Co-operate is deemed to end in relation to the production of a local plan once it is submitted for Examination, Central Bedfordshire Council considers that it is in fact a continuous process that will carry on past this point, as allocations within the plan are brought forward and policies are enacted. The Council is fully committed to continued engagement with neighbouring authorities and other DtC bodies as Development Briefs are produced and as planning applications are prepared, submitted and determined to ensure all commitments are honoured and to ensure the delivery of sustainable development and growth that benefits residents, communities and businesses both within and beyond Central Bedfordshire.

Table 2: Summary of Key Cross-Boundary Strategic Issues – Aylesbury Vale District Council

AUTHORITY: Aylesbury Vale District Council	
<p>Brief Overview: CBC and AVDC have actively engaged in relation to both authorities' respective local plans. AVDC was also one of the commissioning authorities along with CBC, Luton Borough Council (LBC) and North Hertfordshire District Council (NHDC), of the Luton HMA Growth Options Study. A number of meetings were held in relation to this study and the outcomes were agreed by all four commissioning authorities. AVDC was also a key consultee in relation to the Luton and Central Bedfordshire Green Belt Study. Through DtC meetings, cross boundary strategic issues were identified and discussed.</p>	
<p>DtC Status: AVDC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.</p>	
<p>Status of Memorandum of Understanding: An MOU has been agreed and signed by both authorities in relation to the Central Bedfordshire Local Plan and the Vale of Aylesbury Local Plan.</p>	
Dates of Meetings and Who Attended	
21/06/2016	Cllr Sue Clark, Lynsey Hillman-Gamble (CBC) Peter Williamson, Cllr Carol Patemoster (AVDC)
07/12/2017	Cllr Sue Clark, Lynsey Hillman-Gamble, Andrew Marsh, Uchenna Eze, (CBC) Peter Williamson, Cllr Carol Patemoster (AVDC)
Dates of Growth Options Steering Group & Green Belt Meetings and Who Attended	
17/02/2016	Growth Options and Green Belt Meeting (CBC, LBC & AVDC)
26/05/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
10/08/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
01/12/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
Key Strategic Issues, Outcomes & Evidence	
<p>Housing Need:</p>	
<p>Issue:</p> <ul style="list-style-type: none"> Meeting unmet housing need arising from Luton. 	
<p>Outcome:</p> <ul style="list-style-type: none"> Joint Growth Options Study commissioned for the Luton HMA. Unmet need to be accommodated within North Herts and Central Bedfordshire close to the Luton urban area. 	
<p>Evidence:</p> <ul style="list-style-type: none"> Luton HMA Growth Options Study. Growth Options Study Position Statement (See Appendix D) DtC Meeting Notes (See Appendix B) Memorandum of Understanding (See Appendix A) 	

Table 3: Summary of Key Cross-Boundary Strategic Issues – Bedford Borough Council

AUTHORITY: Bedford Borough Council	
<p>Brief Overview: CBC and BBC have actively engaged in relation to our respective local plans. Through DtC meetings and responses to consultations, BBC have raised concerns in relation to various strategic issues. The key strategic issues relate to the delivery of housing need within the Luton HMA, employment, transport, green infrastructure and the Marston Vale proposals. Engagement in relation to some issues is on-going as these relate to soundness and not the duty to cooperate.</p>	
<p>DtC Status: BBC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.</p>	
<p>Status of Memorandum of Understanding: An MOU has been agreed and is awaiting signing by BBC.</p>	
Dates of Meetings and Who Attended	
16/05/2016	Lynsey Hillman-Gamble, Andrew Davie, Cllr Ken Matthews, Uchenna Eze (CBC) Gill Cowie, Kim Wilson (BBC)
03/04/2017	Cllr Ken Matthews, Sue Frost, Lynsey Hillman-Gamble, Sue Miller (CBC) Kim Wilson, Carolyn Barnes (BBC)
06/09/2017	Lynsey Hillman-Gamble (CBC) Kim Wilson, Carolyn Barnes, Chenga Taruvinga (BBC)
28/11/2017	Cllr Ken Matthews, Lynsey Hillman Gamble, Andrew Davie (CBC) Mayor Dave Hodgson, Craig Austin, Gill Cowie (BBC)
20/02/2018	Lynsey Hillman-Gamble, Connie Frost-Bryant (CBC) Carolyn Barnes, Chenga Taruvinga (BBC)
08/03/2018	Meeting with Highways England (CBC, BBC, MKC)
Key Strategic Issues, Outcomes & Evidence	
<p>Housing Numbers:</p>	
<p>Issue:</p> <ul style="list-style-type: none"> The quantum of unmet need arising from Luton to be accommodated within Central Bedfordshire. 	
<p>Outcome:</p> <ul style="list-style-type: none"> CBC have committed to meeting 7,350 homes that cannot be delivered in Luton. 	
<p>Evidence:</p> <ul style="list-style-type: none"> Growth Options Study Position Statement (See Appendix D) DtC Meeting Notes (See Appendix B) 	
<p>Distribution of Housing:</p>	
<p>Issue:</p> <ul style="list-style-type: none"> Distribution of homes across the four HMA's within Central Bedfordshire. Meeting Luton's unmet needs within the Luton HMA 	
<p>Outcome:</p>	

- CBC approach is for sustainable growth distributed appropriately across Central Bedfordshire.
- CBC identified North Growth Options Study identified potential locations for strategic level growth. Emphasis on connectivity to Strategic transport network
- Luton HMA Growth Options Study identified needs of the HMA could be accommodated.
- CBC committed to delivering Luton unmet need as close to the urban area as possible.

Evidence:

- Luton HMA Growth Options Study
- Central Bedfordshire North Growth Options Study
- DtC Meeting Notes (See Appendix B)

Employment:

Issue:

- Relationship between job numbers and homes identified within the plan.
- Quantity of Employment land to be allocated within the local plan.

Outcome:

- CBC sent clarification following advice from ORS on the homes/jobs balance set out in the SHMA.
- Additional information provided to BBC regarding existing employment land within Central Bedfordshire.
- Employment Topic Paper sets out justification for allocations.

Evidence:

- Strategic Housing Market Assessment Update (January 2018)
- Employment Topic Paper (April 2018)
- DtC Meeting Notes (See Appendix B)

Transport:

Issue:

- Representation of CBC's preferred route for EW Rail within the draft local plan.

Outcome:

- CBC amended how our preferred route is identified and represented within the plan.
- CBC and BBC agreed wording in relation to supporting a common approach for the route of EW Rail to be included within

Evidence:

- Submission local plan
- DtC Meeting Notes (See Appendix B)

Strategic Allocations:

Issue:

- Impact of Marston Valley allocation (SA2) on the A421 and M1 Junction 13.

Outcome:

- Meeting held with Highways England on 08/03/2018 with CBC, BBC & MKC.
- CBC will engage further with Bedford Borough in relation to the ensure the delivery of necessary services and infrastructure.

Evidence:

- Transport Modelling work supporting the local plan.
- DtC Meeting Notes (See Appendix B)

Green Infrastructure:**Issue:**

- Delivery of the Waterway Park.
- The Forest of Marston Vale

Outcome:

- Continued engagement between the two authorities and the Waterways Trust.
- Consideration of a joint design guide for the FoMV.

Evidence:

- DtC Meeting Notes (See Appendix B)

Table 4: Summary of Key Cross-Boundary Strategic Issues – Dacorum Borough Council**AUTHORITY: Dacorum Borough Council**

Brief Overview: CBC has actively engaged with DBC throughout the plan making process. Strategic cross-boundary issues primarily relate to unmet housing need arising from Luton and the west of Luton proposed location. DBC declined the offer of a DtC meeting in December 2017 as there are no outstanding issues between the two authorities.

DtC Status: DBC have not identified any concerns or indicated in any way that CBC has not met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.

Status of Memorandum of Understanding: An MOU has been drafted and is currently in the process of being agreed and signed.

Dates of Meetings and Who Attended

25/05/2016	Lynsey Hillman-Gamble, Uchenna Eze (CBC) Laura Wood, John Chapman (DBC)
10/05/2017	Lynsey Hillman-Gamble, Cllr Sue Clark, Sue Frost, Matthew Gutteridge (CBC) Cllr Graham Sutton, James Doe, John Chapman (DBC)
03/08/2017	Cllr Steve Dixon, Lynsey Hillman-Gamble Cllr Graham Sutton, John Chapman (DBC)

Key Strategic Issues, Outcomes & Evidence**Housing Numbers:****Issue:**

- Meeting our OAN and unmet need arising from Luton.

Outcome:

- CBC have confirmed that Luton's unmet needs and our own OAN can be delivered within Central Bedfordshire.

Evidence:

- Submission Local Plan
- Luton HMA Growth Options Study
- Growth Options Study Position Statement (See Appendix D)
- DtC Meeting Notes (See Appendix B)

Strategic Allocations:**Issue:**

- Potential impact of land to the West of Luton on Dacorum.

Outcome:

- CBC confirmed this location is not currently being taken forward as an allocation.
- CBC will engage further with DBC in relation to this potential location through the partial review of the plan.

Evidence:

- Submission Local Plan
- DtC Meeting Notes (See Appendix B)

Table 5: Summary of Key Cross-Boundary Strategic Issues – Huntingdonshire District Council**AUTHORITY: Huntingdonshire District Council**

Brief Overview: CBC and HDC have engaged in relation to the Central Bedfordshire Local Plan. As the two authorities share only a small border, it is not considered that there are any significant cross-boundary issues. Concerns were identified in representations made in July 2017 to the draft local plan consultation relating to the Tempsford proposed location for Growth. No representations were received from HDC in relation to the Pre-Submission consultation in January 2018).

DtC Status: HDC have not identified any concerns or indicated in any way that CBC has not met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.

Status of Memorandum of Understanding: An MOU has been drafted and is currently in the process of being agreed and signed.

Dates of Meetings and Who Attended

20/06/2016	Lynsey Hillman-Gamble, Uchenna Eze (CBC) Clare Bond, James Campbell (HDC)
24/01/2018	Cllr Kevin Collins, Lynsey Hillman-Gamble (CBC) Cllr Ryan Fuller, Clara Kerr (HDC)

Key Strategic Issues, Outcomes & Evidence**Strategic Allocations:****Issue:**

- Potential impact of Tempsford proposed location on Huntingdonshire.

Outcome:

- CBC confirmed this location is not currently being taken forward as an allocation.
- CBC will engage further with HDC in relation to this potential location through the partial review of the plan.

Evidence:

- Submission Local Plan
- DtC Meeting Notes (See Appendix B)

Table 6: Summary of Key Cross-Boundary Strategic Issues – Luton Borough Council

AUTHORITY: Luton Borough Council	
<p>Brief Overview: CBC and LBC have engaged throughout the production of our respective local plans. The two authorities have undertaken a number of joint studies together, including a joint transport model, Strategic Housing Market Assessment, Housing Market Area Study, the Luton HMA Growth Options Study and the Luton & Central Bedfordshire Green Belt Study (Stage 1&2). Numerous meetings have taken place, particularly in relation to DtC, the Growth Options Study and the Green Belt Study.</p>	
<p>DtC Status: At the time of writing, CBC have not had confirmation that LBC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.</p>	
<p>Status of Memorandum of Understanding: A Statement of Common Ground and an Addendum to the Statement of Common Ground has been signed and agreed in relation to Luton's local plan and the Central Bedfordshire local plan at that time. A SoCG was drafted in relation to the Central Bedfordshire Local plan and shared with LBC for consideration in February 2018. This SoCG was ultimately unsigned. Following the DtC meeting on 6th April 2018, the draft SoCG was amended and re-shared with LBC for consideration. At the time of writing, LBC have not responded in relation to the SoCG.</p>	
Dates of Meetings and Who Attended	
14/01/2016	Sue Frost, Lynsey Hillman-Gamble (CBC) Kevin Owen, Troy Hayes (LBC)
13/07/2016	Lynsey Hillman-Gamble, Uchenna Eze, Sue Frost (CBC) Kevin Owen, Troy Hayes, David Carter (LBC)
14/09/2016	Sue Frost, Lynsey Hillman-Gamble, Uchenna Eze (CBC) Kevin Owen, Troy Hayes, David Carter (LBC)
30/11/2016	Cllr Sue Clark, Sue Frost, Lynsey Hillman-Gamble, Andrew Marsh (CBC) Kevin Owen, David Carter (LBC)
10/05/2017	Lynsey Hillman-Gamble, Andrew Marsh, Ashleigh Audley (CBC) Kevin Owen, Troy Hayes (LBC)
02/08/2017	Lynsey Hillman-Gamble (CBC) Cllr Paul Castleman, Kevin Owen (LBC)
18/12/2017	Cllr Sue Clark, Connie Frost-Bryant, Andrew Marsh (CBC)

	Sue Frost, Cllr Paul Castleman, Kevin Owen (LBC)
06/04/2018	Cllr Sue Clark, Andrew Davie, Lynsey Hillman-Gamble (CBC) Cllr Paul Castleman, Sue Frost, Claire Berry (LBC)
17/04/2018	Meeting Cancelled by LBC
20/04/2018	Meeting Cancelled by LBC
Dates of Growth Options Steering Group & Green Belt Meetings and Who Attended	
08/02/2016	Growth Options and Green Belt Meeting (CBC & LBC)
17/02/2016	Growth Options and Green Belt Meeting (CBC, LBC & AVDC)
17/03/2016	Interviews held for both the Luton HMA Joint Growth Options Study & Green Belt Study (CBC & LBC)
23/03/2016	Inception meeting with LUC for both the Luton HMA Joint Growth Options Study & Green Belt Study (CBC & LBC)
26/05/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
10/08/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
01/12/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
02/02/2017	Growth Options and Green Belt Meeting – Sign Off (CBC & LBC)
Key Strategic Issues, Outcomes & Evidence	
Unmet Housing Need:	
Issue:	
<ul style="list-style-type: none"> The extent of unmet housing need arising from Luton to be met within Central Bedfordshire. 	
Outcome:	
<ul style="list-style-type: none"> CBC have committed to delivering an unmet need of 7,350 homes from Luton. 	
Evidence:	
<ul style="list-style-type: none"> Luton HMA Growth Options Study Growth Options Study Position Statement (See Appendix D) Submission Local Plan DtC Meeting Notes (See Appendix B) 	
Delivery of Unmet Housing Need:	
Issue:	
<ul style="list-style-type: none"> Unmet need should be provided adjacent to the Luton urban area. Specific sites that will meet the unmet need. Timeframe for delivering unmet need. 	
Outcome:	
<ul style="list-style-type: none"> 7,350 unmet need included within the overall local plan housing target. CBC have committed to delivering unmet need as close to the Luton urban area as possible. Sustainable small, medium and strategic sites have been identified across Central Bedfordshire to meet plan target. CBC releasing Green Belt land in order to contribute to delivering housing OAN. 	

- Housing trajectory sets out the delivery timetable for sites across Central Bedfordshire.

Evidence:

- Luton HMA Growth Options Study
- Submission Local Plan
- DtC Meeting Notes (See Appendix B)

Affordable Housing:

Issue:

- Extent of unmet affordable housing need from Luton.
- Where affordable housing will be delivered.
- Nomination Rights for affordable housing.

Outcome:

- Confirmation that unmet need includes both market and affordable housing.
- All affordable housing delivered to be based upon CBC plan requirements.
- Additional wording to be added to the North of Luton policy and HRN1 policy to reflect that included within the HRN2 policy.
- Collaboration outside of the plan process to continue in relation to Nomination Rights on qualifying sites.

Evidence:

- Schedule of Minor Modifications to the Central Bedfordshire Local Plan
- DtC Meeting Notes (See Appendix B)

Green Belt:

Issue:

- Release of Green Belt Land to meet the needs of the HMA
- Identification of safeguarded Green Belt land to the west of Luton.

Outcome:

- Significant release of GB land to sustainably meet OAHN across Central Bedfordshire.
- West of Luton to be considered further as part of partial review of the plan.

Evidence:

- Luton and Central Bedfordshire Green Belt Study
- Submission Local Plan.
- Green Belt Topic Paper
- DtC meeting notes (See Appendix B)

Employment:

Issue:

- Quantum of employment land proposed for allocation.
- Balanced and complementary economic growth within the Luton HMA.

Outcome:

- Strategy to meet local needs as well as 'footloose' demand.
- Support for future joint working in relation to balanced economic growth

Evidence:

- Submission Local Plan.

- Employment Topic Paper
- DtC meeting notes (See Appendix B)

Transport:

Issue:

- Impact of growth proposals upon highway network within Luton.

Outcome:

- Modelling undertaken utilises joint transport model.
- Additional wording to be added to the North of Luton Policy.
- CBC to engage with LBC in relation to Development Briefs for sites and future planning applications.
- Statement of Common Ground to identify specific locations identified as a concern by LBC.

Evidence:

- Submission Local Plan.
- Transport Modelling
- Schedule of Minor Modifications to the Central Bedfordshire Local Plan
- DtC meeting notes (See Appendix B)

Strategic Allocations:

Issue:

- West of Luton not included as an allocation within the plan.
- Impact of North of Luton on Luton

Outcome:

- Further technical work required in relation to the west of Luton.
- Location to the west of Luton to be considered as part of the partial review of the local plan.
- North of Luton policy to be amended to reference highways impacts.
- CBC to engage with LBC in relation to Development Briefs and future planning applications.

Evidence:

- Submission Local Plan.
- Schedule of Minor Modifications to the Central Bedfordshire Local Plan
- DtC meeting notes (See Appendix B)

Table 7: Summary of Key Cross-Boundary Strategic Issues – Milton Keynes Council

AUTHORITY: Milton Keynes Council	
<p>Brief Overview: CBC and MK have actively engaged through the production of our respective local plans. Through DtC meetings and representations to consultations, various cross boundary issues have been identified and resolved. The key strategic issues are identified as relating to strategic developments close to MK and the impact of growth on infrastructure and facilities within MK and the impact of growth on the road network.</p>	
<p>DtC Status: MKC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.</p>	
<p>Status of Memorandum of Understanding: A Joint MOU has been agreed and signed in relation to both the Central Bedfordshire Local plan and the Milton Keynes Local Plan.</p>	
Dates of Meetings and Who Attended	
23/03/2016	Sue Frost, Lynsey Hillman-Gamble, Andrew Marsh, Saskia Duncan (CBC) Anna Rose, Sam Dix (MKC)
23/08/2016	Cllr Steve Dixon, Sue Frost, Lynsey Hillman Gamble (CBC) Cllr Liz Gifford, Anna Rose, John Cheston (MKC)
07/11/2016	Cllr Steve Dixon, Sue Frost, Lynsey Hillman Gamble, Andrew Marsh (CBC) Cllr Liz Gifford, Anna Rose, John Cheston (MKC)
07/04/2017	Cllr Steve Dixon, Sue Frost, Lynsey Hillman Gamble (CBC) Cllr Liz Gifford, Anna Rose, John Cheston (MKC)
17/08/2017	Cllr Steve Dixon, Lynsey Hillman-Gamble (CBC) John Cheston (MKC)
05/12/2018	Cllr Steven Dixon, Andrew Davie, Lynsey Hillman-Gamble (CBC) Cllr Liz Gifford, Brett Leahy, James Williamson, Ashley Hayden (MKC)
Key Strategic Issues, Outcomes & Evidence	
<p>Strategic Allocations:</p>	
<p>Issue:</p> <ul style="list-style-type: none"> • Potential impact of strategic allocations on infrastructure and facilities within MK. • Potential impact of future strategic allocation at Aspley Guise on infrastructure and facilities in MK. 	
<p>Outcome:</p> <ul style="list-style-type: none"> • CBC will engage with MK in the production of Development Briefs for sites/allocations bordering MK. • CBC will engage with MK in relation to future planning applications for sites/allocations bordering MK. • CBC confirmed Aspley Guise is not currently being taken forward as an allocation. • CBC will engage further with MKC in relation to Aspley Guise as a location for future growth through the partial review of the plan. 	
<p>Evidence:</p>	

- Submission Local Plan
- DtC Meeting Notes (See Appendix B)
- Memorandum of Understanding (See Appendix A)

Transport:

Issue:

- Impact of proposed growth on the road network and M1/A421 corridor.

Outcome:

- Awaiting outcome of key government decisions in relation to EW Rail and the Expressway.
- Meeting held with Highways England on 08/03/2018 with CBC, BBC & MKC.
- CBC will engage with MK in the production of Development Briefs for sites/allocations bordering MK.
- CBC will engage with MK in relation to future planning applications for sites/allocations bordering MK.

Evidence:

- Submission Local Plan
- Transport Modelling work supporting the local plan.
- DtC Meeting Notes (See Appendix B)
- Memorandum of Understanding (See Appendix A)

Table 8: Summary of Key Cross-Boundary Strategic Issues – North Hertfordshire District Council

AUTHORITY: North Hertfordshire District Council

Brief Overview: CBC and NHDC have actively engaged in relation to the Central Bedfordshire Local Plan. NHDC was also one of the commissioning authorities along with CBC, Luton Borough Council (LBC) and Aylesbury Vale District Council (AVDC), of the Luton HMA Growth Options Study. A number of meetings were held in relation to this study and the outcomes were agreed by all four commissioning authorities. Through DtC meetings, cross boundary strategic issues were identified and discussed. Following the submission of their representations to the Regulation 19 Local Plan, Herts County Council and North District Council sent CBC detailed questions about the Transport Modelling. CBC asked AECOM to respond to these questions. A response was sent to NHDC and HCC on 18th April 2018 and we are awaiting a response to determine if HCC and NHDC are satisfied.

DtC Status: NHDC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.

Status of Memorandum of Understanding: An MOU was signed between NHDC and CBC in April 2017 in relation to the North Herts Local Plan. A draft MOU relating to the Central Bedfordshire Local Plan is awaiting final agreement.

Dates of Meetings and Who Attended	
30/06/2016	Cllr Sue Clark, Lynsey Hillman-Gamble, Sue Frost, Uchenna Eze, Roy Romans (CBC) Laura Allen, Ian Fullstone (NHDC)
23/01/2017	Sue Frost, Lynsey Hillman Gamble, Ben Tracey (CBC) Ian Fullstone, Louise Symes, Laura Allen (NHDC)
20/03/2017	Sue Frost, Lynsey Hillman-Gamble (CBC) Ian Fullstone, Louise Symes, Laura Allen (NHDC)
17/05/2017	Cllr Sue Clark, Lynsey Hillman Gamble, Sue Frost (CBC) Cllr Levett, Louise Symes, Laura Allen, Ian Fullstone (NHDC)
14/08/2017	Cllr Sue Clark, Lynsey Hillman Gamble (CBC) Cllr Levett, Louise Symes, Laura Allen, Ian Fullstone (NHDC)
19/12/2017	Cllr Sue Clark, Lynsey Hillman Gamble (CBC) Cllr Levett, Louise Symes (NHDC)
20/03/2018	Highways Meeting (CBC, NHDC, HCC, AECOM)
Dates of Growth Options Steering Group & Green Belt Meetings and Who Attended	
26/05/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
10/08/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
01/12/2016	Growth Options Steering Group Meeting (CBC, LBC, AVDC, NHDC)
Key Strategic Issues, Outcomes & Evidence	
Distribution of Housing: Issue: <ul style="list-style-type: none"> • Distribution of homes across the HMA's within Central Bedfordshire. • Meeting Luton's unmet needs within the Luton HMA Outcome: <ul style="list-style-type: none"> • CBC approach is for sustainable growth distributed appropriately across Central Bedfordshire. • CBC identified North Growth Options Study identified potential locations for strategic level growth. Emphasis on connectivity to Strategic transport network • Luton HMA Growth Options Study identified needs of the HMA could be accommodated. • CBC committed to delivering Luton unmet need as close to the urban area as possible. Evidence: <ul style="list-style-type: none"> • Luton HMA Growth Options Study • Growth Options Study Position Statement (See Appendix D) • Central Bedfordshire North Growth Options Study • DtC Meeting Notes (See Appendix B) • Memorandum of Understanding (See Appendix A) 	
Green Belt: Issue: <ul style="list-style-type: none"> • Extension of the Green Belt to the South of Stotfold. 	

Outcome:

- CBC have identified this location for an Important Countryside Gap

Evidence:

- Submission local plan

Employment:**Issue:**

- Meeting unmet employment need from Stevenage.

Outcome:

- Awaiting outcome of North Hertfordshire local plan Examination.
- Further discussions may be required with SBC and NHDC.

Evidence:

- DtC Meeting Notes (See Appendix B)
- Memorandum of Understanding (See Appendix A)

Transport:**Issue:**

- Potential impact of growth on the highway network outside of Central Bedfordshire in North Hertfordshire.

Outcome:

- Additional traffic modelling to be undertaken as allocations come forward.
- CBC will engage with NHDC in relation to future development briefs and future planning applications.
- Additional meeting held with HCC, NHDC and AECOM to discuss transportation issues identified.

Evidence:

- Transport modelling work to support the local plan
- DtC Meeting Notes (See Appendix B)
- Memorandum of Understanding (See Appendix A)

Table 9: Summary of Key Cross-Boundary Strategic Issues – South Cambridgeshire District Council

AUTHORITY: South Cambridgeshire District Council

Brief Overview: CBC and SCDC have engaged in relation to the Central Bedfordshire Local Plan. As the two authorities share only a small border, it is not considered that there are any significant cross-boundary issues. Concerns were identified in representations made in July 2017 to the draft local plan consultation relating to the Tempsford proposed location for Growth. No representations were received from SCDC in relation to the Pre-Submission consultation in January 2018).

DtC Status: SCDC have not identified any concerns or indicated in any way that CBC has not met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.

Status of Memorandum of Understanding: An MOU has been drafted and is currently in the process of being agreed and signed.	
Dates of Meetings and Who Attended	
13/06/2016	Cllr Kevin Collins, Lynsey Hillman-Gamble, Sue Frost, Uchenna Eze (CBC) Cllr Robert Turner, David Roberts, Caroline Hunt (SCDC)
20/12/2017	Cllr Kevin Collins, Lynsey Hillman-Gamble (CBC) Cllr Robert Turner, David Roberts, Caroline Hunt (SCDC)
Key Strategic Issues, Outcomes & Evidence	
Strategic Allocations:	
Issue:	
<ul style="list-style-type: none"> Potential impact of Tempsford proposed location on South Cambridgeshire. 	
Outcome:	
<ul style="list-style-type: none"> CBC confirmed this location is not currently being taken forward as an allocation. CBC will engage further with SCDC in relation to this potential location through the partial review of the plan. 	
Evidence:	
<ul style="list-style-type: none"> Submission Local Plan DtC Meeting Notes (See Appendix B) 	

Table 10: Summary of Key Cross-Boundary Strategic Issues – St Albans District Council

AUTHORITY: St Albans District Council	
<p>Brief Overview: CBC has actively engaged with SADC throughout the plan making process. Strategic cross-boundary issues primarily relate to unmet housing need arising from Luton, the west of Luton proposed location and a site to the north of NW Harpenden. SADC declined the offer of a DtC meeting in December 2017 as there are no outstanding issues between the two authorities.</p>	
<p>DtC Status: SADC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.</p>	
<p>Status of Memorandum of Understanding: An MOU has been agreed and signed by both CBC and SADC.</p>	
Dates of Meetings and Who Attended	
15/11/2016	Cllr Sue Clarke, Lynsey Hillman Gamble, Andrew Marsh (CBC) Cllr Julian Daly, Tracy Harvey, Chris Briggs (SADC)
08/05/2017	Cllr Sue Clark, Lynsey-Hillman Gamble, Sue Frost, Matthew Gutteridge (CBC) Cllr Julian Daly, Tracy Harvey, John Hoad (SADC)
16/08/2017	Lynsey-Hillman Gamble (CBC) Cllr Mary Maynard, Tracey Harvey, John Hoad (SADC)

Key Strategic Issues, Outcomes & Evidence

Housing Numbers:

Issue:

- Meeting our OAN and unmet need arising from Luton.

Outcome:

- CBC have confirmed that Luton's unmet needs and our own OAN can be delivered within Central Bedfordshire.

Evidence:

- Submission Local Plan
- Luton HMA Growth Options Study
- Growth Options Study Position Statement (See Appendix D)
- DtC Meeting Notes (See Appendix B)

Strategic Allocations:

Issue:

- Potential impact of land to the West of Luton on St Albans.
- Impact of land to the north of NW Harpenden on Harpenden.

Outcome:

- CBC confirmed the location to the west of Luton is not currently being taken forward as an allocation.
- CBC will engage further with SADC in relation to the potential location to the west of Luton through the partial review of the plan.
- Land north of NW Harpenden has not been taken forward as an allocation.

Evidence:

- Submission Local Plan
- DtC Meeting Notes (See Appendix B)

Table 11: Summary of Key Cross-Boundary Strategic Issues – Stevenage Borough Council

AUTHORITY: Stevenage Borough Council

Brief Overview: CBC and SBC have engaged positively throughout the production of our respective local plans. A number of meetings have been held where strategic cross boundary issues have primarily related to the provision of potential unmet employment needs arising from Stevenage. An MOU was agreed in relation to the Stevenage local plan in January 2017 and an MOU has been agreed and signed in April 2018 in relation to the Central Bedfordshire local plan.

DtC Status: SBC agree that CBC has met the Duty to Cooperate with regard to the Central Bedfordshire Local Plan.

Status of Memorandum of Understanding: An MOU has been agreed and signed by both local authorities.

Dates of Meetings and Who Attended	
17/02/2016	Cllr Collins, Sue Frost, Lynsey Hillman-Gamble, Andrew Marsh (CBC) Cllr John Gardner, Richard James (SBC)
16/05/2016	Cllr Collins, Lynsey-Hillman Gamble, Uchenna Eze (CBC) Cllr John Gardiner, Richard Javes (SBC)
25/04/2017	Cllr Kevin Collins, Lynsey-Hillman Gamble, Andrew Marsh (CBC) Carolyn Danby (SBC)
03/08/2017	Cllr Steve Dixon, Lynsey-Hillman Gamble (CBC) Cllr John Gardner, Caroline Danby (SBC)
30/11/2017	Cllr Kevin Collins, Lynsey-Hillman Gamble (CBC) Cllr John Gardner, Deborah Horner (SBC)
Key Strategic Issues, Outcomes & Evidence	
Employment: Issue: <ul style="list-style-type: none"> Unmet employment land arising from Stevenage. Outcome: <ul style="list-style-type: none"> CBC and NHDC have both committed to meeting any unmet employment land needs arising from Stevenage. Awaiting outcome of North Hertfordshire local plan Examination. Further discussions may be required with SBC and NHDC. Evidence: <ul style="list-style-type: none"> DtC Meeting Notes (See Appendix B) Memorandum of Understanding (See Appendix A) 	

Table 12: Summary of Key Cross-Boundary Strategic Issues – Buckinghamshire County Council

AUTHORITY: Buckinghamshire County Council	
Brief Overview: Buckinghamshire County Council did not make representations to the Regulation 18 consultation for the Central Bedfordshire Local Plan. CBC approached BBC and requested a meeting to ensure there were no cross-boundary strategic issues. BBC identified some transport related matters but do not consider these to be significant issues. Representations to the Regulation 19 consultation identified potential flood risk concerns.	
DtC Status: BCC have not raised any concerns in relation to the Duty to Cooperate.	
Status of Memorandum of Understanding: To be agreed ahead of the local plan Examination.	
Dates of Meetings and Who Attended	
06/11/2017	Cllr Sue Clark, Lynsey Hillman Gamble, Pru Khimasia (CBC) Ismail Mohammed, Luke Newman (BCC)

Key Strategic Issues, Outcomes & Evidence
<p>Transport:</p> <p>Issue:</p> <ul style="list-style-type: none"> • Potential impact of CBC Growth on Buckinghamshire. • Potential impacts of freight restrictions in Central Bedfordshire on Buckinghamshire roads. <p>Outcome:</p> <ul style="list-style-type: none"> • Traffic modelling explained. BCC to reviewed pre-submission plan to identify any areas of concern. • Additional traffic modelling to be undertaken if need is identified by BCC. <p>Evidence:</p> <ul style="list-style-type: none"> • CBC Transport Modelling work • DtC meeting notes (See appendix B)
<p>Flood Risk</p> <p>Issue:</p> <ul style="list-style-type: none"> • Potential impact on flood Risk in Buckinghamshire as a result of growth. <p>Outcome:</p> <ul style="list-style-type: none"> • Minor modification to the plan proposed to better reflect wording of the SFRA. <p>Evidence:</p> <ul style="list-style-type: none"> • Schedule of Minor Modifications to the Central Bedfordshire Local Plan

Table 13: Summary of Key Cross-Boundary Strategic Issues – Cambridgeshire County Council

AUTHORITY: Cambridgeshire County Council	
<p>Brief Overview: Cambridgeshire CC made representations to the Regulation 18 Consultation in 2017 and the Regulation 19 Consultation in 2018. Concerns were initially identified in relation to transportation impacts on Cambridgeshire, particularly in relation to the propose locations for growth at Tempsford and East of Biggleswade.</p>	
<p>DtC Status: CCC have not raised any concerns in relation to the Duty to Cooperate.</p>	
<p>Status of Memorandum of Understanding: To be agreed ahead of the local plan Examination.</p>	
Dates of Meetings and Who Attended	
29/11/2017	<p>Cllr Kevin Collins, Lynsey Hillman Gamble, Pru Khimasia (CBC)</p> <p>Karen Kitchener, Lou Mason-Walsh (CCC)</p>
Key Strategic Issues, Outcomes & Evidence	
<p>Strategic Allocations:</p> <p>Issue:</p> <ul style="list-style-type: none"> • Impact of Tempsford on Cambridgeshire • Impact of the East of Biggleswade on Cambridgeshire 	

Outcome:

- CBC confirmed the growth location identified at Tempsford is not currently being taken forward as an allocation.
- CBC will engage further with CCC in relation to the potential location at Tempsford through the partial review of the plan.
- CBC confirmed some growth proposed for allocation to the East of Biggleswade
- CBC will engage further with CCC in relation to the growth proposed to the east of Biggleswade with regard to the production of development briefs and future planning applications.

Evidence:

- DtC Meeting Notes (See Appendix B)

Transport:**Issue:**

- Impact of growth on Cambridgeshire road network

Outcome:

- Traffic modelling explained. CCC to review pre-submission plan to identify any areas of concern.
- Additional traffic modelling to be undertaken if need is identified by CCC.
- CBC will engage further with CCC in relation to the growth proposed to the east of Biggleswade with regard to the production of development briefs and future planning applications.

Evidence:

- CBC Transport Modelling work
- DtC Meeting Notes (See Appendix B)

Table 14: Summary of Key Cross-Boundary Strategic Issues – Hertfordshire County Council**AUTHORITY: Hertfordshire County Council**

Brief Overview: Hertfordshire CC made representations to the Regulation 18 Consultation in 2017 and the Regulation 19 Consultation in 2018. Concerns were initially identified in relation to transportation impacts on Huntingdonshire. Following the submission of their representations to the Regulation 19 Local Plan, Herts County Council and North District Council sent CBC detailed questions about the Transport Modelling. CBC asked AECOM to respond to these questions. A response was sent to NHDC and HCC on 18th April 2018 and we are awaiting a response to determine if HCC and NHDC are satisfied.

DtC Status: HCC have not raised any concerns in relation to the Duty to Cooperate.

Status of Memorandum of Understanding: To be agreed ahead of the local plan Examination.

Dates of Meetings and Who Attended

28/11/2017	Cllr Sue Clark, Lynsey Hillman Gamble, Pru Khimasia, Ashleigh Audley (CBC) Roger Flowerday, Anushia Vettivelu (HCC)
20/03/2018	Highways Meeting (CBC, NHDC, HCC, AECOM)

Key Strategic Issues, Outcomes & Evidence

Transport:

Issue:

- Potential impact of growth on the highway network outside of Central Bedfordshire in Hertfordshire.

Outcome:

- Traffic modelling explained. HCC to review pre-submission plan to identify any areas of concern.
- Additional traffic modelling to be undertaken if need is identified by HCC.
- Additional meeting held with HCC, NHDC and AECOM to discuss transportation issues identified.

Evidence:

- CBC Transport Modelling work
- DtC meeting notes (See appendix B)

Table 15: Summary of DtC Discussions – Anglian Water

Anglian Water

Anglian Water Services (AWS) commented on the Regulation 19 Local Plan, raising some objections. CBC met with Anglian Water Services on 17 April 2018 to discuss their representation. Despite their objections, AWS have confirmed they are satisfied the Local Plan has appropriate policies in it and expressed their particular support for the inclusion of the optional higher water efficiency standard and the SuDS policy.

At that meeting CBC worked through their response, setting out what changes will be made in the Proposed Modifications table to address their objections. AWS are satisfied with the changes. Draft meeting notes of the meeting have been circulated and are awaiting final agreement. AWS have confirmed that they would support the drafting of a Statement of Common Ground with CBC, to be submitted with the Written Statements for Examination. It was agreed that CBC will consult Anglian Water on the WCS in early May with the view to append the document and update the submitted version in light of any further changes required following that consultation.

Table 16: Summary of DtC Discussions – Environment Agency

Environment Agency

The Environment Agency (EA) commented on the Regulation 19 Local Plan, raising some soundness objections. CBC met with the EA on 24 April 2018 to discuss their representation. At that meeting CBC worked through their response, setting out where changes will be proposed within the Proposed Modifications table. The EA confirmed they are satisfied with the changes. Draft meeting notes have been circulated and are awaiting final agreement.

The EA asked for some changes that CBC consider best addressed in the scope of future work preparing new guidance on Flood Risk Management, and updates to SUDS guidance and the Design Guide. The EA were satisfied with this approach and CBC agreed to consult the EA on the scope of any future work. It was agreed that CBC will consult the Environment Agency on the WCS in early May with the view to append the document and update the submitted version in light of any further changes required following that consultation.

Table 17: Summary of DtC Discussions – Highways England

Highways England
Highways England were invited to view and make representations on the draft Plan and accompanying technical evidence base for both Regulation 18 and Regulation 19 Local Plan consultations. A meeting was arranged following receipt of representations to the Regulation 19 consultation, to discuss issues raised in relation Highway works needed to support growth and evidence base, as well as to discuss actions moving forward to ensure continued close working on highway related matters. A follow-on meeting on 8 th March 2018 also included a meeting jointly with Highways England with, Bedford Borough Council and Milton Keynes Council to discuss cross boundary cumulative impacts of growth on the strategic highway network (M1 Junction 13 and A421) and to agree actions necessary to mitigate and support Local Plan development, as well as to identify, agree and coordinate the measures to be undertaken to understand and mitigate impacts. Draft meeting notes are attached in Appendix D. The Council is proposing to work in partnership with Highways England and our neighbouring authorities to commission a joint study relating to the Junction 13 of the M1.

Table 18: Summary of DtC Discussions – Historic England

Historic England
Historic England were invited to view and make representations on the draft Plan and accompanying technical evidence base for both the Regulation 18 and Regulation 19 Local Plan consultations. Changes were made to the Plan in response to comments made by Historic England ahead of Regulation 19. A meeting was arranged for Wednesday 14th March following representations made to the Regulation 19 consultation to discuss issues raised in relation to the historic environment, and to identify and agree the measures to be undertaken to resolve these. Draft meeting notes are attached in Appendix D. The Council is proposing a number of minor modifications to the Plan in order to resolve the issues raised, and these have been sent to Historic England alongside a draft Statement of Common Ground (SoCG). At the time of writing, this SoCG is still in draft form, and has yet to be formally agreed by Historic England. However, Historic England has committed to working with the Council to ensure that this is formally agreed and so that any outstanding issues can be resolved ahead of examination.

Table 19: Summary of DtC Discussions – Natural England

Natural England
Natural England were invited to view and make representations on the draft Plan and accompanying technical evidence base for both Regulation 18 and Regulation 19 Local Plan consultations. Changes were made to the Plan in response to comments made by Natural England ahead of the Regulation 19, and the Council is proposing a number of minor modifications to the Plan in order to resolve issues raised in their Regulation 19 response. These have been sent to Natural England for information with a view that any outstanding issues can be resolved ahead of examination.

Table 20: Summary of DtC Discussions – Network Rail

Network Rail
Network Rail were invited to view and make representations on the draft Plan and accompanying technical evidence base for both the Regulation 18 and Regulation 19 Local Plan consultations. A meeting was arranged for 28 th March 2018 following Regulation 19 consultation to discuss issues raised in relation to level crossings and train station improvements necessary to mitigate and support local plan development, and to identify and agree the measures to be undertaken to resolve these. Draft meeting notes are attached in Appendix D. The Council is proposing a number of minor modifications to the Plan in order to resolve the issues raised, and these have been sent to Network Rail. Network rail has committed to working with the Council to ensure that any unresolved issues can be resolved ahead of examination.

Table 21: Summary of DtC Discussions – Sport England

Sport England
Sport England were invited to view and make representations on the draft Plan and accompanying technical evidence base for both the Regulation 18 and Regulation 19 Local Plan consultations. A meeting was arranged for the 7 th March 2018 following representations received to the Regulation 19 consultation, to discuss issues raised in relation to the safeguarding of or replacement of sports facilities at Barton-le-Clay and RAF Henlow, and to identify and agree the measures to be undertaken to resolve Sport England's concerns. The Council is proposing a number of minor modifications to the Plan in order to resolve the issues raised, and these have been sent to Sport England. Sport England has committed to working with the Council to ensure that any outstanding issues can be resolved ahead of examination.

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Central Bedfordshire Council Local Plan (2015-2035)

Duty to Co-operate Statement

Appendix A: MOUs

(April 2018)

Memorandum of Understanding (MoU) between Aylesbury Vale District Council and Central Bedfordshire Council in respect of the Vale of Aylesbury Local Plan (VALP) and the Central Bedfordshire Local Plan with regard to meeting the Duty to Cooperate – February 2018

Background

1. This MoU forms an agreed mutual position between the Councils to be referred to in respect of the Duty to Cooperate. This is a positive approach in the light of recognition from both Councils of the importance of having up to date Local Plans in place. However, it should be noted that this is not a legally binding agreement and its content may be modified, by agreement, if new information or circumstances need to be taken into account.
2. This MoU has been prepared alongside the publication of the Proposed Submission Vale of Aylesbury Local Plan 2013-2033 and the Central Bedfordshire Pre-submission Local Plan 2015-2035 following active cooperation between the two councils during earlier phases of plan preparation including the production of draft local plans. Its content refers to and summarises the outcomes of meetings that have taken place between Senior Planning Officers and Senior Management from each authority, as well as the respective Cabinet Members for Planning.

Housing Market Areas and unmet housing need

3. National guidance is clear that housing needs should be calculated and accommodated across Housing Market Areas as a whole. Where these cross Local Authority boundaries, the Duty to Cooperate should be engaged to ensure that needs are met. However, it is also stated in national planning guidance that where a local planning authority has asked an adjacent council to accommodate unmet need and this has not been accommodated the requesting authority should have explored all available options for delivering the planning strategy within their own planning area. Through Duty to Cooperate engagement, AVDC and CBC have and will continue to engage positively with regard to the accommodation of development within their respective areas and the implications for any cross boundary impacts.
4. Both Councils were part of a group of authorities that commissioned joint reports from ORS to establish the extent and location of Housing Market Areas (HMAs) across Bedfordshire and Buckinghamshire. These reports also concluded on how established HMAs 'best fit' within existing administrative boundaries. This approach means that where a functional HMA crosses into a local plan area the housing need arising from that area is contained in the overall housing figure for the relevant plan area. Additional unmet need for other areas within the functional will then to be added to the overall 'best fit' housing figure for the plan area if sufficient capacity cannot be identified within the adjacent plan area and it is sustainable and reasonable to do so.
5. The councils have cooperated in the production of a Luton HMA Growth Options Study (November 2016) to examine options to help meet housing need within the Luton Housing Market Area which has informed the production of the Central Bedfordshire Pre-submission Local Plan. The study concluded that with alterations to the Green Belt sufficient capacity existed within Central Bedfordshire to accommodate unmet housing need arising from Luton. The Central Bedfordshire Pre-submission Local Plan accommodates sufficient housing partly through Green Belt alterations to meet Luton's unmet housing need. There is therefore currently no requirement for unmet housing need from Central Bedfordshire to be met within Aylesbury Vale.

It is therefore agreed by the two councils that:

(a) The Central Bedfordshire Local Plan will provide for objectively assessed housing needs arising in Central Bedfordshire and a proportion of unmet housing need arising from Luton within the Central Bedfordshire boundary. Central Bedfordshire has no unmet need requirement that would need to be accommodated by Aylesbury Vale.

(b) As stated above it is agreed that the development needs arising from the part of Aylesbury Vale which is covered by the Luton HMA will be accommodated in the overall housing provisions for the plan area in the submission VALP.



Continued cooperation and joint working

Apart from the Housing Market Area and unmet housing need matter addressed above it is not considered that there are currently any other cross border strategic planning issues which need to be addressed within this MoU. Nevertheless the proposed submission VALP commits Aylesbury Vale to an early review of the plan to address a range of longer term issues including the alignment of the proposed Oxford Cambridge Expressway. The Central Bedfordshire Local Plan has also been written on the basis of a an early review being undertaken because of the potential consequences for Central Bedfordshire's future development from the alignment of the proposed Oxford Cambridge Expressway. There is therefore a continuing need for active and positive cooperation between the two councils in relation to cross border strategic planning issues.

It is therefore agreed that:

(a) There are currently no cross border strategic planning issues between the two councils

(b) The two councils will continue to engage proactively at both officer and member level in relation to longer term cross border strategic planning issues.

<i>Local Authority Member signature</i>	<i>Date</i>
Councillor Sue Clark Central Bedfordshire Council 	28/02/2018
Councillor Carole Paternoster Aylesbury Vale District Council 	28/02/2018

Memorandum of Understanding (MoU) between Central Bedfordshire Council and Bedford Borough Council in respect of the Central Bedfordshire Local Plan and the Bedford Local Plan

1. Purpose of the MoU

- 1.1 The purpose of this document is to identify the strategic cross-boundary issues which may exist between the two named local authorities and set out how these issues can be taken forward and managed through plan making.
- 1.2 This MoU has been prepared by Central Bedfordshire Council (CBC) and Bedford Borough Council (BBC) to demonstrate how the two authorities have worked together to agree and, as far as possible, resolve any identified cross-boundary issues, and how they have satisfied the Duty to Cooperate in local plan-making.

2. Strategic cross-boundary issues and areas of joint working

- 2.1 The following strategic cross-boundary issues have been identified between CBC and BBC:
 - Objectively Assessed Housing Needs (OAHN).
 - Employment Scale & provision.
 - Wixams
 - Growth within the Marston Vale/A421 corridor.
 - Transport Infrastructure Requirements, including East-West Rail and the Oxford-Cambridge Expressway.
 - Green Infrastructure.

3. The way forward

Housing need

- 3.1 The extent of the Housing Market Areas (HMAs) covering CBC and BBC have been identified in the Housing Market Areas in Bedfordshire and Surrounding Areas study (ORS, December 2015) and have been agreed by the commissioning local authorities.
- 3.2 The Objectively Assessed Housing Needs (OAHN) for CBC and BBC have been determined through the preparation of respective Strategic Housing Market Assessments (SHMAs). Both OAHNs have been determined to a common methodology produced by the same consultant and CBC and BBC have actively participated in the preparation of each other's evidence bases.
- 3.3 Both local authorities are at a similar advanced stage in the plan-making process and CBC has committed to commence a partial review of the local

plan within 6 months of adoption. BBC have not identified within the local plan when a review might be initiated.

- 3.4 BBC has identified a housing target of 19,000 new homes to meet Bedford's own objectively assessed needs for the plan period 2015-2035. BBC is currently planning to meet its housing needs in full and have confirmed that, based on the existing target, assistance is not required from any other local authority (including Central Bedfordshire) to help meet its OAHN.
- 3.5 CBC has identified a housing need of 32,000 new homes to meet the identified needs within Central Bedfordshire. CBC is currently planning to meet its housing needs in full within the plan period and have confirmed that at the current time, assistance is not required from any other local authority, including Bedford, to help meet its OAHN.
- 3.6 There remains to be a significant level of unmet housing need arising in the Luton Borough Council authority area, at around 9,300 dwellings, following an update of the Luton SHLAA in 2016.
- 3.7 The Luton Housing Market Area Growth Options Study was jointly commissioned by CBC, Luton Borough Council and North Hertfordshire, and Aylesbury Vale District Councils (November 2016) and is a high-level assessment which identifies possible locations for housing growth within the boundary of the Luton HMA. The study showed there is potential capacity within the HMA to deliver its overall housing need requirement. 1,950 of this unmet need will be accommodated to the east of Luton within North Hertfordshire and CBC has committed to delivering the remaining 7,350 within Central Bedfordshire as close to the urban area of Luton as possible although the distribution of growth within Central Bedfordshire has been determined through the plan-making process and will be tested through Examination. This results in a plan target of 39,350 homes to 2035. In its response to the CBC plan for submission consultation Bedford Borough Council has commented that it would be helpful if the plan identified how much of Luton's unmet needs are being accommodated in Central Bedfordshire within the Luton HMA to elaborate on para 5.4 of the plan.
- 3.8 It is agreed that CBC and BBC will continue to work together to ensure future development can be delivered in a timely manner, through ongoing monitoring of housing requirements through the local planning process.

Employment provision

- 3.9 CBC is at an advanced stage in the plan-making process and has a current target for 23,900 new jobs as identified within the Central Bedfordshire FEMA and Employment Land Review (2016). This study also identified that Central Bedfordshire is well placed to meet 'footloose' demand for large-scale

strategic employment due to being ideally located along two key strategic transportation corridors, namely the M1 and A1. The CBC local plan therefore identifies strategic and mixed-use allocations to meet identified needs and to maximise their strategic location.

- 3.10 Bedford Borough undertook an Economy and Employment Land Study in 2015 to provide background evidence for the Local Plan. The study's estimates have subsequently been updated to reflect latest forecasts and now indicate a requirement for 11,400 additional jobs in the borough between 2015-2035. BBC considers that the current land supply figure of 194 ha, which is much higher than the base requirement, would be an appropriate level of provision to meet the identified job numbers. The Bedford local plan therefore does not propose to allocate any further land for employment provision.
- 3.11 BBC has identified concerns as to the scale of employment land identified across Central Bedfordshire to accommodate future economic growth and has requested in its comments on the plan for submission consultation that CBC provide additional information about the jobs/homes balance and alignment of the employment supply with the jobs forecast.
- 3.12 CBC and BBC will continue to work together to resolve these issues prior to the opening of the Local Plan Examination. At this stage the matters remain outstanding.

Growth in the Marston Vale along the M1/A421 corridor

- 3.13 The Marston Vale from M1 Junction 13 and eastwards along the A421 Corridor has historically been identified as a strategic growth location for housing and employment development.
- 3.14 A number of options for growth, including large-scale strategic sites, were submitted to CBC through the call for sites in the vicinity of the M1 and along the A421 corridor. CBC assessed potential options for growth through the rigorous site assessment process and identified proposed allocations within the local plan.
- 3.15 Potential future growth in the vicinity of the M1 and along the Marston Vale Corridor, coupled with the continued build out of existing commitments in Central Bedfordshire, Bedford Borough and Milton Keynes, may have cross-boundary impacts on services and infrastructure provided within both administrative areas. CBC and BBC will work together where appropriate and with other relevant organisations to deliver the necessary services and infrastructure required to deliver committed developments, and support any future development identified. This includes Junction 13 of the M1, East West Rail and the Oxford-Cambridge Expressway.

Transport infrastructure requirements including East-West Rail and the Oxford-Cambridge Expressway.

- 3.19 With regards to East-West Rail and the Oxford-Cambridge Expressway, CBC and BBC will continue to work together as part of a wider consortium of local authorities and other organisations including the East West Rail Consortium, SEMLEP, Highways England, Network Rail and the Department for Transport, to deliver these two significant pieces of infrastructure.
- 3.20 Central Bedfordshire and Bedford Borough Council both support the delivery of the Central Section of East West Rail as a means to securing growth and improving connectivity within the area and across the Cambridge-MK-Oxford Corridor as identified within both the initial and final National Infrastructure Commission (NIC) Reports. Although no specific route has yet been identified, both CBC and BBC support a route that extends through Bedford Midland Station and then travels across to Cambridgeshire, passing through Central Bedfordshire to the north of Sandy near Tempsford.
- 3.21 CBC and BBC will share the conclusions of any transport modelling undertaken for the respective Local Plans and will engage with the relevant Highways Authorities and Highways England at the appropriate time.
- 3.22 CBC and BBC, with Milton Keynes Council, have agreed that they will work together on assessing the cross boundary impacts of growth from each authority on the function and safety of Junction 13 of the M1. Initially it has been agreed that a comparison exercise is undertaken to understand the outputs of each authority's existing transport modelling. This will, if necessary, be followed by a stand-alone piece of work involving detailed modelling of this junction and recommendations for the most appropriate mitigation. This work will be done with the engagement of Highways England.


Green Infrastructure

- 3.23 The Bedford local plan identifies an indicative route for the Bedford to MK Waterway Park and both BBC and CBC are working with the Waterways Trust to ensure the delivery of the Waterway Park. Both CBC and BBC also work closely in relation to the Forest of Marston Vale and have agreed to consider jointly preparing a design guide for the Marston Vale. National Cycle Route Network Route 51 also straddles the boundary between the two authorities.

4. Agreement

- 4.1 This MoU is endorsed by both Central Bedfordshire Council and Bedford Borough Council and demonstrates an ongoing commitment to cooperate in the preparation of the respective Local Plans.
- 4.2 It is agreed by both parties that the content of this MoU is correct at the date of endorsement. Subsequent revisions may be made in consideration of changes to the identified issues or others that emerge as each authority's Local Plan progresses.



Local Authority Cabinet Member signature	Date
 Cllr Ken Mathews Central Bedfordshire Council	27/04/2018
Cllr Colleen Atkins Bedford Borough Council	

Memorandum of Understanding (MoU) between Central Bedfordshire Council and Milton Keynes Council in respect of the Central Bedfordshire Local Plan and the Milton Keynes Local Plan (Plan:MK)

1. Purpose of the MoU

- 1.1 The purpose of this document is to identify the strategic cross-boundary issues which may exist between the two named local authorities and set out how these issues can be taken forward and managed through plan making.
- 1.2 This MoU has been prepared by Central Bedfordshire Council (CBC) and Milton Keynes Council (MKC) to demonstrate how the two authorities have worked together to agree and, as far as possible, resolve any identified cross-boundary issues, and how they have satisfied the Duty to Cooperate in local plan-making.

2. Strategic cross-boundary issues and areas of joint working

- 2.1 The following strategic cross-boundary issues have been identified between CBC and MKC:
 - Objectively Assessed Housing Needs (OAHN).
 - Employment provision.
 - Expansion of Milton Keynes and growth along the Marston Vale/A421 corridor.
 - Transport infrastructure requirements, including East-West Rail and the Oxford-Cambridge Expressway.
 - Wider strategic issues – National Infrastructure Commission Corridor Study

3. The way forward

Housing need

- 3.1 The extent of the Housing Market Areas (HMAs) covering CBC and MKC have been identified in the Housing Market Areas in Bedfordshire and Surrounding Areas study (ORS, December 2015) and have been agreed by the commissioning local authorities.
- 3.2 The Objectively Assessed Housing Needs (OAHN) for CBC and MKC have been determined through the preparation of respective Strategic Housing Market Assessments (SHMAs). Both OAHNs have been determined to a common methodology produced by the same consultant and CBC and MKC have actively participated in the preparation of each other's evidence bases.

- 3.3 Both local authorities are at a similar advanced stage in the plan-making process and are building in requirements to undertake an early review – at the current time it is proposed that MKC will review their plan within five years of adoption, and CBC have committed to a partial review within 6 months of adoption.
- 3.4 MKC has identified a housing target of 26,483 new homes to meet Milton Keynes' own needs for the plan period 2016-2031, of which 4,650 remain to be allocated. MKC is currently planning to meet its housing needs in full and have confirmed that, based on the existing target, assistance is not required from any other local authority (including Central Bedfordshire) to help meet its OAHN.
- 3.5 CBC has identified a housing need of 32,000 new homes to meet the identified needs within Central Bedfordshire. CBC is currently planning to meet its housing needs in full within the plan period and have confirmed that at the current time, assistance is not required from any other local authority, including Milton Keynes, to help meet its OAHN. There remains to be a significant level of unmet housing need arising in the Luton Borough Council authority area, at around 9,300 dwellings, following an update of the Luton SHLAA in 2016.
- 3.6 The Luton Housing Market Area Growth Options Study was jointly commissioned by CBC, Luton Borough Council and North Hertfordshire, and Aylesbury Vale District Councils (November 2016) and is a high level assessment which identifies possible locations for housing growth within the boundary of the Luton HMA. The study showed there is potential capacity within the HMA to deliver its overall housing need requirement. 1,950 of this unmet need will be accommodated to the east of Luton within North Hertfordshire and CBC has committed to delivering the remaining 7,350 within Central Bedfordshire as close to the urban area of Luton as possible although the distribution of growth within Central Bedfordshire will be determined through the plan-making process and tested through Examination. This results in a plan target of 39,350 homes to 2035.
- 3.5 The Central Bedfordshire local plan proposes to release land from the Green Belt in order to accommodate some of this growth. This, and the delivery of unmet housing need arising from Luton, will be tested through the plan-making process. If through the course of the local plan examination retention of the Green Belt is given precedence, and as a result it is not possible to sustainably deliver all of Central Bedfordshire's needs and unmet housing need arising from Luton outside of the Green Belt within Central Bedfordshire, the Council may need to discuss with neighbouring authorities, including Milton Keynes, the potential to help meet any unmet housing needs. Engagement with all neighbouring local authorities with regards to the

requirement to meet any unmet needs is also ongoing as part of the plan-making process.

- 3.8 CBC and MKC will continue to work together to ensure future development can be delivered in a timely manner, through ongoing monitoring of housing requirements through the local planning process.

Employment provision

- 3.9 CBC is at an advanced stage in the plan-making process and has a current target for 23,900 new jobs as identified within the Central Bedfordshire FEMA and Employment Land Review (2016). This study also identified that Central Bedfordshire is well placed to meet 'footloose' demand for large-scale strategic employment due to being ideally located along two key strategic transportation corridors, namely the M1 and A1. The CBC local plan therefore identifies strategic and mixed-use allocations to meet identified needs and to maximise their strategic location.
- 3.10 MKC has identified a target of 28,000 – 32,000 new jobs between 2016 and 2031. The Milton Keynes Employment Land Study (2015, updated in 2017) concluded that the Borough has sufficient land to accommodate office and industrial requirements, but identified a shortfall of land for warehousing. Consequently Plan: MK specifies a need to allocate new employment land for warehousing to provide a flexible supply of sites to meet future employment needs and identifies a strategic employment allocation for B2/B8 development in South Caldecotte.
- 3.11 CBC and MKC will continue to work together in relation to future jobs growth projections and locations for new employment land; and ensure existing employment commitments can be delivered in a timely manner, through ongoing monitoring through the local planning process.

Expansion of Milton Keynes and growth in the Marston Vale along the M1/A421 corridor

- 3.12 The Marston Vale from M1 Junction 13 and eastwards along the A421 Corridor has historically been identified as a strategic growth location for housing and employment development.
- 3.13 A number of options for growth, including large-scale strategic sites, were submitted to CBC through the call for sites in the vicinity of the M1 and along the A421 corridor. CBC assessed potential options for growth through the rigorous site assessment process and identified proposed allocations within the local plan.

- 3.14 MKC's Plan: MK pledges a commitment to work closely with neighbouring authorities and other key organisations where appropriate, on the planning of developments beyond the Borough boundary on the edge of Milton Keynes.
- 3.15 Plan: MK identifies proposed growth locations to the South East of Milton Keynes and a reserve site to the East of the M1. Land to the South East of Milton Keynes, around the settlements of Wavendon, Woburn Sands and Bow Brickhill, is proposed to provide approximately 3,000 dwellings during the plan period. The development area is expected to come forward post 2019/20 once progress has been made on East West Rail and the route of the Oxford-Cambridge Expressway.
- 3.16 Land to the East of the M1 is identified as a sustainable urban extension to come forward after 2031 unless a bid for Government funding to provide for essential infrastructure improvements were to be successful. In that event, a mixed residential and employment development would be brought forward within the plan period in addition to allocations identified within Plan:MK. MKC would work closely with CBC and other relevant bodies in relation to the successful delivery of this site and to ensure appropriate mitigation of any impacts.
- 3.17 Potential future growth in the vicinity of the M1 and along the Marston Vale Corridor, coupled with the continued build out of existing commitments in Central Bedfordshire, Milton Keynes and Bedford Borough, may have cross-boundary impacts on services and infrastructure provided within both administrative areas. CBC and MKC will work together where appropriate and with other relevant organisations to deliver the necessary services and infrastructure required to deliver committed developments, and support any future development identified. This includes Junction 13 of the M1, East West Rail and the Oxford-Cambridge Expressway. Consideration will also be given to the phasing of existing and potential future commitments to ensure the wider delivery of housing in this area is not affected.

Transport infrastructure requirements

- 3.18 With regards to East-West Rail and the Oxford-Cambridge Expressway, CBC and MKC will continue to work together as part of a wider consortium of local authorities and other organisations including the East West Rail Consortium, SEMLEP, Highways England, Network Rail and the Department for Transport, to deliver these two significant pieces of infrastructure.
- 3.19 CBC and MKC will share the conclusions of any transport modelling undertaken for the respective Local Plans and will engage with the relevant Highways Authorities and Highways England at the appropriate time.

- 3.20 CBC and MKC, with Bedford Borough Council, have agreed that they will work together on assessing the cross boundary impacts of growth from each authority on the function and safety of Junction 13 of the M1. Initially it has been agreed that a comparison exercise is undertaken to understand the outputs of each authority's existing transport modelling. This will, if necessary, be followed by a stand-alone piece of work involving detailed modelling of this junction and recommendations for the most appropriate mitigation. This work will be done with the engagement of Highways England.

Wider strategic issues

- 3.21 CBC and MKC will continue to form part of a wider consortium of Local Authorities and delivery partners as part of the NIC East-West Corridor Study.
- 3.22 Our joint commitment is to work in partnership with the Central Corridor Authorities, delivering additional levels of growth in a co-ordinated, cohesive and planned manner in response to the Housing White Paper, the NIC Report findings and the emerging discussions around a Housing Deal. CBC are coordinating a paper outlining, on behalf of a number of authorities within the Central Area of the Corridor including MK, how this will be taken forward.
- 3.23 In addition to this, an over-arching (non-statutory) joint strategy is proposed to identify significant housing and employment across the corridor alongside key transport and infrastructure requirements including how these would be phased to ensure a continued and sustainable delivery of growth. This will include an additional commitment from all the local authorities to deliver ambitious levels of growth in excess of current identified targets in response to the Government committing to capital funding of key significant infrastructure.

4. Local plan consultation engagement


- 4.1 Where CBC prepare a draft local plan with proposals which may have an impact on residents in Milton Keynes Borough, the relevant town or parish councils in Milton Keynes will be invited, through MKC, to participate in any consultation events which may be arranged. Similarly, where MKC prepare a draft local plan with proposals which may have an impact on residents in Central Bedfordshire, the relevant town or parish councils in Central Bedfordshire will be invited, through CBC, to participate in any consultation events which may be arranged.

5. Agreement

- 5.1 This MoU is endorsed by both Central Bedfordshire Council and Milton Keynes Council and demonstrates an ongoing commitment to cooperate in the preparation of the respective Local Plans.

- 5.2 It is agreed by both parties that the content of this MoU is correct at the date of endorsement. Subsequent revisions may be made in consideration of changes to the identified issues or others that emerge as each authority's Local Plan progresses.



Local Authority Cabinet Member signature	Date
 Cllr Steve Dixon, Executive Member for Families, Education and Children; and Milton Keynes DtC Member Central Bedfordshire Council	28/03/2018
 Cllr Liz Gifford, Cabinet Member for Place, Milton Keynes Council	29/03/2018

Memorandum of Understanding (MoU) between Central Bedfordshire Council and St Albans District Council in respect of the Central Bedfordshire Local Plan and the St Albans Local Plan.

1. Purpose of the MoU

- 1.1 The purpose of this document is to set out the position of the two named authorities (CBC and SADC) and to identify any strategic cross-boundary issues which may exist and to set out how these issues can be taken forward and managed through plan making.
- 1.2 This MoU has been prepared by Central Bedfordshire Council (CBC) and St Albans District Council (SADC) to demonstrate how the two authorities have worked together to agree and, as far as possible, resolve any identified cross-boundary issues, and how they have satisfied the Duty to Cooperate in local plan-making.

2. Strategic cross-boundary issues and areas of joint working

- 2.1 The following strategic cross-boundary issues have been identified between CBC and SADC:
 - Housing Market Areas and Objectively Assessed Housing Needs
 - Green Belt
 - Land to the West of Luton
 - Land North of NW Harpenden

3. The way forward

Housing Market Areas

- 3.1 The extent of the Housing Market Areas (HMAs) covering CBC was identified in the Housing Market Areas in Bedfordshire and Surrounding Areas study (ORS, December 2015). The study was jointly commissioned and agreed by a partnership of seven local authorities to provide a consistent evidence base and definition for the most up-to-date and appropriate HMAs across the wider area. The HMA outputs were discussed with officers and members of neighbouring local authorities under the Duty to Co-operate.
- 3.2 The St Albans City and District SHMA (Housing Vision; 2013) previously identified three HMA areas across St Albans - a high value 'Core Housing Market Area', a wider HMA area, and a peripheral HMA. However, using updated published analysis in November 2017, a five authority South West Herts Housing and Functioning Economic Market Area has been agreed by St

Albans, Hertsmere, Dacorum, Three Rivers and Watford. Hertfordshire County Council is also a supporting member of the group.

- 3.3 Both Councils accept this HMA analysis, noting that the HMAs are distinct and do not overlap.

Housing Need

- 3.4 The Objectively Assessed Housing Needs (OAHN) for CBC has been determined through the preparation of a Strategic Housing Market Assessments (SHMA). CBC has an identified a housing need of 32,000 new homes to meet the identified needs within Central Bedfordshire. CBC is currently planning to meet its housing needs in full within the plan period and have confirmed that at the current time, assistance is not required from any other local authority, including St Albans, to help meet its OAHN.
- 3.5 There remains to be a significant level of unmet housing need arising in the Luton Borough Council authority area, at around 9,300 dwellings, following an update of the Luton SHLAA in 2016.
- 3.6 The Luton Housing Market Area Growth Options Study was jointly commissioned by CBC, Luton Borough Council and North Hertfordshire, and Aylesbury Vale District Councils (November 2016) and is a high-level assessment which identifies possible locations for housing growth within the boundary of the Luton HMA. The study showed there is potential capacity within the HMA to deliver its overall housing need requirement. 1,950 of this unmet need will be accommodated to the east of Luton within North Hertfordshire and CBC has committed to delivering the remaining 7,350 within Central Bedfordshire as close to the urban area of Luton as possible although the distribution of growth within Central Bedfordshire will be determined through the plan-making process and tested through Examination. This results in a plan target of 39,350 homes to 2035.
- 3.7 SADC was previously planning to deliver 8,720 new homes over a 20 year plan period. However, following an initial Examination Hearing on 26 October 2017, the Inspector concluded that the Council had not met its duty to co-operate while drawing up its SLP. Having withdrawn the St Albans Local Plan, the Council are now progressing a new plan for the period 2020-2036.
- 3.8 Within the new draft local plan, SADC has identified that the new 'standard methodology' for calculating housing need will be used to identify housing targets for the plan. This would result in a plan target of 14,608 new homes – an annual requirement of 913 dwellings per year. This is substantially above the current rate of build (360 per year) and the previously submitted SLP that had 436 dwellings per year.

Green Belt

- 3.9 The Central Bedfordshire local plan proposes to release land from the Green Belt in order to accommodate some of this growth. This, and the delivery of unmet housing need arising from Luton, will be tested through the plan-making process. If through the course of the local plan examination retention of the Green Belt is given precedence, and as a result it is not possible to sustainably deliver all Central Bedfordshire's needs and unmet housing need arising from Luton outside of the Green Belt within Central Bedfordshire, the Council may need to discuss with neighbouring authorities, including St Albans, the potential to help meet any unmet housing needs. It is noted that all of St Albans land outside its urban areas lies within the Metropolitan Green Belt. It is also noted that as set out above, St Albans does not fall within the HMAs within Central Beds. It is also noted that at the time of writing, SADC confirm that they cannot currently meet any unmet needs arising from Central Bedfordshire. Engagement with all neighbouring local authorities with regards to the requirement to meet any unmet needs is also ongoing as part of the plan-making process.
- 3.10 CBC and SADC will continue to work together to ensure future development can be delivered in a timely manner, through ongoing monitoring of housing requirements through the local planning process.

Land to the West of Luton

- 3.11 A number of options for growth, including large-scale strategic sites, were submitted to CBC through the call for sites process, including a number in the vicinity of the M1. CBC assessed potential options for growth through the rigorous site assessment process and identified proposed allocations within the local plan.
- 3.12 Land to the West of Luton was one such site and to date, part of the land submitted has been assessed through the CBC Site Assessment process as having the potential to deliver growth. However, there are a number of constraints associated with the location which have yet to be resolved. Therefore at the current time it has not been included within the Central Bedfordshire Local Plan as a proposed allocation. It is however identified in the plan as a location for future growth, pending further technical work and decisions in relation to the expansion of Luton Airport. This location will therefore be considered further as part of the committed partial review of the CBC LP.
- 3.13 St Albans has previously raised concerns regarding potential allocations in this area. CBC will continue to engage with SADC in relation to this potential growth location and the partial review of the plan.

Land North of NW Harpenden

- 3.14 Land to the north of NW Harpenden was submitted to CBC through the Call for Sites process. The site has not been included as a proposed allocation within the CBC LP as it did not successfully pass the Site Assessment process. This is supported by SADC.

4. Local plan consultation engagement

- 4.1 Where CBC prepares a draft local plan with proposals which may have an impact on residents in St Albans District, the relevant town or parish councils in St Albans will be invited, through SADC, to participate in any consultation events which may be arranged. Similarly, where SADC prepare a draft local plan with proposals which may have an impact on residents in Central Bedfordshire, the relevant town or parish councils in Central Bedfordshire will be invited, through CBC, to participate in any consultation events which may be arranged.

5. Agreement

- 5.1 This MoU is endorsed by both Central Bedfordshire Council and St Albans District Council and demonstrates an ongoing commitment to cooperate in the preparation of the respective Local Plans.
- 5.2 It is agreed by both parties that the content of this MoU is correct at the date of endorsement. Subsequent revisions may be made in consideration of changes to the identified issues or others that emerge as each authority's Local Plan progresses.



Local Authority Member signature	Date
 Cllr Sue Clark Central Bedfordshire Council	23/04/2018
 Cllr Mary Maynard St Albans District Council	26/04/2018

Memorandum of Understanding (MoU) between Central Bedfordshire Council and Stevenage Borough Council in respect of the Central Bedfordshire Local Plan.

1. Purpose of the MoU

- 1.1 The purpose of this document is to set out the position of the two named authorities (CBC and SBC) and to identify any strategic cross-boundary issues which may exist and to set out how these issues can be taken forward and managed through plan making.
- 1.2 This MoU has been prepared by Central Bedfordshire Council (CBC) and Stevenage Borough Council (SBC) to demonstrate how the two authorities have worked together to agree and, as far as possible, resolve any identified cross-boundary issues, and how they have satisfied the Duty to Cooperate in local plan-making.

2. Strategic cross-boundary issues and areas of joint working

- 2.1 The following strategic cross-boundary issues have been identified between CBC and SBC:
- Housing Market Areas and Objectively Assessed Housing Needs
 - Green Belt
 - Unmet employment need arising from Stevenage

3. The way forward

Housing need

- 3.1 The extent of the Housing Market Areas (HMAs) covering CBC was identified in the Housing Market Areas in Bedfordshire and Surrounding Areas study (ORS, December 2015). The study was jointly commissioned and agreed by a partnership of seven local authorities, which included both Central Bedfordshire and Stevenage Borough Councils, to provide a consistent evidence base and definition for the most up-to-date and appropriate HMAs across the wider area. The HMA outputs were discussed with officers and members of neighbouring local authorities under the Duty to Co-operate.
- 3.2 The Objectively Assessed Housing Needs (OAHN) for CBC and SBC have been determined through the preparation of respective Strategic Housing Market Assessments (SHMAs) and are agreed by both authorities.
- 3.3 CBC has an identified housing need of 32,000 new homes to meet the needs within Central Bedfordshire. CBC is currently planning to meet its housing needs in full within the plan period and have confirmed that at the current time, assistance is not required from any other local authority, including Stevenage, to help meet its OAHN.

- 3.4 There remains to be a significant level of unmet housing need arising in the Luton Borough Council authority area, of which CBC has committed to delivering 7,350 homes within Central Bedfordshire. This results in a plan target of 39,350 homes to 2035.

- 3.5 SBC agree with CBC's approach to meeting its housing need.

Green Belt

- 3.8 The Central Bedfordshire local plan proposes to release land from the Green Belt in order to accommodate some of the identified growth. This approach is supported by SBC. It is noted that at the time of writing, SBC confirm that they cannot currently meet any unmet needs arising from Central Bedfordshire.
- 3.9 CBC and SBC will continue to work together to ensure future development can be delivered in a timely manner, through ongoing monitoring of housing requirements through the local planning process.



Employment

- 3.10 As previously identified and agreed within the MOU in relation to Stevenage's plan, dated 16 January 2017, based upon projections there is a shortfall of employment land within the SBC administrative area of 11.5 hectares. CBC and SBC agree that this should be provided within the wider FEMA area, which includes the CBC and NHDC (North Hertfordshire District Council) administrative areas. It is further agreed that land in the A1 corridor in Central Bedfordshire provides an opportunity to address Stevenage's unmet employment requirements, either in whole or in part.
- 3.11 Based upon projections and evidence at the time of writing, it is agreed that CBC could contribute up to 11.5 hectares of employment land within the FEMA if required. At the time of writing, NHDC have identified that the unmet employment land arising from Stevenage can be delivered through the North Herts Local Plan. Pending the outcome of the NHDC Examination, CBC and SBC will agree the quantum of any outstanding unmet employment land needs to be met within Central Bedfordshire.

5. Agreement

- 5.1 This MoU is endorsed by both Central Bedfordshire Council and Stevenage Borough Council and demonstrates an ongoing commitment to cooperate in the preparation of the respective Local Plans.
- 5.2 It is agreed by both parties that the content of this MoU is correct at the date of endorsement. Subsequent revisions may be made in consideration of changes to the identified issues or others that emerge as each authority's Local Plan progresses.



Local Authority Member signature	Date
 Cllr Kevin Collins Central Bedfordshire Council	24/4/18
 Cllr John Gardner Stevenage Borough Council	23/4/18

**Duty to Co-operate Statement of Common Ground
between
Luton Borough Council (LBC) and Central Bedfordshire Council (CBC)
on
The Luton Local Plan 2011-31 & the Central Bedfordshire Local Plan 2015-2035
Date of agreement: 22 June 2016**

1. Scope of the statement

- 1.1 This document (known as a Statement of Common Ground, SOCG) sets out an agreed position on the extent of co-operation and understanding in respect of the preparation of development plans covering both Central Bedfordshire and Luton. It is intended to set out the position of both signing authorities at the present time.
- 1.2 This SOCG is intended to highlight the extent of agreement, or otherwise on strategic cross-boundary matters providing signposting to relevant related documentation, where appropriate. The shared objective of both authorities is to facilitate the rapid progression of sound local plans towards adoption in accordance with Government wishes.

2. Luton Local Plan (2011-31)

- 2.1 This SOCG has been prepared in the context of the pre-submission version of the Luton Local Plan (2011-31) which was placed on public deposit for a six week period ending 7 December 2015. The drafting of this SOCG was prepared following a round of Duty to Cooperate meetings after the plan deposit period up to and following on from the submission of the plan to the Secretary of State for independent examination.

3. Central Bedfordshire Local Plan

- 3.1 Central Bedfordshire Council has recently embarked upon a new Local Plan for the area following the withdrawal of the Submitted Development Strategy in November 2015. The new Local Plan, which will cover the period 2015 to 2035, was officially launched on 15th February 2016 and was swiftly followed by a 7 week Call for Sites which ended on 11th April 2016. A number of evidence base studies have also been commissioned in order to inform the new Plan and ensure the supporting evidence is as up to date and robust as possible. The published Local Development Scheme identifies that the Council will undertake Regulation 18 consultation in December 2016, Regulation 19 consultation in July 2017 with Submission of the Plan in December 2017 and adoption in September 2018. LBC considers that CBC are engaged effectively with LBC on the Growth Options Study, the Green Belt study and the Central Bedfordshire FEMA in respect of discharging the DtC properly. Both local authorities intend to continue to work together so as discharge the DtC in respect of the CBC local plan.

4. The Duty to Co-operate

- 4.1 National Planning Practice Guidance states that Local Authorities should engage constructively, actively and on an on-going basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters before a Plan is submitted, and that co-operation should deliver effective and deliverable policies on strategic cross boundary matters.
- 4.2 Engagement between the two authorities under the Duty to Co-operate has inevitably focussed on the scale and distribution of housing and employment provision across the sub region. Following a difficult period when there were high-profile and differing views on the most appropriate way in which future growth might be handled, this Statement highlights how both authorities have a shared and common objective to resolve the issues. In order to achieve this, Central Bedfordshire and Luton Borough Council's have worked collaboratively across a number of areas and have undertaken and are undertaking key cross-boundary studies together. The outputs from these studies have been, and will be, important aspects of the evidence base for the Authorities respective local plans.
- 4.3 Since withdrawing the Joint Core Strategy in August 2011 and revocation of the Regional Spatial Strategy, political relationships between CBC and LBC have been weak and apart from the establishment of SEMLEP there are no formal governance arrangements covering key strategic issues. Both authorities have sought to normalise relations. LBC's Portfolio Holder for Infrastructure & Transport has initiated the preparation of SOCG/ MOU with adjoining local authorities and CBC have established(January 2016) an internal Cabinet Member DtC Group. The purpose of the Central Bedfordshire DtC Group, which is composed of one Member per HMA area and overseen by the Executive Member for Regeneration, is to attend DtC meetings, meet counterparts to forge stronger relationships and to gain political support on decisions through the local plan process. Both CBC and LBC agree that this aspect of the DtC is working well and demonstrates compliance with the DtC in this context. Members from both authorities have been fully engaged in relation to the Green Belt Study and the Growth Options Study, the latter also including Members from Aylesbury Vale and North Hertfordshire District Councils.
- 4.4 It is important to place on record that discussions between the two authorities have embraced the full range of strategic cross-boundary matters covered by the Duty to Co-operate including, the overall approach to each plan, housing needs, supply and Luton's housing shortfall and migration, the economy including the implications of economic growth for employment and the land to accommodate rising job numbers, town centres, the infrastructure implications for public and private transport including commuting, the implications for Green Belt and minerals and waste (where there is an extant local plan covering both authorities).

- 4.5 Both authorities are content that the Duty to Co-operate has been met thus far and ongoing liaison will ensure that this continuing requirement will be effectively addressed not least as demonstrated by agreement on the commissioning, in March 2016, of the Joint Growth Options Study and related work on Green Belt.
- 4.6 In respect of the scale and distribution of housing provision the following matters are agreed:
- (i). The report 'Housing Market Areas in Bedfordshire and surrounding areas Report of Findings December 2015' by ORS identifies the Luton Housing Market Area to cover the whole of Luton and a significant proportion of Central Bedfordshire as well as smaller parts of Aylesbury Vale and North Hertfordshire Districts.
 - (ii). The October 2015 update of the Strategic Housing Market Assessment for Luton and Central Bedfordshire identifies the scale of Objectively Assessed Housing Needs for the Luton HMA as 31,200 net additional dwellings over the period 2011-31 and within this the requirement for Luton's administrative area is 17,800 additional dwellings with the balance of 13,400 dwellings falling across the remainder of the Luton HMA. The Study also identifies a housing requirement for Central Bedfordshire as 29,500 dwellings.
 - (iii). A Growth Options Study covering the Luton HMA has been jointly commissioned between CBC, LBC and Aylesbury Vale and North Hertfordshire District Councils. The Growth Options Study is also informed by further joint commissioning of work on Green Belt (i.e. for Luton and Central Bedfordshire- although North Hertfordshire and Aylesbury Vale District Councils declined to be part of this study).
 - (iv). The objective for the Growth Options Study is to identify if the housing requirements arising in the Luton HMA can be met sustainably within the HMA. Only in the event that this cannot be achieved would there be any contingent request made of other authorities to accommodate any outstanding balance of the need and that in this event a second, separate study would be required.
- 4.7 In respect of employment land provision both authorities have commissioned FEMA studies (LBC – Nathaniel Lichfield & Partners, CBC – Peter Brett) both of whom have been instructed to work closely.
- 4.8 However, whilst the two authorities have successfully worked in partnership and have agreed the outcome of a number of studies, there are areas where collaboration has taken place but despite best efforts to resolve issues, it has not always been possible to reach agreement. National guidance identifies that authorities have a duty to co-operate with neighbouring authorities on cross-boundary strategic matters, but it does not state that an agreement must be the result of such cooperation.

5. Outcomes

- 5.1 Both parties consider that the Duty to Co-operate has been met in so far as the statutory requirements are concerned in respect of both local plans. LBC considers that CBC has engaged effectively in respect of the SHMA & HMA study, Joint Growth Options and Green Belt studies. Both CBC and LBC remain committed to effective co-operation on all matters relating to the Duty to Co-operate and undertake to review and update this agreement as appropriate as key milestones are reached as part of respective plan preparation and reviews. However agreement has not been reached in all strategic cross boundary matters. Both parties agree that the DtC has been met by LBC notwithstanding this, as there has been engagement on the full range of strategic matters. Both parties also agree that to date the DtC has been met by CBC on the full range of strategic matters.
- 5.2 In order to ensure continued engagement, CBC and LBC have agreed a schedule of meeting dates for future Duty to Co-operate Meetings in relation to the Central Bedfordshire Local Plan. This will ensure that engagement is effective and on-going with Luton Borough Council. The schedule includes the Wider Reference Group Meetings as well as proposed dates identified by consultants for the Growth Options and Green Belt Studies. It is proposed that the location of the meetings alternate between Luton and Central Bedfordshire (proposed locations identified in brackets).
- Monday 4th July – Growth Options Reference Group Meeting (Luton)
 - Wednesday 13th July – SHMA Refresh, Green Belt Study Draft Report, Urban Capacity Study & Draft Retail Study (Central Beds)
 - Wednesday 10th August – Progress Meeting Growth Options Steering Group (After Phase 3 Report) (Central Beds)
 - Wednesday 14th September - Topics to be determined (Central Beds)
 - Monday 7th November – Growth Options Final Steering Group Meeting (Luton)
 - Wednesday 9th November – Wider Reference Group (Central Beds)
 - Monday 21st November – Topics to be determined (Luton)
 - Monday 12th December – Topics to be determined (Central Beds)
- 5.3 Although disagreement remains in respect of certain areas and aspects of the strategic issues, for example the urban capacity of Luton and the wider conurbation, it is considered that these points will bear on the soundness of the plan rather than the DtC (for example in respect of the soundness of the level of housing provision proposed). In all the circumstances it is considered that the Inspector can reasonably conclude that the DtC has been met.

6. Evidence of co-operation

Stages of local plan preparation since April 2012 with dates of consultation responses

Plan	Consultation	Date of response
Luton Local Plan 2011-31	Local Plan 2011-2031 Regulation 19 Pre submission consultation stage October/ December 2015	4 December 2015
Development Strategy for Central Bedfordshire	Revised Pre-submission Version June 2014 NB: CBC resolved to withdraw the Development Strategy in November 2015.	26 August 2014
Luton Local Plan 2011-31	Local Plan 2011 – 2031, Regulation 18 part 2	22 August 2014
Development Strategy for Central Bedfordshire	Draft Development Strategy	15 April 2013
Development Strategy for Central Bedfordshire	Draft Development Strategy June 2012	September 2012
Luton Local Plan 2011-31	Local Plan 2011 – 2031, Regulation 18 part 1 July/ August 2012	7 August 2012

Details of meetings involving CBC and LBC with dates*

Date	Purpose	Actions/Outcomes
23 March 2016	Inception meeting with LUC for both the Luton HMA Joint Growth Options Study & Green Belt Study	<p>Attended by Lynsey Hillman- Gamble and Andrew Marsh (CBC) & David Carter, Troy Hayes and Kevin Owen (LBC)</p> <ul style="list-style-type: none"> - GIS data to be supplied to the consultants by the commissioning authorities. - Terminology used within the study to be discussed further and agreed. - Method Statement to be agreed by commissioning authorities once circulated by consultants

17 March 2016	Interviews held for both the Luton HMA Joint Growth Options Study & Green Belt Study	<p>Attended by Lynsey Hillman- Gamble and Andrew Marsh (CBC) & David Carter and Troy Hayes (LBC)</p> <ul style="list-style-type: none"> - Agreed that LUC would be appointed to carry out the Green Belt Study. - Agreed that LUC would be appointed to carry out the Growth Options Study for the Luton HMA.
17 th February 2016	Duty to Co-operate Meeting LBC, CBC and AVDC – Growth Options and Green Belt Studies.	<p>Agreement for Planning Directors and Portfolio Holders to sign study briefs and circulate to neighbouring authorities.</p> <ul style="list-style-type: none"> - Terms of Reference for the Steering Groups to be agreed.
11 th February 2016	Luton FEMA workshop. To share emerging findings of the FEMA study.	Feedback from workshop to be taken into account by consultants preparing the study.
8 th February 2016	To discuss and agree if possible the study briefs for the Growth Options and Green Belt Studies.	Further changes to be incorporated and seek agreement and sign up to the brief by NHDC and AVDC.
14 th January 2016	Duty to Co-operate Meeting LBC and CBC regarding the Local Plans and brief for Growth Options Study and Green Belt Study.	<p>To set up a joint meeting to explore CBC outstanding objections to the Luton Local Plan with a view to resolving issues and establishing a statement of common ground/ MoU on any remaining areas of agreement and disagreement</p> <p>A meeting of respective portfolio holders should be set up week beginning 25th January with a view to mapping out governance options for signing up to the GOS work and study outputs</p> <p>Circulate a revised GOS brief to N Herts and AVDC and after agreed, circulate the GOS brief the neighbouring LAs outside of the Luton HMA for consultation</p> <p>Revised agreed GOS brief to be signed by a respective member and Director</p> <p>CBC would circulate the separate draft</p>

		<p>GB brief to LBC this afternoon</p> <p>CBC to check with N Herts and AVDC whether they wish to be part of the GB study.</p>
2 nd December 2015	<p>Duty to Co-operate meeting to discuss Pre-Submission Luton Local Plan, Central Beds approach to their Local Plan and strategic cross boundary matters.</p> <p>Discuss potential for a Statement of Common Ground between the two authorities.</p>	<p>Meeting to discuss Pre-Submission Luton Local Plan, Central Beds approach to their Local Plan and strategic cross boundary matters.</p> <p>There was general agreement that Member level discussions could be very useful and potentially lead to some form of Memorandum of Understanding or Statement of Common Ground.</p>
1 st October 2015	<p>Central Bedfordshire Functional Economic Market Area Studies Duty to Cooperate meeting.</p>	<p>For authorities to receive an update on CBC's FEMA progress.</p>
25 th September 2015	<p>Meeting to discuss draft brief for Growth Options Study / Green Belt Study.</p>	<p>Meeting discussed draft brief Growth Options Study as well as progress on Local Plans.</p> <p>It was agreed that early progression of the Joint Growth Study was required.</p>
6 th November 2014	<p>Meeting regarding North Luton Framework Plan.</p>	<p>Meeting held in advance of CBC public consultation on emerging proposals.</p>
24 th September 2014	<p>Meeting to discuss CBC Pre submission</p>	<p>Development strategy. DtC meeting discussed issues on CBC's housing approach and Housing Background paper, the Luton HMA and its distribution.</p> <p>Clarification of CBC offer of a joint Growth study in a letter to LBC director of E&R sectoral employment work and employment land supply</p>
21 st May 2014	<p>Luton and Central Bedfordshire SHMA Area Portfolio Holders and Officers Meeting.</p>	<p>Attendees: LBC, CBC, NHDC, BBC, AVDC, DBC, SBC, MK, St Albans and District Council, ORS Consultants, NLP Consultants</p>

2 nd January 2014	North Luton Framework Plan DtC meeting	Attendees: LBC, CBC Clarified the mix and configuration of uses and road and junctions strategies with respect to connectivity with J11a spur. Extent and location of green space schools and transport infrastructure to connect up with Luton services and road corridors explored and potential degree of affordable housing to address Luton's needs. Luton's draft Water Cycle Study agreed to be forwarded to inform the Framework Plan.
17 th December 2013	Meeting between Luton BC, Central Bedfordshire Council and North Hertfordshire DC	Road mapping exercise.
7 th November 2013	Meeting between LBC and CBC officers.	Meeting between Officers on: identification of cross-boundary 'Strategic Priorities' including Luton's unmet housing needs; timetable updates; SHMA progress update; and update on evidence base.
August 2013		<p>LBC and CBC agree to support each other in bidding for funds to deliver the key infrastructure required for the conurbation;</p> <p>LBC agrees to ensure that the effects on CBC of airport expansion will be fully appraised by the developer. LBC will look at opportunities for CBC residents and businesses to share benefits of airport related business. This is in recognition that there is no formal mechanism for CBC to respond on future growth other than through the planning application consultation;</p> <p>Both councils to agree to exchange information, assessments and mitigation measures on transport issues on the CBC development strategy, Houghton Regis application, the Woodside Link and Jct10a.</p>

5 th August 2013	Meeting between LBC and CBC officers.	To discuss retail work for urban extensions.
1 st July 2013	Meeting between LBC and CBC officers.	To discuss affordable housing, viability and retail work for urban extensions and best value restrictions; The DTC around Luton's Gypsy and Traveller Accommodation Assessment is explored.
26 th June 2013	Meeting between LBC and CBC officers.	To discuss the Scope and Brief of a joint SHMA that is [a] robust, [b] meets duty to cooperate and [c] is timely.
March – April 2013	A joint portfolio holder meeting leads to a series of senior officer working meetings and discussions on DTC matters of affordable housing, retail & transport.	<p>Agreed a process of information sharing and continual positive dialogue around strategic cross-border issues.</p> <p>It is also agreed that CBC and LBC officers will meet regularly to update and exchange information on key development projects and emerging strategies; Evidence documents shared this year including: Affordable Housing Viability Study; Town Centre office reuse study; Employment Land Review; SHLAA trajectory; Education needs; Traffic modelling. Agreed principal of 50% share of affordable housing within urban extensions of land north of Luton and Houghton Regis. This to form part of CBC's submission development strategy.</p>
28 th February 2013	Meeting between LBC and CBC officers.	Series of discussions over whole day to discuss: traffic modelling / transport assessment / impact and process for key transport projects (i.e. A5-M1 link, Woodside link road); Housing allocation issues and policy approach; agreement of issues to take to respective member prior to Member meeting.
27 th February 2013	Meeting between LBC and CBC officers.	To discuss 12 February 2013 letter exchange.
6 th February 2013	LBC and CBC Meeting Portfolio holders .	Subsequent agreement to extend deadline for LBC Exec Response – take to 25 th March 2013 [subsequently extended to 15 th April 2013 Exec].

November 2012	Meeting between LBC and CBC officers.	Liaison meeting on Population and Demography.
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*NB: In addition to the meetings listed above both authorities attend regular meetings of Planning Officers Forum organised by the South East Midlands Local Enterprise Partnership(SEMLEP).

Liaison on shared evidence

Evidence	Shared involvement
Housing Market Areas in Bedfordshire and surrounding areas Report of Findings December 2015, ORS	Both CBC and LBC amongst commissioning authorities and part of steering arrangements.
Luton and Central Bedfordshire Strategic Housing Market Assessment refresh - 2014 – ORS	Both CBC and LBC amongst commissioning authorities and part of steering arrangements.
Luton & Central Bedfordshire Strategic Housing Market Assessment Report of Findings December 2015 – ORS	Both CBC and LBC amongst commissioning authorities and part of steering arrangements.
Luton Housing Market Area Growth Options Study	Both CBC and LBC amongst commissioning authorities (along with Aylesbury Vale and North Hertfordshire District Councils) and part of steering arrangements. Brief agreed and Land Use Consultants (LUC) appointed to undertake the study.
Central Bedfordshire and Luton Green Belt Study	Joint commission by CBC and LBC. Brief agreed and Land Use Consultants (LUC) appointed to undertake the study
Central Bedfordshire and Luton Transport model	Both CBC and LBC commission transport modelling work, using a joint model, to support their Local Plans and strategic developments and related transport infrastructure that flows from these.

Other matters

Correspondence between LBC and CBC dated 28 November 2012, 7 December 2012, 10 June 2013, 26 February 2014, 7 April 2014, 1 May 2014, 11 June 2014, 23 June 2014, 20 October 2014, 23 October 2014, 1 December 2014 (two letters), 4 March 2015, 30 April 2015, 11 June 2015 (two letters), 23 June 2015, 17 July 2015, 13 August 2015, 14 August 2015, 7 September 2015, 22 September 2015.



.....
 Jason Longhurst (Director of Regeneration,
 Central Bedfordshire Council)

23rd June 2016

 Date

S. Clark

22 June 2016

.....
 Cllr Sue Clark (Deputy Portfolio Holder,
 Central Bedfordshire Council)

.....
 Date

Laura Church

22 June 2016

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 Laura Church (Director of Place and Infrastructure ,
 Luton Borough Council)

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 Date

Paul Castleman

22 June 2016

.....
 Cllr Paul Castleman (Portfolio Holder for Infrastructure,
 Luton Borough Council)

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 Date

Addendum to the Duty to Co-operate Statement of Common Ground
between
Luton Borough Council (LBC) and Central Bedfordshire Council (CBC)
on
The Luton Local Plan 2011-31 and the Central Bedfordshire Local Plan 2015-2035
Date of agreement: August 2016

1. Scope of the statement

This document, known as a Statement of Common Ground (SoCG) provides a position statement on the extent of co-operation and understanding in respect of the preparation of development plans covering both Central Bedfordshire and Luton.

This SoCG is an Addendum to the Duty to Cooperate Statement agreed by the two authorities on 22nd June 2016 and sets out the position of both signing authorities in relation to strategic cross-boundary matters. It is intended to highlight the extent of agreement strategic cross-boundary matters providing signposting to relevant related documentation, where appropriate.

The shared objective of both authorities is to facilitate the rapid progression of sound local plans towards adoption in accordance with Government wishes.

2. Matters agreed

Central Bedfordshire and Luton Borough Council have a shared commitment to ensuring respective Local Plans are in place as soon as possible. Whilst it is in Central Bedfordshire's interests for Luton have a Sound Plan in place, it is equally important, for Luton, that a Sound Plan is in place for Central Bedfordshire to assist in delivery of the unmet need arising from Luton that cannot be met within its administrative boundary or by other neighbouring authorities within the HMA.

Engagement between the two authorities under the Duty to Co-operate has inevitably focussed on the scale and distribution of housing and employment provision across the sub region. Following a difficult period of high-profile and differing views on the most appropriate way in which future growth might be handled, good working relations have been established between the two authorities and there is a shared objective to resolve outstanding issues in a manner which encompasses joint working, continual positive engagement and prominent Member involvement.

Constructive engagement between the two authorities is still on-going.

As Identified in the DTC SoCG agreed on 22nd June 2016, both authorities are content that the Duty to Co-operate has been met thus far and that every effort will be made to ensure that this continuing requirement will be effectively addressed. Both Authorities have agreed the following strategic matters:-

Housing

In respect of the **overall scale** of housing provision for the Luton HMA the following matters are agreed in addition to the SoCG dated 22nd June 2016:

- (i) A SHMA update is being commissioned to cover the Plan period for the new Local Plan for CBC 2015 to 2035. Although this is a joint study, it has been agreed that any changes to the OAN for the Luton portion of the HMA will need to be a consideration for the next Luton Local Plan, whilst the results for the CBC portion of the HMA can and will be fed into its new Local Plan.

In respect of the **capacity of Luton** and subsequent **unmet need** arising from Luton, the following matters are agreed in addition to the SoCG dated 22nd June 2016:

- (ii) Luton has a shortfall in its capacity to accommodate its objectively assessed housing needs (OAN). However, the April 2016 update of the SHLAA identifies that the capacity of Luton could potentially increase during the plan period to 2031 based upon the identification of new sites and updated capacities on existing sites.
- (iii) CBC and LBC support the identification of 8,500 dwellings as a minimum capacity within Luton. Both CBC and LBC agree that delivery may increase during the plan period, through potential increased densities on some identified and allocated sites as applications are brought forward as well as through future annual SHLAA reviews.
- (iv) The Joint Growth Options Study covering the Luton HMA is progressing and is due to report at the end of October 2016. A process for agreeing the outcomes of the study between the four commissioning authorities and how the findings may be taken forward within the respective local plans is being identified in response to Q80 of the Stage Two hearings. This process demonstrates a mechanism on how agreement on the distribution of unmet need could be reached and endorsed by the commissioning authorities in Spring 2017. A copy of the suggested approach will be set out in CBC and LBC responses to Q80 as part of the Stage Two hearings..

In respect of **unmet need** arising from London, the following matters are agreed:

- (v) The joint 2015 SHMA takes in to consideration the level of migration that already occurs between London and Luton and Central Bedfordshire. The SHMA review currently underway will also factor this in when identifying the OAN for the HMA to 2035.
- (vi) To date, neither Luton Borough Council nor Central Bedfordshire Council have been approached by the Greater London Authority (GLA) in relation to the potential to accommodate any unmet need arising from London. However, both Councils' are aware of ongoing work in relation to the London Plan and attend a regional spatial planners forum to keep track of this issue. If such a situation was to arise and an approach was made by the GLA at a future date, any resultant studies and therefore findings relating to unmet need arising from London would be for the consideration of future iterations of the Luton and Central Bedfordshire local plans.

In respect of **Affordable Housing needs** arising from Luton, the following matters are agreed:

- (vii) The submitted Luton Local Plan identifies in the supporting text to Policy LP16 that the affordable housing need within Luton is 40% of the overall need. This equates to the need for approximately 7,200 affordable dwellings within the plan period 2011 to 2031. Luton has previously identified that c2,000 of these can be delivered within Luton as a result of Policy LP16 (source, LBC response to Q11 of the Inspectors second set of initial questions, ED007). However, as a result of the increased urban capacity identified through the April 2016 SHLAA update, the plan could usefully indicate provision of affordable housing within Luton at a minimum c2,350 dwellings to 2031, subject to viability.
- (viii) Central Bedfordshire recognises that there are capacity constraints within Luton and viability issues which restrict the ability of the full affordable housing need being realised within Luton. It is acknowledged that similar viability circumstances may not permit neighbouring authorities to meet the full unmet affordable housing needs arising from Luton in addition to their own affordable housing requirements. Both CBC and LBC also recognise that the potential delivery of affordable housing needs within the Luton HMA is further hampered by the new Government guidance in relation to Starter Homes as well as the national Space Standards recently introduced.

Economy

In respect of **the Economy and Jobs**, the following matters are agreed in addition to the SoCG dated 22nd June 2016:

- (ix) Both CBC and LBC agree that the 2015 SHMA identifies a significant growth in available workers and an economic opportunity to grow employment across Central Bedfordshire and Luton to 2031. In addition, both authorities recognise that part of Central Bedfordshire and all of Luton share a common FEMA (Functional Economic Market Assessment) area identified through the two separate studies undertaken.
- (x) Given the commonalities identified within the joint SHMA work and the Growth Options study currently underway to identify how the housing needs of the Luton HMA can be distributed to ensure sustainable delivery, it is considered that it would be appropriate for the distribution of economic growth to follow a similar approach. However, to date, this approach has not been undertaken and both CBC and LBC have sought to identify individual jobs targets within their administrative areas to meet local needs. In respect of Luton, the local plan seeks to deliver 18,000 new jobs to 2031 whilst Central Bedfordshire was previously (through its Development Strategy) planning to deliver 27,000 new jobs in order to meet the overall needs identified within the 2015 SHMA.

- (xi) Both CBC and LBC agree that future housing and economic growth requirements identified for the next iterations of the two plans will need to be sustainably located across the two administrative areas.

Green Belt

In respect of **the Green Belt**, the following matters are agreed in addition to the SoCG dated 22nd June 2016:

- (xii) As previously identified within the SoCG agreed on 22nd June 2016, CBC and LBC have commissioned a joint Green Belt Study. The purpose of the study is to ensure that the Green Belt within Luton and Central Bedfordshire is performing the national purposes of the Green Belt and to ensure the boundaries on the Green Belt are still appropriate.
- (xiii) The Study is due to be finalised by the end of August 2016 and both CBC and LBC are committed to reaching agreement on the outcomes of the study. As with the Growth Options Study, CBC and LBC are in the process of agreeing how the findings of the study may be taken forward within the respective authorities local planning processes. It is anticipated that the Green Belt study will be endorsed by the commissioning authorities during Autumn 2016.

Transport

In respect of **Transport**, the following matters are agreed:

- (xiv) CBC and LBC have previously worked collaboratively on a joint Transport Model. This model is now out of date and is in the process of being updated – again as a joint commission between the two authorities. Both LBC and CBC are committed to ensuring through open channels of engagement and communications, that the resultant transport model is fit for purpose and beneficial for both commissioning authorities.

3. Commitment to future co-operation

Both CBC and LBC remain committed to effective co-operation on all matters relating to the Duty to Co-operate and undertake to review and update this agreement as appropriate as key milestones are reached as part of respective plan preparation and reviews.

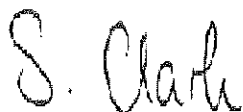
Signatories to this Statement of Common Ground



 Jason Longhurst (Director of Regeneration,
 Central Bedfordshire Council)

9. 9. 2016

 Date



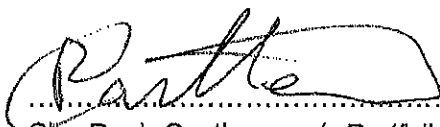
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Cllr Sue Clark (Deputy Portfolio Holder,
Central Bedfordshire Council)

..... 9-9-2016
Date



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Laura Church (Director of Place and Infrastructure ,
Luton Borough Council)

..... 8-9-2016
Date



.....
Cllr Paul Castleman (Portfolio Holder for Infrastructure, Date
Luton Borough Council

..... 8-9-2016

MEMORANDUM OF UNDERSTANDING

BETWEEN

NORTH HERTFORDSHIRE DISTRICT COUNCIL

AND

CENTRAL BEDFORDSHIRE COUNCIL

IN RESPECT OF

**THE NORTH HERTFORDSHIRE LOCAL PLAN, PROPOSED SUBMISSION VERSION,
OCTOBER 2016**

1 Introduction

- 1.1 This Memorandum of Understanding (MoU) has been prepared jointly by North Hertfordshire District Council (NHDC) and Central Bedfordshire Council (CBC).
- 1.2 The Memorandum sets out the confirmed points of agreement between NHDC and CBC with regard to the North Hertfordshire Local Plan and supporting evidence base, which will assist the Inspector during the Examination of the Local Plan.
- 1.3 Local Authorities are required through the Duty to Co-operate (the Duty) to engage constructively and actively on an on-going basis on planning matters that impact on more than one local planning area.
- 1.4 The National Planning Policy Framework (NPPF) sets out the requirement that public bodies should cooperate on planning issues that cross administrative boundaries and, at Paragraph 156, identifies a series of strategic priorities:
 - The homes and jobs needed in the area.
 - The provision of retail, leisure, and other commercial development.
 - The provision of infrastructure for transport telecommunications, waste management, water supply, wastewater, flood risk and coastal change management.
 - The provision of minerals and energy (including heat).
 - The provision of health, security, community and cultural infrastructure and other local facilities.
 - Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment including landscape.
- 1.5 The NPPF requires Local Planning Authorities to work collaboratively with other bodies to make sure that these strategic priorities are properly co-ordinated across local boundaries and clearly reflected in individual Local Plans.
- 1.6 Local Planning authorities are expected to demonstrate evidence of having effectively cooperated to plan for issues with cross- boundary impacts when their Local Plans are submitted for examination.

2 Background

- 2.1 This MoU relates to the representations made by CBC to NHDC's Proposed Submission Local Plan (October 2016).
- 2.2 CBC is at an earlier stage of plan preparation; and, at the time of writing, Regulation 18 consultation is anticipated to be undertaken in June 2017.

3 Duty to Cooperate

- 3.1 NHDC and CBC have co-operated constructively, actively and on an on-going basis of the plan's production.
- 3.2 CBC has continuously responded to public consultations and liaised with Officers as the Local Plan process has developed. This has helped inform both the strategy and policy framework within the plan.
- 3.3 Comments received from CBC have been taken into account during the preparation of the plan so that it addresses the requirements of the Duty and the NPPF and supports sustainable development.

4 Summary

- 4.1 CBC **agrees** that the draft North Hertfordshire Local Plan, November 2016 is sound insofar as it relates to matters covered by the Duty to Co-operate and that both NHDC and CBC will continue to work together to try to find solutions for any sites where there remains a disagreement over their allocation.
- 4.2 We, the undersigned, set out in this memorandum those matters of joint or strategic interest to both authorities as they are dealt with in the North Hertfordshire Local Plan in accordance with paragraph 181 of the NPPF.
- 4.3 All matters where the two authorities perceive that there is a joint strategic interest are detailed in this memorandum. Matters which are not considered to be of joint strategic interest are excluded.

5 Agreed Matters

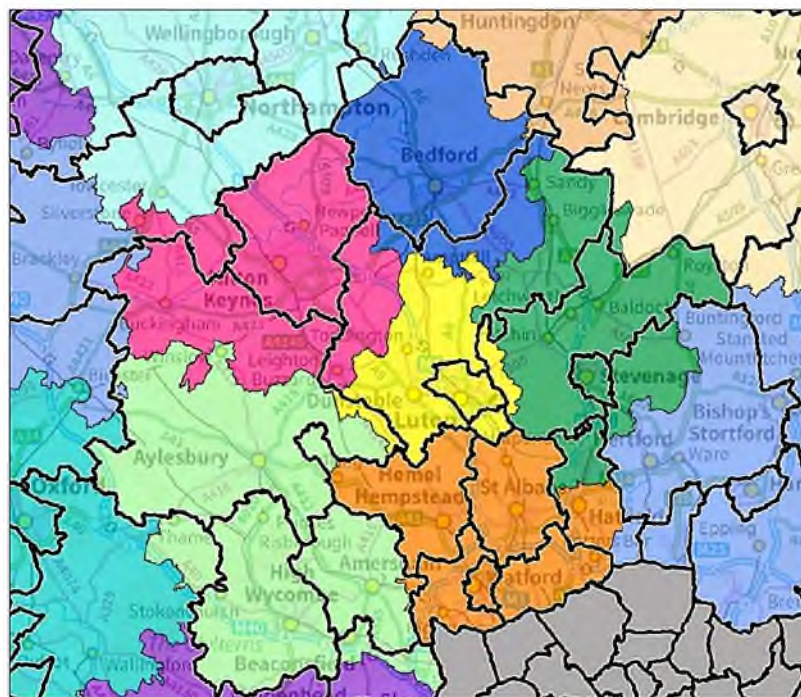
Housing market areas and housing need

- 5.1 NHDC and CBC have worked in conjunction over a number of years to establish an agreed evidence base for the relevant housing market areas.
- 5.2 The Housing Market Areas in Bedfordshire and surrounding areas (ORS, December 2015) study was commissioned by North Hertfordshire District Council, Central

Bedfordshire Council, Bedford Borough Council, Luton Borough Council, Milton Keynes Council, Stevenage Borough Council and Aylesbury Vale District Council.

- 5.3 The study identifies the Luton Housing Market Area to cover the whole of Luton and a significant proportion of Central Bedfordshire as well as smaller parts of Aylesbury Vale and North Hertfordshire Districts (see plan below).
- 5.4 The study identifies a Stevenage Housing Market covering the majority of North Hertfordshire and the south-east of Central Bedfordshire along with the whole of Stevenage Borough and parts of East Hertfordshire District and Welwyn Hatfield Borough.
- 5.5 Therefore the geography of functional housing market areas for NHDC is an **agreed** matter between NHDC and CBC.

Figure 38: Functional Housing Market Areas with Local Authority Boundaries



Source: Housing Market Areas in Bedfordshire and surrounding areas (ORS, December 2015) (HOU 003d)

- 5.6 It is **agreed** that both authorities have worked to the pragmatic, 'best fit' relationships identified in the study to determine their objectively assessed housing needs (OAHN) through Strategic Housing Market Assessments (SHMAs) and that both authorities have actively participated in the preparation of the other's evidence base.
- 5.7 Both authorities **agree** that objectively assessed housing needs (OAHN) have been determined to a common methodology and that this appropriately addresses the requirements of the NPPF and planning practice guidance.
- 5.8 It is **agreed** that NHDC's housing target of at least 14,000 new homes for North Hertfordshire's own needs is appropriate for the plan period 2011-2031.

- 5.9 CBC **agrees** that NHDC has planned to meet its housing needs in full and therefore does not require assistance from any other authority, including Central Bedfordshire, to help meet its objectively assessed needs.
- 5.10 The two authorities **agree** that, in light of a number of factors, it would not be appropriate for CBC to make provision for any portion of NHDC's OAHN over the period to 2031. These factors include (but are not necessarily limited to):
- CBC's own substantial OAHN and the need to try and identify sufficient sites and land within CBC to address this;
 - Perpetuating historic patterns of housing provision in the area, whereby constraints in housing delivery within Hertfordshire have been a factor in driving migration rates out of the county into CBC;
 - The significant unmet housing need from Luton and the requirement for both authorities to consider how they might positively and proactively address this under the Duty (see below);
 - That NHDC's evidence base identifies sufficient opportunities to meet the District's OAHN in full; and
 - The sustainability implications of making housing provision away from the location in which the need has been identified.

Unmet Housing Need from Luton

- 5.11 NHDC and CBC **agree** that there is a significant level of unmet housing need arising from the Luton Borough Council (LBC) authority area and that this has been quantified as approximately 9,300 dwellings following an update of the Luton SHLAA (2016).
- 5.12 The Luton Housing Market Area Growth Options Study was undertaken by Luton Borough Council, North Hertfordshire District Council, Central Bedfordshire Council and Aylesbury Vale District Council (March 2017). The conclusions of the study are **agreed** as unmet housing need arising from Luton within the Luton HMA could be accommodated on sites within the HMA area. However, the level of unmet need to be delivered in Central Bedfordshire is yet to be tested through the Central Bedfordshire Local Plan.
- 5.13 CBC **agrees** that NHDC can contribute 1,950 new homes towards the unmet housing needs of Luton during the NHDC plan period 2011-2031. It is additionally **agreed** that the allocations to the east of Luton (EL1, 2 and 3) are the appropriate scale and extent to ensure NHDC has maximised its contribution to the unmet need arising from Luton.

Housing allocations

- 5.14 It is acknowledged that CBC has raised concerns regarding a particular proposed site at Lower Stondon, LS1 (see 'Infrastructure' below) but it is **agreed** that these are detailed matters of soundness and not a joint strategic issue under the Duty.

Infrastructure

- 5.15 Both NHDC and CBC **agree** that the potential further development of Lower Stondon – including NHDC site LS1 and any future sites identified by CBC - would have cross-boundary impacts on services and infrastructure provided within both authorities' administrative areas, particularly in terms of highways and community facilities. If site LS1 is allocated within the adopted North Hertfordshire local plan, both parties **agree** to work together and with other relevant organisations to deliver the services and infrastructure required to support the development. This may include the use of planning obligations or CIL, where relevant.

Employment

- 5.16 CBC **agrees** that the balance between housing and jobs is appropriate for North Hertfordshire and that the NHDC plan offers sufficient flexibility to meet the objectively assessed need over the plan period.
- 5.17 NHDC and CBC are in **agreement** that, having regard to updated evidence produced by Stevenage Borough Council (SBC) and the outcomes of the Examination of the SBC plan to date, there is shortfall of employment land arising from Stevenage.
- 5.18 NHDC and CBC **agree** that future employment requirements for Stevenage are driven, in part, by current commuting patterns whereby there are significant commuting flows from both authorities to Stevenage.
- 5.19 NHDC, SBC and CBC have worked together to identify the geography of the Functional Economic Market Area (FEMA) (2015) and this is **agreed** between the two authorities. Both authorities **agree** that the shortfall from Stevenage should be addressed within this geographic area. Both NHDC and CBC have signed MoUs with Stevenage as part of their Examination, and have agreed in principle to make some provision towards their unmet employment need.
- 5.20 It is **agreed** that NHDC site BA10 at Royston Road, Baldock is capable of making a substantial contribution towards the unmet employment need of Stevenage and is an appropriate location to do so. It is **agreed** that the MOU between CBC and SBC, which identifies the potential for a further contribution along the A1 Corridor, provides further flexibility in this regard and ensures that the unmet needs from Stevenage can be addressed.

- 5.21 It is **agreed** that further DtC discussions between NHDC, CBC and SBC will be required to address the Stevenage unmet need. NHDC and CBC **agree** to monitor their employment requirements on an on-going basis as their respective plans progress.

Green Belt

- 5.22 CBC **agrees** with the NHDC approach to meeting its housing need in terms of the Green Belt assessment.
- 5.23 CBC **agrees** that the extent, release and creation of Green Belt in the North Hertfordshire Local Plan are appropriate and that exceptional circumstances have been demonstrated in the plan and associated evidence base.

New settlement

- 5.24 Both NHDC and CBC **agree** that a new settlement is not a reasonable alternative (in the meaning of the term) to meet any substantial proportion of OAHN for the period to 2031. A new settlement in northern Hertfordshire would not start delivering new homes until at least the end of the respective local plan periods. A site for a new settlement has not been promoted, identified or tested, and would require very significant public intervention to commence. Both authorities **agree** that new settlement options should, however, be explored for the following plan period.
- 5.25 Both authorities **agree** that providing for future housing needs beyond the current Plan periods will be challenging and that joint working (potentially also involving other neighbouring authorities) will be required in order to investigate the potential to deliver a new garden town or settlement(s) in a sustainable location that could meet a substantial proportion of the future housing needs of the respective authorities.

Transport

- 5.26 Both authorities **agree** to continue to work closely in order to identify and resolve any transport issues. These include, but are not necessarily limited to, the capacity of the A1 corridor, potential implications relating to the proposed Baldock site allocations and associated roads, the A507 / A600 and the cumulative impacts of development across the two authorities on the highway network.
- 5.27 NHDC **agrees** to work in close collaboration with CBC and Hertfordshire County Council (HCC) to share the transport modelling undertaken for the NHDC Local Plan.
- 5.28 NHDC and CBC **agree** to work with each other and HCC as required if further transport modelling is required.

Ian Fullstone

Head of Development and Building Control

Signed on behalf of

North Hertfordshire District Council

26th April 2017



Andrew Davie

Development Infrastructure Group Manager

Signed on behalf of

Central Bedfordshire Council

26th April 2017



Councillor David Levett

Executive Member for Planning and Enterprise

Signed on behalf of

North Hertfordshire District Council

26th April 2017



Councillor Sue Clark

Deputy Executive Member for Regeneration

Signed on behalf of

Central Bedfordshire Council

26th April 2017



Memorandum of Understanding under the Duty to Co-operate

Between

Central Bedfordshire Council and Stevenage Borough Council

In respect of

The Stevenage Borough Local Plan 2011-31

Date of agreement: 16th January 2017

1. Scope of the statement

This Memorandum of Understanding (MoU) has been prepared under the Duty to Co-operate requirements. It provides a position statement on the extent of co-operation and understanding in respect of the preparation of a local plan for Stevenage Borough Council (SBC). The MoU is intended to set out the position of both signing authorities and be kept up-to-date as SBC reaches key milestones in the preparation of their plan.

The MoU is intended to highlight the extent of agreement, or otherwise, on strategic Stevenage and county wide matters. It is a shared objective of both Central Bedfordshire Council (CBC) and SBC to facilitate the timely progression of sound local plans towards adoption in accordance with legislation.

2. Stevenage Borough Local Plan 2011-31

This MoU has been prepared in the context of the publication version of the Stevenage Borough Local Plan 2011-31 (SBLP), which was placed on public deposit for a six week period ending 17 February and submitted to the Secretary of State for independent examination on 22 July 2016.

3. Matters agreed

Engagement between the two authorities under the Duty to Co-operate has focused on the quantum and location of housing and employment, along with the impact of this on local physical and environmental infrastructure. Following a period when there was uncertainty on the most appropriate way in which future growth might be handled, this MOU highlights how there is a shared and common objective to resolve the issues in a manner which encompasses joint technical working, continuing Member involvement and through to the timely adoption of the local plan.

We, the undersigned, set out in this memorandum those matters of joint strategic interest to both groups as they are dealt with in the Stevenage Borough Local Plan (SBLP), Submission Version, July 2016 (hereinafter 'the plan') in accordance with paragraph 181 of the National Planning Policy Framework, March 2012.

It is important to place on record that discussions between CBC and SBC have embraced the full range of strategic cross-boundary matters covered by the Duty to Co-operate. Both

CBC and SBC are content that the Duty to Co-operate has been met thus far and ongoing liaison will ensure that this continuing requirement will be effectively addressed. Both CBC and SBC agree they will continue to work together to try find solutions to support the delivery of the plan.

4. Detailed Memorandum

The detailed memorandum covers those issues raised within the CBC consultation response to SBC.

Homes

- 1.1. CBC **agrees** with the extent of the identified Housing Market Area (HMA), the methodology and conclusions of the Strategic Housing Market Assessment (SHMA) and the principle of seeking to meet Stevenage's objectively assessed housing needs within the borough boundary.
- 1.2. CBC **agrees** with the SBC approach to meeting its housing needs in terms of Green Belt release to the north and south of the town, and the regeneration of Stevenage Central. Furthermore, CBC supports the pro-active approach to boosting the supply of housing presented in the Local Plan.
- 1.3. CBC acknowledges that Stevenage is unlikely to be able to meet its housing and/or employment needs post-2031. Although the emerging Central Bedfordshire Local Plan period covers the very end of this period, running from 2015 – 2035, it is agreed that any unmet needs arising from Stevenage post-2031 may need to be a consideration for the next review of the Central Bedfordshire Local Plan.
- 1.4. CBC and SBC agree that the buffer required by the NPPF (20% in the case of Stevenage) should be applied after the shortfall has been dealt with, rather than before, as the Housing Technical Paper currently calculates this. SBC **agree** that this would be an appropriate approach. This method has been implemented in the recent update of the Housing Technical Paper.

Green Belt

- 1.5. CBC **supports** SBCs commitment to the release land from the Green Belt to meet its development needs.

Employment

- 1.6. Based upon projections and evidence at the time of writing, there is a shortfall of employment land within the SBC administrative area of **11.5 hectares**. CBC accepts that this should be provided within the wider FEMA area, which comprises the CBC and NHDC (North Hertfordshire District Council) administrative areas. Faced with this short-fall, It is **agreed** that land in the A1 corridor in Central Bedfordshire provides an opportunity to address Stevenage's unmet employment requirements, either in whole or in part.

- 1.7. Based upon projections and evidence at the time of writing, it is **agreed** that CBC could contribute up to 11.5 hectares within the FEMA, if required, and that this would broadly balance Stevenage's currently identified unmet requirements. It is **agreed** that further DtC discussion between SBC, CBC, and NHDC will be required to address this situation. The two authorities **agree** to monitor their employment requirements on an on-going basis as their respective plans progress.

Retail

- 1.8. CBC **agree** with the SBLP approach to retailing, specifically supporting the regeneration of Stevenage Central and the provision of new convenience floorspace within the Borough boundary.

2. Commitment to future co-operation

- 2.1. Both SBC and CBC remain committed to effective co-operation on all matters relating to the Duty to Co-operate. As such both SBC and CBC undertake to review and update this agreement as appropriate as key milestones are reached in plan preparation and any review.

Signatories to this Statement of Common Ground:

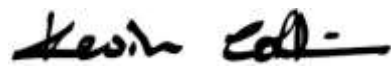
For and on behalf of Stevenage Borough
Council:

Cllr John Gardner

Date: 16th January 2017

For and on behalf of Central Bedfordshire
Council:

Councillor Kevin Collins



Date: 16th January 2017

Andrew Davie – Development
Infrastructure Group Manager



Date: 16th January 2017

Central Bedfordshire Council Local Plan (2015-2035)

Duty to Co-operate Statement

**Appendix B: DtC Agendas & Notes
(April 2018)**

Agenda

Title of meeting:	CBC & AVDC Duty to Cooperate Meeting
Date:	Tuesday 21st June 2016
Time:	14:30- 16:00
Venue:	PH15a Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway 		LHG	
2.	Update on Aylesbury Vales' Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies 		AVDC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with AVDC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & AVDC Duty to Cooperate Meeting
Date:	Tuesday 21st June 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Councillor Sue Clark • Lynsey Hillman Gamble - Local Planning Manager • Uchenna Eze - Planning Officer • Andrew Marsh – Senior Planning Officer <p>Aylesbury Vale District Council</p> <ul style="list-style-type: none"> • Councillor Carole Paternoster • Peter Williams- Planning Policy Team Leader
Venue:	Priory House, PH15a
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
1.	<p><u>CBC's Local Plan Timescales</u></p> <p>Reg 18 (Issues and Options) – December 2016</p> <p>Reg 19 (Submissions document)- July 2017</p> <p>Submission – December 2017</p> <p>Adoption- Summer 2018</p>	
1.1	<p><u>Key Technical Studies</u></p> <p>CBC has commissioned a raft of studies which will inform the evidence base for the Local Plan.</p> <p>A joint Growth Options study and Green Belt review with Luton Borough Council has been commissioned to identify and assess growth areas in addition to the list below;</p>	

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	<ul style="list-style-type: none"> • Settlement Capacity Audit • Sustainability Appraisal • SFRA and WSC • Retail Study • Transport Model • Viability Study • GTAA 	
1.4	A wider Growth Options study will look at both commercial and housing opportunities for growth along the East West Rail corridor.	
1.5	<p><u>SHMA</u></p> <p>CBC and Luton has commissioned a joint SHMA with a wider steering group which includes other authorities. The new population figures are expected to inform the SHMA. CBC needs to speak to LBC about whether the next SHMA update will be a joint commission.</p>	
1.6	<p><u>Call For Sites</u></p> <p>CBC is currently in the process of assessing over 800 sites which came forward in the Call for Sites. The assessed sites which meet the criteria will inform the SHLAA.</p>	
2	<p><u>Aylesbury Vale District Council Local Plan Update;</u></p> <p>2.1 The draft Local Plan has been approved by Cabinet to go to Full Council on the 28th June 2016. Consultation 7th July – 5th September 2016. Pre- Submission Jan – Feb 2017 Submission - March 2017 Examination - June 2017</p> <p>AVDC's overall need figure has increased from 31 000 to 33 000 with an approximate unmet need figure of 12 000 from the Chilterns, South Bucks and Wycombe.</p>	

<p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>The latest Gypsy and Traveller assessment figures revealed a greater need for the provision of pitches from 50 to 80.</p> <p><u>New Settlements</u> Haddenham and Winslow have been identified as potential new settlements. Whilst Haddenham is served by a railway station, Winslow will be supported by East West Rail by 2020.</p> <p>Consultation will determine the preferred location.</p> <p>AVDC advised the draft plan cannot demonstrate contingency sites however; there are a few sites (some with planning permission) that will count towards the housing supply e.g.</p> <ul style="list-style-type: none"> • Wendover - 800 homes • Woodland (Flood zone 3b)- 1100 homes <p><u>Employment Sites</u> Forecast - 22ha Supply - 72ha</p> <p>AVDC are now considering more housing allocations to replace a number of the employment sites.</p> <p><u>Technical Studies</u> Commissioning update on HEDNA - update on Starter Homes, etc. SFRA and WSC Sustainability Appraisal Retail Study Transport Modelling Landscape Study HEELA GTAA</p> <p>AVDC are proposing to submit Aylesbury Vale for garden town status by the 21st July 2016.</p>	
<p>3.</p> <p>3.1</p>	<p><u>Duty to Cooperate</u></p> <p>Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.</p>	

3.2	<p>LHG shared and explained the Strategic Framework and the Statement of Common Ground templates to set the expectation for DtC meeting focus going forward.</p> <p>The SOCG will be a live document which will highlight issues, agreements and disagreements using an RAG rating.</p> <p>It was agreed that Aylesbury Vale and Central Bedfordshire would use the work together to populate the strategic framework and the Statement of Common Ground going forward.</p>	
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	Apologies	
	Matters arising from previous meeting	
No.	Item	Actioned by
1.	Action: Populate the Strategic Framework and the Statement of Common Ground	LHG/PW

Actions

Agenda

Title of meeting:	CBC & AVDC Duty to Cooperate Meeting
Date:	Thursday 7 th December 2017
Time:	2:00pm
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in AVDC's Reg18 Response <ul style="list-style-type: none"> • Strategic Sites • Small & Mediums not identified • Luton's unmet need • G&T Sites • Cross-Boundary transport impacts 		CBC/AVDC	
3.	Update on AVDC Local Plan <ul style="list-style-type: none"> • Timetable 		AVDC	
4.	DtC		CBC / AVDC	
5.	AOB			

Minutes

Title of meeting:	CBC & AVDC Duty to Cooperate Meeting
Date:	7 th December 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Councillor Sue Clark • Lynsey Hillman Gamble, Strategic Partnership Manager <p>Aylesbury Vale District Council</p> <ul style="list-style-type: none"> • Peter Williams • Cllr Carole Paternoster
Venue:	Priory House, FW2
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Notes

No.	Item	
1.	<p>Update on CBC Local Plan Reg 18 consultation now finished. A significant number of comments were received c.6,500 individual comments. Mix of responses - 43% of respondents commented, 13% of respondents supported and 44% of respondents made objections.</p> <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <p>CBC Response to OAN consultation CBC made a strong representation to the Standardised methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need.</p>	CBC

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	<p>CBC wants to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council.</p> <p>The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs.</p> <p>A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18.</p> <p>Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan, finalise other technical evidence such as transport and stage 3 Green Belt Assessment and continue with the SA work to inform the final version of the plan. CBC will also be undertaking further communications and engagement work to ensure everyone is aware of the new timetable and what the next steps are. Have also undertaken another round of DtC meetings to ensure all our neighbouring authorities and County Council's are aware of the process we are following and to identify how any concerns identified during the Reg18 consultation and through previous DtC meetings have been considered.</p> <p>AVDC met with DCLG and raised concerns about the methodology and proposed housing numbers for Aylesbury Vale. Also identified concerns about the 'ripple effect' of unmet need. DCLG recognised AVDC concerns but gave no assurances.</p> <p>AVDC consider delivery models need dramatic changes in order to deliver what the government wants to achieve.</p> <p>AVDC also identified concerns about the Housing Delivery Test as it is thought to be unrealistic. A report commissioned from Wessex Economics identifies a more realistic delivery rate within AVDC.</p>	AVDC
3.	<p>Update on the AVDC Local Plan</p> <p>AVDC are looking at the end of January for the submission of the local plan.</p> <p>Seeking to deliver in up to 28,000 new homes within the plan period including 8,000 homes for unmet need from rest of Bucks. No new settlements required and no need to take land from the Green Belt.</p> <p>The plan includes approximately 100ha over supply of employment land. This is in part due to balance with the delivery of a significant level of unmet</p>	AVDC

<p>housing need from neighbouring authorities. Market advice received suggests that within AVDC, there is a decline in the demand for B1 use employment land whilst demand for B2 employment land is steady which is at odds with forecasting.</p> <p>It is likely that AVDC will undertake an early review of the local plan which will likely lead to the delivery of additional housing growth above what is identified within this plan. Any additional housing accommodated through a review of the plan would require an appropriate proportion of employment land. Whilst recognising an over supply of employment land in this plan, it is considered prudent to retain this employment land to meet the needs arising from the review of the plan. Additional pressures for growth arising from AVDC's location within the Oxford-Cambridge Corridor further supports the retention of employment land within the District.</p> <p>It was identified that a significant portion of oversupply is across 3 enterprise zones and that AVDC will consider de-allocating Employment land in next plan if it's not come forward.</p> <p>RAF Halton could deliver approximately 1000 dwellings on brownfield land in the GB following the planned closure.</p> <p>The local plan seeks to extend the Green Belt to the west of Leighton Linslade.</p> <p>Strategy within the local plan is to focus growth within Aylesbury and then the larger strategic settlements i.e. Buckingham, Winslow etc rather than scattering growth around all the villages.</p> <p>The Consultation is underway – have received approximately 100 comments so far in 4 weeks. Expect majority to be submitted at the end of the 6 week period.</p> <p>AVDC will be writing to all the Site promoters to outline what the site will deliver in terms of housing and infrastructure. Aim is to gain agreement as to what is achievable and deliverable. Sites that already have a planning permission will still have a Policy within their plan to guide development and to ensure what has already been agreed through the application process is delivered.</p> <p>AVDC raised concern in respect to G&T provision with regard to the CBC local plan only having a criteria based policy rather than identifying specific sites. CBC considered to have a 5 yr supply and can therefore monitor provision and address as part of the plan review.</p> <p>AVDC identified that during the DCLG meeting, it was identified that G&T guidance may be moved into the NPPF. AVDC have site allocations which meets a high proportion of their unknowns.</p>	<p>AVDC / CBC</p>
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	<p>In order to ensure delivery of sites, AVDC are now writing in to planning permissions that a reserved Matters Application must be submitted within 18 months.</p> <p>The Inspectorate have generally advised AVDC that identifying things to be considered through an early review was helpful and showed further commitment.</p>	
4.	<p>DTC Moving forward.</p> <p>Agreed that a joint SoCG should be prepared. Agree to work to ensure signed ahead of AVDC submission.</p> <p>Both AVDC and CBC will be responding to the current MK Consultation. Agreed to share draft Plan MK responses.</p> <p>AVDC supportive of Dacorum approach as they are meeting their own need. AVDC will comment that as they are already meeting unmet need from other neighbouring authorities, they cannot meet any unmet need from Dacorum should their position change.</p>	AVDC / CBC

Agenda

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Monday 16 th May 2016
Time:	10am
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway <ul style="list-style-type: none"> o Growth Options Study o Luton Urban Capacity Study 		AD / LHG	
2.	Update on Bedford Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies 		BBC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with BBC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Monday 16 th May 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Ken Matthews • Andrew Davie • Lynsey Hillman Gamble • Uchenna Eze <p>Bedford Borough Council</p> <ul style="list-style-type: none"> • Gill Cowie • Kim Wilson
Venue:	Priory House
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Item	
1.	Central Bedfordshire launched the New Local plan in February 2016.	
1.1	<p>Central Bedfordshire Local Plan Update;</p> <ul style="list-style-type: none"> • Evidence base refresh. • Call for sites closed on April 11th 2016. • Call for Sites information to be published at the end of May 2016. • Site assessment criteria and engagement strategy to be discussed at the next OSC meeting on 1st July 2016. 	
1.2	<p><u>Technical Studies</u></p> <p>Attendees discussed the full list of technical studies (available</p>	

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<p>1.3</p>	<p>in the strategic framework). The studies are to be made available before the Regulation 18 consultation in December 2016.</p> <p><u>Growth Options</u></p> <p>Central Bedfordshire Council is in the process of agreeing the assessment criteria with the 3 other commissioning authorities before sharing it with neighbouring authorities – most likely through a workshop.</p> <p>The final criteria for the Growth Options will be finalised in the steering group meeting next week and the study is due to conclude by the end of October 2016.</p> <p>It was agreed that Bedford Borough Council would be invited to participate in the Growth Options study through the wider reference group. The work programme and the meeting dates are to be confirmed by Central Bedfordshire Council.</p>	
<p>1.4</p>	<p><u>FEMA Study</u></p> <p>Internal consultation will commence on the draft employment paper however, it has been agreed that Central Bedfordshire will not be publishing this document until Reg 18 consultation – hope by then the EEFM figures will be published and the study has been updated.</p>	
<p>2</p>	<p>Bedford Local Plan Update;</p>	
<p>2.1</p>	<p>640 sites were submitted in the Call for Sites which include four potential new settlements.</p> <p>The original timetable has been delayed by one year to accommodate a consultation stage introducing the option of a new settlement in the development hierarchy that was not previously available.</p> <p><u>Evidence Base</u></p> <p>The current evidence base will be rolled forward to the new</p>	

2.2	<p>planned period of 2035.</p> <p>Bedford Borough will be preparing or refreshing the following (there may be others);</p> <ul style="list-style-type: none"> • SHMA • Retail Study • Leisure Needs • Economy and Employment Land Study • Viability • Local Green Space • Landscape Impact • GTAA • Community Infrastructure Levy – the need to review will be considered. • Potential New Settlement option will be subject of spring 2017 consultation. <p>GC informed CBC that the consultation early next year (2017) will not be for a draft plan but rather for a ‘Development Strategy’. The scope is yet to be determined.</p> <p>It was agreed that Central Bedfordshire would be invited to make comments through the consultation process.</p>	
3.	<p><u>Duty to Cooperate</u></p> <p>3.1 Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.</p> <p>3.2 LHG shared and explained the Strategic Framework and the Statement of Common Ground templates to set the expectation for DtC meeting focus going forward.</p> <p>It was agreed that Bedford and Central Bedfordshire would update/amend the strategic framework and the Statement of Common Ground before the next meeting.</p>	
4.	<p><u>Key Discussions</u></p>	

4.1	<p>GC commented on Central Bedfordshire's tight timescales. LHG explained the robust project planning process and the function of the risk register to help mitigate potential negative impacts on the timetable.</p> <p>AD also highlighted the continuous support from members through flexible governance to further accommodate the timetable.</p>	
4.2	<p>Attendees discussed the risk that ORS may not deliver their full update on time due to previous experience and their current workload which may affect Central Bedfordshire's December timetables.</p>	
4.3	<p>The Gypsy and Traveller provisions were discussed. ORS are preparing the GTAA for Central Bedfordshire which is expected by the end of May 2016.</p>	
	<p>There were also concerns around the potential change of the Gypsy and Traveller definition from DCLG which may require further changes to current work.</p>	
4.4	<p>Discussion about Central Bedfordshire's intentions of contingency sites for development. Questions were raised as to how Central Bedfordshire will make that judgement and what can be done to ensure a 5 year land supply?</p> <p>AD shared the importance of having mechanisms in place for deliverability and of the delivery timetable for larger developments which has been built in to the S106 agreement for developers to sign.</p>	



Actions

No.	Item	Actioned by
1.	Action: Finalise and share the work programme/dates for the wider reference group.	LHG
2.	Action: Share Bedford Borough Council's Local Development scheme with Cllr Ken Matthews.	UE
3.	Action: Share Statement of Common Ground and the Strategic Framework templates with Bedford Borough Council.	LHG
4.	Action: Populate and share Statement of Common Ground.	LHG
5.	Action: Bedford Borough Council to provide their comments/amendments on Statement of Common Ground before the next DtC meeting.	GC/KW

Agenda

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Monday 3 rd April 2017
Time:	10am
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Local Plan <ul style="list-style-type: none"> o Potential Strategic Locations o Employment 		SF / LHG	
2.	Update on Bedford Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Plan Consultation 		BBC	
3.	NIC Discussion Paper <ul style="list-style-type: none"> - Bedford involvement in the Cambridge – MK – Oxford Corridor - Response to the Discussion Paper 		All	
4.	Duty to Cooperate <ul style="list-style-type: none"> - Draft Strategic Frameworks / SoCG 		LHG	
5.	AOB			

Minutes

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Monday 3 rd April 2017
Attendees:	<p>Central Bedfordshire Council (CBC)</p> <ul style="list-style-type: none"> • Cllr Ken Matthews • Sue Frost • Lynsey Hillman Gamble • Sue Miller <p>Bedford Borough Council (BBC)</p> <ul style="list-style-type: none"> • Kim Wilson • Carolyn Barnes
Venue:	Room PH 12 - Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Item	
1.	<p>Update on Central Bedfordshire (CB) Local Plan Timetable</p> <ul style="list-style-type: none"> • Executive Committee on 6th June to agree the draft local plan for consultation. • Regulation 18 plan will identify potential locations for growth; no specific locations are preferred at this stage. <p>Evidence Base Studies</p> <ul style="list-style-type: none"> • CBC Housing Site Assessment Technical Paper identifies all sites that have made it through the site assessment process so far and will therefore be considered further. • Two extensive Growth Option Studies have been completed. <p>Draft Local Plan</p> <ul style="list-style-type: none"> • A discussion will be held with the Town and Parish Councils after the Local Plan has been published. • A variety of sites will ultimately be identified within the final plan - strategic, medium and small scale. <p>Employment</p>	

	<ul style="list-style-type: none"> • CBC will potentially need to deliver around 40,000 homes against approximated job numbers of 23,900. This includes 23,700 homes that are already allocated or permitted. It is anticipated that East West Rail will provide considerable opportunities. Whilst CBC is aspirational about growth we do not want Central Bedfordshire just to become a dormitory area. Overall, CBC will be building more houses than jobs. It is an aspiration to have high economic growth; however we have reduced our job numbers from 27,000 to 24,000. • It was agreed that there needs to be an appropriate balance between housing and jobs growth to ensure sustainability. • BBC queried if existing employment land had been considered for housing. SF identifies that CBC have an extensive evidence base including the Urban Capacity Study for Luton, Dunstable and Houghton Regis and a Brown Field register is being kept up to date. • LHG identified that the 23,900 local jobs will be delivered through existing sites and new mixed use allocations within the plan. In addition to this, there are three strategic allocations proposed for employment within the draft plan, each approximately 40ha which could deliver a further 6,000 jobs. These three strategic sites would be to meet a specific footloose requirement for strategic B8 warehousing and distribution. This reflects the findings of the employment study which will be published alongside the draft plan. • BBC requested further information on CBC's evidence base for the balance between homes and jobs, in particular the current employment land supply and the number of jobs this will provide and the employment allocations being made in the 2035 plan and number of additional jobs which these will provide LHG identified that an employment technical paper would also be published as part of the evidence base. <p>Growth Options Studies</p> <ul style="list-style-type: none"> • CBC identified that Luton and North Herts will be publishing the Luton HMA Growth Options Study imminently. • BBC queried the methodology for the North Study. LHG confirmed that the methodology for the study was the same as that for the Luton HMA which neighbouring authorities had commented on. The only change was the addition of the transport element given the proposals for EW rail and the expressway. • It was agreed that a link to this publication would be sent to BBC. • CBC continues to work with Luton and North Herts in relation to the delivery of unmet need arising from Luton. • At the current time, it is proposed that CBC will help meet unmet need arising from Luton and it is unlikely that BBC will be asked to contribute. However, CBC will need to keep this under review pending the outcome of the Government consultation on calculating Housing need. • CBC will balance growth across Central Bedfordshire including looking 	
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	<p>at areas of Green Belt in the south. Will need to identify exceptional circumstances to release land within the Green belt.</p> <ul style="list-style-type: none"> • BBC questioned how the plan housing figure was reached. SF explained: <ul style="list-style-type: none"> ○ 32,000 – Baseline from updated SHMA ○ Plus 7,350 Luton's unmet need. ○ Less our existing commitments/permissions 23,700. ○ 10% and 20% could be added to the number as uplift. ○ Which would leave our requirement for this plan to be a minimum of 20,000 new homes (also allowing for some contingency). • It is considered that the maximum number of houses that CBC could deliver in one year would be 2,200. • Members were briefed on a tour of potential strategic locations, including North of Luton, West of Luton, the Aspley Guise Triangle, Marston Vale, South of Wixams, East of Arlesey, East of Biggleswade, and North of Sandy. • Sandy North will be a new settlement. Two sites have been put forward which could deliver up to 7,000 homes in total. Tempsford Airfield is one of these and could deliver up to 3,000 homes. • East West Rail link – the route is yet to be determined, although CBC favours a route through Wixams and to the north of Sandy. CBC and BBC will need further discussions once a steer has been given to the location of the route. • KW advised that Bedford are keen for the East West route to go through Bedford. • High level transport modelling has been undertaken of the potential growth locations. The model had previously been signed off by Highways England. SF to check if this is still valid. The transport model now considers public transport and will identify potential mitigation measures. Key findings will be published during Reg 19 consultation. • Gypsy and Travellers (GT) are mentioned in CBC's pre-submission. At the current time, it is considered that no further pitches will need to be allocated. The new definition has been used to identify the G&T needs within Central Beds. This has reduced our requirement down from 136 pitches to 77. 	
2.	<p>Update on Bedford Local Plan</p> <p>Timetable</p> <ul style="list-style-type: none"> • Working on a plan up to 2035 • Consultation due April – June 2017 <p>Evidence Base Studies/Draft Plan Consultation</p>	

	<ul style="list-style-type: none"> • Reg 18 consultation will take place from April - June. This will be a consultation paper not a full draft plan and is the third Reg 18 undertaken. • The consultation paper will talk about the Development Strategy and identifies the location of growth levels. New settlement options at Lee Farm Sharnbrook, Thurleigh Airfield, Land at Twinwoods and Wyboston Garden Village each total between 4000 – 6000 dwellings although for the plan period to 2035 the dwellings deliverable are in the region of 2,200. • Each proposal is being assessed in more detail and the timing of other strategic schemes may have an impact, for example the Wyboston proposal could be impacted by the East West Rail and A1 improvements for which finalised routes have yet to be determined. KW stated that BBC haven't ruled out the potential for more than one new settlement longer term – they will need to be realistic about how many new settlements there might ultimately be. • BBC will be consulting on all four proposals. They are meeting with Highways England tomorrow. • There will be a set of preferred sites in the urban areas. Beyond the urban area there is currently a 500 dwelling threshold to fund any new primary school, this will be considered alongside the most accessible sites to public transport. Currently there are no preferred options only potential sites. BBC will seek feedback from Town and Parish Councils. • The BBC consultation will propose four key areas of rural development; Bromham, Clapham, Great Barford and Wilstead. In addition some 25-50 dwelling village locations. Stewartby brickworks is a proposed brown field site for 1,000 dwellings. • CBC is keen to establish how BBC was measuring ACP through the appeals Casework Portal. KW explained that the Settlement Hierarchy established which group they would be listed in. Consultation through Reg 18 will ask for comments about the new settlements. Questions will be embedded in the text. No policies are included in Reg 18, policies will only go in at Reg 19 stage. • OSC has delayed BBC Local Plan due to a call in on 30th March. <p>Next steps:</p> <ul style="list-style-type: none"> • Pre-submission will go to Exec Committee in December 2017. • BBC is currently working with DM colleagues to complete policies. • Submission will be in spring 2018. 	
3.	<p>NIC (National Infrastructure Commission) Discussion Paper Bedford involvement in the Cambridge – MK – Oxford Corridor</p> <ul style="list-style-type: none"> • Duty to Co-operate meetings at Director Level will cover all the 	

	<p>authorities in the corridor area.</p> <ul style="list-style-type: none"> • 16 authorities are represented including SEMLEP authorities (South East Midlands Local Economic Partnership), and neighbouring authorities to SEMLEP. CBC is hosting the partnership which is looking at the economic-led growth within the corridor. • Working together to create a high level growth strategy for the corridor. Working in partnership to ensure a phased approach to growth which is then delivered through the individual local plans. • Will require commitment from authorities to review plans from 2020 so that they align. • Transport links are a key area for consideration - will look towards the Government for funding. Offering something over and above the objectively assessed housing need. • An MOU (memorandum of understanding) is being drafted. A high level agreement will be put in place, so the Government will have no need to impose statutory joint working arrangement. • SF advised that a second meeting has been arranged at the end of April during which the NIC discussion paper will be tabled. The deadline for responses to the Discussion Paper is 31st May – potential for a joint response from the Corridor authorities. CBC consider at the least there should be a consistent / joint response from CBC, BBC and MKC. Jason Longhurst will lead the joint meeting on the 27th April and CBC will co-ordinate the response. 	
4.	<p>Duty to Cooperate</p> <p>Draft Strategic Frameworks / SoCG</p> <ul style="list-style-type: none"> • The concept of the Frameworks have been welcomed however, feedback from other authorities was that they were too long. • CBC are in the process of revising them and will send the draft Framework document BBC to review. 	LHG
5.	<p>AOB</p> <ul style="list-style-type: none"> • None 	

Agenda

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Wednesday 6 th September 2017
Time:	9:30am
Venue:	Borough Hall, Bedford
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> Reg 18 Consultation Timetable 		LHG	
2.	Update on Bedford Local Plan <ul style="list-style-type: none"> Reg 18 Consultation Timetable 		BBC	
3.	Bedford response to CBC Draft Local Plan		BBC/LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Wednesday 6 th September 2017
Attendees:	Central Bedfordshire Council (CBC) <ul style="list-style-type: none"> • Lynsey Hillman Gamble Bedford Borough Council (BBC) <ul style="list-style-type: none"> • Kim Wilson • Carolyn Barnes • Chenga Taruvinga
Venue:	9:30am, Borough Hall, Bedford
Contact:	Lynsey Hillman-Gamble 0300 300 5247 Lynsey.hillman-gamble@centralbedfordshire.gov.uk

Meeting Minutes

No.	Item	
1.	Update on Draft CBC Local Plan <ul style="list-style-type: none"> • Reg 18 consultation has now closed. • Lots of representations received. Lots to be added on to the new system that came in either by post or email. Over 5,000 individual representations received - possible that this will increase when they have all been processed and verified. • Personal details being redacted. • Still waiting for the standardised housing methodology to be published for consultation. Expected later this month. Outcome of the new methodology will help determine the number of sites CBC need to take forward to deliver growth. • Will likely need to update some technical studies once the final housing target for CBC is identified i.e retail and employment. 	
2.	Bedford Comments on CBC Draft Local Plan <ul style="list-style-type: none"> • Boundary between Central Bedfordshire and Bedford thought to be wrong. LHG confirmed it was a shading error only and that it had been corrected on the web version. CBC would not be withdrawing the draft local plan and re-issuing it. 	

	<ul style="list-style-type: none"> • The identification of CBC's preferred route of the central section of EW Rail within the draft plan caused some concerns with Bedford residents. • Bedford BC's view is that as no decision on the route has been made CBC should not have shown an indicative route. • BBC queried if the majority of growth in Central Bedfordshire was dependant upon EW Rail. LHG identified that the option being considered at Tempsford (at the scale being considered) would be contingent on a new transport interchange to the north of Sandy. The east of Biggleswade option could benefit from EW rail but primarily linked to A1 corridor improvements. • Development Gain study - would it be taken further? LHG identified that this was unlikely. Network Rail knew about the study and did input. They were keen to see the final report. • BBC considers that CBC should not publish a preferred route in future iterations of the local plan before a formal announcement about the route. LHG identified that no decisions had been made in relation to this. • BBC commented that it is not easy to see how Growth Options has informed LP and queried why CBC not meeting need arising from the HMA's in the relevant HMA's. LHG explained that CBC are seeking to identify the most sustainable distribution of growth across Central Bedfordshire rather than being constrained by HMA boundaries. Central Beds has a large area of Green Belt which amongst other factors, would impact upon the overall distribution of growth. • LHG confirmed that CBC will arrange to meet with neighbouring authorities before Reg19 consultation – will likely have allocation maps and a key diagram available. • BBC commented on the limited information about phasing, delivery and viability within the draft local plan. LHG identified that the plan is still in the early stages of production. More information was being sought from all those promoting sites that had made it through the process so far and that CBC will be undertaking an independent viability study. Phasing, delivery and viability are all key elements that will be detailed in the next iteration of the plan. • BBC considers that the draft plan includes an over provision of employment land and that the Employment study does not provide evidence to justify this approach. • Para 4.41/42 of the SHMA states that jobs would be surplus if housing increases. Queried CBC's interpretation of this. BBC considers it is important to get the correct balance between jobs and homes. LHG undertook to provide clarification of CBC's interpretation of Para 4.41/42 if the SHMA and its implications. • In relation to Millbrook & Cranfield, it is not clear that the plan relates to intensification of uses within the existing sites and not their physical expansion. • During the April DtC meeting, BBC requested further information about 	
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	<p>what sites would be allocated and job numbers associated with them. BBC would also like a list of all existing employment commitments and associated jobs. LHG identified that local employment need would be delivered through existing sites and mixed use sustainable locations. Further assessment is still to be undertaken in order to identify which sites will go forward as allocations within the local plan.</p> <ul style="list-style-type: none"> • BBC would like to arrange a specific DtC meeting when this information is available to go through it and understand CBC's position in relation to employment provision. 	
3.	<p>Update on Bedford Local Plan</p> <ul style="list-style-type: none"> • 2000 responses were received. Officers are currently working through and analysing them and providing council responses. • BBC will be publishing whole responses in the future but are still redacting information where it is appropriate to do so. • Still assessing all four options for new settlements – some have more issues to overcome than others. No decision has been made to date about how many new settlements might be taken forward. • Further work is being undertaken to look at the capacity of One Public Estate sites within the urban area. GL Hearn have been appointed and emerging spatial options for the One Public Estate sites are likely to be consulted upon at the end of September. Potential for the capacity of the urban area to increase which may reduce the need for rural sites. • BBC also awaiting the publication of the standardised housing methodology consultation as this will also impact on the number of sites required. • The draft pre-Submission local plan is planned to go the Executive Committee on the 10th January with consultation due to take place February-March 2018. 	
4.	<p>AOB</p> <ul style="list-style-type: none"> • CBC lost a recent appeal - APP/P0240/W/16/3166033 Land between Taylor's Road and Astwick Road, North of 51 Astwick Rd, Stotfold SG5 4AQ. BBC understand that CBC are challenging this. Bedford would appreciate some more information relating to the grounds of our challenge as the case was referenced at an Appeal in Bedford the previous week, specifically CBC's OAN and 5yr supply. • BBC Officers identified the potential for the two authorities to work together on a joint SPD for the forest of Marston Vale. 	

Agenda

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Tuesday 28 th November 2017
Time:	2:30pm
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in BBC's Reg18 Response <ul style="list-style-type: none"> • Role of Growth Options Studies • Strategic Sites to be Allocated • Phasing and Delivery • Employment Allocations / Job Numbers • East West Rail 		CBC/BBC	
3.	Update on Bedford Local Plan <ul style="list-style-type: none"> • Timetable • Strategic Allocations 		BBC	
4.	DtC		CBC / BBC	
5.	AOB			

Minutes

Title of meeting:	CBC & BBC Duty to Cooperate Meeting
Date:	Tuesday 28 November 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Councillor Ken Matthews • Lynsey Hillman Gamble, Strategic Partnership Manager • Andrew Davie, Assistant Director, Development & Infrastructure <p>Bedford Borough Council</p> <ul style="list-style-type: none"> • Mayor Dave Hodgson • Craig Austin, Director of Environment • Gill Cowie,
Venue:	Priory House, FW2
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Notes

No.	Item	
1.	<p>Update on CBC Local Plan Reg 18 consultation now finished. A significant number of comments were received c.6,500 individual comments. Mix of responses - 43% of respondents commented, 13% of respondents supported and 44% of respondents made objections.</p> <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <p>CBC Response to OAN consultation CBC made a strong representation to the Standardised methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at</p>	CBC

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	<p>the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need.</p> <p>CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council.</p> <p>The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs.</p> <p>A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18.</p> <p>Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan, finalise other technical evidence such as transport and stage 3 Green Belt Assessment and continue with the SA work to inform the final version of the plan. CBC will also be undertaking further communications and engagement work to ensure everyone is aware of the new timetable and what the next steps are. Have also undertaken another round of DtC meetings to ensure all our neighbouring authorities and County Council's are aware of the process we are following and to identify how any concerns identified during the Reg18 consultation and through previous DtC meetings have been considered.</p>	
2.	<p>Bedford Comments/Observations of CBC Local Plan</p> <p>Considered that the vast majority of the CBC local plan will not impact upon Bedford. However, Tempsford proposals may impact upon the delivery of Wyboston if it is taken forward within the Bedford Local Plan. Considered Marston Valley and Junction 13 employment may also impact on Bedford.</p> <p>BBC query if the focus will be predominantly on the A1 corridor. Strategic Options across CBC were reiterated. Further information about the strategic sites is being considered before finalising sites to be taken forward in the plan.</p> <p>ACTION Bedford interested to see transport modelling when it is available. Melanie Macleod is their Transport Officer. Want to ensure models are talking to each other.</p> <p>BBC will reflect on the Employment note circulated prior to the meeting by CBC and will come back to LHG with any further queries.</p>	<p>BBC</p> <p>CBC</p> <p>BBC</p>

	<p>BBC consider the outcome of the Growth options studies are important and hope to see how they have influenced the plan. CBC explained that this would be clearer in the next version of the plan and would be picked up in the SA.</p> <p>BBC identified that in relation to East West rail, Bedford's preference would be for a route that goes through Bedford Midland station. Suggested that support for each others preference would be beneficial and show a unified approach. BBC local plan references the corridor between Bedford and Cambridgeshire. Identified that NIC report suggests EWR enters Cambridge to the south.</p> <p>CBC identified that the preferred corridor for the central section of EWR will be illustrated differently in the next version of the Plan. Future growth proposals within Central Bedfordshire are dependent on this as well as the Expressway and A1 corridor improvements.</p> <p>ACTION – CBC and BBC to work together to see if it is possible to identify a route for EW rail that serves the purposes of both authorities' plans.</p> <p>CBC explained that the alternative location considered for a rail station at Wixams would not be taken forward in the local plan. The economic benefits were marginal.</p> <p>Issue had also arisen about consulting local councils adjacent to CBC area – this had not happened during the 2017 consultation. CBC explained that this had been as a result of a change to the CBC's consultation system and was now resolved. Relevant BBC local councils are now on the database.</p>	CBC
3.	<p>Bedford Local Plan Update</p> <p>BBC will be submitting by end of March 2018. The plan will go to Executive 10th January and will be subject to the Call in Period. Reg19 consultation will be undertaken between 22nd Jan and 5th March which allows a relatively short period of time to process submitted representations.</p> <p>BBC Local Plan will include 8,000 homes which are being allocated on top of existing commitments. BBC also consider the standardised OAN Methodology is wrong. Would add 6,000 to their plan requirement. Considered that the evidence base underpinning the plan wouldn't support the bigger number and the Bedford plan and evidence base would have to be significantly changed. Considered that the OAN methodology lacks consideration about the actual communities and allowing those that are still relatively new to bed-in and become functioning communities.</p> <p>BBC still looking at all four new settlements. North of Sharnbrook provides a number of benefits that others don't. The two proposals that are closer to Bedford would have significant transportation impacts on the A6 at the north-</p>	BBC

	<p>western edge of Bedford that need more work to show how they can be overcome. Wyboston proposals are thought to be too early as much more work needs to be done to assess impact. Recognise that it might be an option for future plans but need more certainty about strategic transport infrastructure improvements (A1/A428/black cat junction). Might make a general reference about the strategic locations that are not being taken forward in the plan. BBC supports the prevention of coalescence of settlements.</p> <p>The BBC Local Plan strategy seeks to deliver urban and brownfield sites first. In parallel with the local plan process, the One Public Estate programme is focusing on town centre regeneration projects. Increased numbers in the urban area has allowed the plan to scale back growth in other locations, particularly the urban edge where there is concern about coalescence of the urban area and nearby village communities.</p> <p>Discussion about the way that neighbourhood plan groups were engaging with plans.</p>	
4.	<p>DTC Moving forward.</p> <p>Agreed that a joint Statement of Common Ground in relation to both plans would be an appropriate way forward.</p> <p>The opportunity to work together to see if it is possible to identify a route for east west rail that serves the purposes of both authorities' plans was acknowledged and that appropriate wording would be agreed for inclusion in the SoCG. Text to be drafted by CBC and circulated for agreement.</p> <p>BBC queried who key strategic transport contact is at CBC in order to continue EW Rail discussions and ensure a coordinated approach. Stephen Mooring identified as CBC contact and Chris Pettifer for BBC.</p>	CBC/ BBC

Agenda

Title of meeting:	CBC & DBC Duty to Cooperate Meeting
Date:	Wednesday 25 th May 2016
Time:	10am
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway <ul style="list-style-type: none"> o Growth Options Study o Luton Urban Capacity Study 		LHG	
2.	Update on Dacorum Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies <ul style="list-style-type: none"> o Employment 		DBC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with DBC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & DBC Duty to Cooperate Meeting
Date:	Wednesday 25 th May 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clark • Lynsey Hillman Gamble • Uchenna Eze <p>Dacorum Borough Council</p> <ul style="list-style-type: none"> • John Chapman - Strategic Planning and Regeneration Officer • Laura Wood – Team Leader: Strategic Planning & Regeneration
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
1.	Central Bedfordshire launched its New Local plan in February 2016.	
1.1	<p>Central Bedfordshire Local Plan Update;</p> <ul style="list-style-type: none"> • Evidence base refresh. • Call for sites closed on April 11th 2016. • Call for Sites information to be published today 25.05.2016 • Site assessment criteria and Engagement Strategy to be discussed at the next OSC meeting on 1st July 2016. 	
1.2	<p><u>Technical Studies</u></p> <p>Attendees discussed the full list of technical studies (available in the strategic framework). The studies are to be made available at the Regulation 18 consultation in December 2016.</p>	

1.3	<p><u>Growth Options</u></p> <p>Central Bedfordshire Council is in the process of agreeing the assessment criteria with the four Commissioning Authorities before sharing with neighbouring authorities.</p> <p>The Growth Options study is due to conclude by the end of October 2016.</p>	
1.4	<p><u>Urban Capacity Study</u></p> <p>Central Bedfordshire has commissioned Nexus Planning to undertake an urban Capacity Study for Luton, Dunstable and Houghton Regis which will report by the end of July 2016.</p>	
2	<p>Dacorum Local Plan Update;</p>	
2.1	<p>Dacorum Borough Council submitted their Site Allocations plan in February 2016 and is currently awaiting an examination date from the inspector which could be as late as October 2016.</p>	
2.2	<p>Issues and Options consultation for the new Local Plan will take place in late 2016 or early 2017, after the public examination of the Site Allocations Plan.</p>	
2.3	<p><u>Housing Need</u></p> <p>The 2013-2036 OAN figure for Dacorum is 17,388 (756 p.a.).</p> <p>Dacorum advised there may be a possibility that it will ask neighbouring authorities, including Central Bedfordshire, if it can accommodate any of Dacorum's unmet need for both housing and employment. The total need numbers are subject to agreement with St Albans, although independent advice is suggesting that at least 50% of the housing in an urban extension at east Hemel Hempstead within St Albans District should contribute to meeting Dacorum's needs. The final report from the independent consultant is expected at the end of June.</p>	

2.4	<p><u>Evidence Base</u></p> <p>The current evidence base will be rolled forward to the new planned period of 2036.</p> <p>Various studies are completed or in progress, including a strategic housing market assessment, an economy study, a Green Belt study (stages 1 and 2) and a strategic housing land availability assessment.</p> <p>Other studies not yet started, including Retail study to commence once clearer on housing numbers.</p> <p><u>Gypsy and Traveller</u></p> <p>DBC advised they can meet their own need and are proposing 17 new pitches in the Site Allocations Plan.</p>	
3. 3.1 3.2	<p><u>Duty to Cooperate</u></p> <p>Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.</p> <p>LHG shared and explained the Strategic Framework and the Statement of Common Ground templates to set the expectation for DtC meeting focus going forward.</p> <p>It was agreed that Dacorum and Central Bedfordshire would update/amend the strategic framework and the Statement of Common Ground before the next meeting.</p>	
4. 4.1	<p><u>Key Discussions</u></p> <p><u>Luton Local Plan</u></p> <p>There were concerns surrounding the unresolved housing and employment issues between Central Bedfordshire and Luton. Whilst Dacorum will not be making representations at the Luton hearing in July and September they have made comments.</p>	

4.2	<p>CBC to wait for the inspectors report.</p> <p><u>Plan MK</u></p> <p>There were questions surrounding CBC's pressure to meet Milton Keynes' need. CBC advised at the current time, CBC have not been approached by MK to help deliver any unmet need. However, MK's SHMA is out of date (2013) and needs updating. CBC have suggested to MK that this should be done as a matter of urgency in order to inform Plan: MK and so MK can determine if they are likely to have any unmet need.</p>	
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	Apologies	
	Matters arising from previous meeting	
No.	Item	Actioned by
1.	Action: Laura to provide contact details for lead at Arup.	LW
2.	Action: CBC to share the final brief of the Growth Options Study with Dacorum Borough Council.	LHG
3.	Action: DBC to share their comments on Luton's Local Plan with CBC.	LW/JC
4.	Decision: DBC agreed to populate the Strategic Framework and the Statement of Common Ground	

Agenda

Title of meeting:	NHDC & DBC Duty to Cooperate Meeting
Date:	Wednesday 10 th May 2017
Time:	2pm
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble (0300 300 5247)

No.	Item
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Local Plan <ul style="list-style-type: none"> o Housing and Job Numbers o Potential Strategic Locations o Employment
2.	Update on Dacorum Plans <ul style="list-style-type: none"> - Site Allocations Plan - Local Plan
3.	Duty to Cooperate <ul style="list-style-type: none"> - Draft Strategic Frameworks
4.	AOB

Minutes

Title of meeting:	CBC & DBC Duty to Cooperate Meeting
Date:	Wednesday 10 th May 2017
Attendees:	Central Bedfordshire Council; <ul style="list-style-type: none"> • Lynsey-Hillman Gamble • Uchenna Eze Dacorum Borough Council <ul style="list-style-type: none"> • Laura Wood • John Chapman
Venue:	Priory House,
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Minutes from the previous meeting 25th May 2016 have been agreed. • Paused the plan last year due to housing number methodology change into the housing white paper which never turned up. • Going to exec on the 20th June, originally the 6th June but pushed back due to elections. • Reg. 18, first statutory consultation for the full draft plan with strategy section at the front, including growth options draft and then DM policies in draft. Tuesday 4th July – start of consultation period for 8 weeks to the end of August. Reg. 19 planned for Spring 2018. • Over the plan period 2015-2035, homes provided will be 20-30,000 new homes on top of existing commitments. Overall this will be 43-55,000. Currently have not been asked to take any unmet need from anyone other than Luton. Actual numbers will not be confirmed until the new methodology is provided. • CBC will contribute to meeting unmet housing needs of Luton borough alongside North Herts who will take 2,000. CBC will deliver 7,350. • North Houghton Regis already has planning permission; on top of this the West of Luton (Caddington and Slip End area) and North of Luton are potential growth locations. North of Luton can provide up to 4,000 and West of Luton can provide less based on existing constraints, but it could be around 2,000 homes. • No new strategic development proposed around the Leighton Linlade 	CBC

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	<p>area given existing allocations. Areas are based on most sustainable link in relation to transport including East-West rail and the potential expressway. One location is situated adjacent to Milton Keynes and Marston Vale, another is the Aspley Guise Triangle. Also potential locations to the North of Sandy and East of Biggleswade.</p> <ul style="list-style-type: none"> • A number of neighbourhood plans have come forward highlighting potential growth in their villages including Caddington and Slip End. • Existing employment land in CBC should be retained for growth with smaller-medium business. Some existing sites could be released for housing but this will be looked into further within the urban capacity study. • 24,000 new jobs minimum will be provided within the plan period, CBC is well placed to help deliver the Strategic warehouse and distribution need within the region. Some sites will be mixed use, residential led but also identify three stand alone strategic locations to meet the warehouse and distribution needs: <ul style="list-style-type: none"> ○ M1 Junction 11a (Sundon RFI) 5ha for RFI and 40ha for B8 employment mainly; ○ Marston Gate, M1 Junction 13 40ha; ○ and South of Biggleswade near to Stratton Farm. • Collectively could deliver 6,000 jobs in addition to 24,000 local jobs. • CBC urban capacity study reviewed Luton's urban capacity – considered that they could deliver considerably more than currently identified. • Identified at LBC examination that Luton's existing sites could deliver a minimum of 8,500 new homes to 2031. The number of homes increased due to a new site being added (the rugby ground) and through increased densities through planning permissions). It has been agreed with LBC that future SHLAA updates could further increase capacity and therefore the unmet need figures could reduce. • DBC identified that a site in Hemel Hempstead which is only 0.18 ha is providing 272 flats (17 storeys high), 5 layers of underground parking. Towards the A41 junction at Hemel Hempstead from the town centre. Considered that other locations such as Luton could be more open to proposals such as these. 	
2.	<p>Update on Dacorum Plans</p> <ul style="list-style-type: none"> • Site allocations plan is close to adoption, received inspector's report with some modifications but nothing major. • Able to go to cabinet on the 27th June 2017 and council on 12th July 2017. • 6 local allocations, with 1,600 homes overall between them and are all in the green belt. Some other sites within urban areas. Core Strategy was adopted in 2013, will be updating with a new plan. • A lot of the SW Herts areas are close together and are all working close together. Want to bring St. Albans into the SW Herts group who are not currently involved – there are some cross boundary issues 	DBC

	<p>with St. Albans especially at Hemel Hempstead.</p> <ul style="list-style-type: none"> • Four councils in SW Herts (Dacorum, Hertsmere, Three Rivers and Watford) have their own housing market assessment and economy study. A joint retail and leisure study will be commissioned. Regular meetings with these councils at both officer and higher levels • The SW Herts housing market assessment shows an objectively assessed need for the area (including St Albans District) of over 3,000 homes a year. Some councils will probably have to more than double their existing figures. However, Watford is very constrained. Dacorum's figures will go up. • The aim is to meet combined need within the SW Herts area. Gradually moving towards more joint working. Most of the countryside in SW Herts is green belt, Dacorum have some outside of green belt but this is mainly within AONB. There is a small area near Aylesbury and Tring which is neither green belt nor AONB. • At the moment Dacorum are working on the basis that they can meet their OAN along with North Herts group. If any unmet need was identified, DBC might look to CBC and AVDC to help accommodate this. At the current time, DBC consider do not this is likely to happen. Would raise at future DtC meetings if necessary. • DBC identified that due to their constraints, if CBC were unable to meet all of our need and unmet of Luton, Dacorum would not be able to provide any of our need. • Employment - Dacorum will aim to accommodate their own needs within their area and across SW Herts group • Considered that Dacorum has a different employment market to CBC. The office market has been underperforming - affect by B8 pressures as well. Big site in Hemel Hempstead (in St Albans District) next to junction 8 of the M1 which is 55ha, proposed to come out of the green belt. Could deliver up to 8,000 jobs depending on the mix between offices and B8 use. • Identified that the only place in SW Herts where office use is becoming viable is Watford (town centre and Watford Junction station). • DBC currently proposing Reg18 Issues and Options consultation on the new Local Plan in September and Reg 19 consultation on the pre-submission local plan in spring 2018, and adoption in 2019. 	
3.	<p>Duty to Cooperate</p> <ul style="list-style-type: none"> • Strategic framework document was mentioned last time, initially were a bit long, these have now been streamlined. Currently in draft stage open for comments by Dacorum. Briefly sets out the continuation of meetings at various stages of our Plan making process. Another meeting will be held before the end of our consultation and prior to reg. 19 consultation. • DBC queried the joint transport model with Luton Borough Council and if this would be in the SF. Dacorum have significant issues with 	

	<p>the M1, particularly in relation to junctions 8 to 10. Have been highlighted within their plan.</p> <ul style="list-style-type: none"> • The SF does not seek to resolve any issues but only identifies any cross boundary issues. The strategic road network could be included within the SF. • By adding working arrangements into the framework the document can be considered to be a MOU and the statement of common ground will be produced as a result, this being made before submission. 	
4.	<p>AOB</p> <ul style="list-style-type: none"> • CBC have looked at Luton plan and made comments at examination, including maximum potential use of Luton's urban area. CBC are not looking to hold up the examination or adoption of their plan. • No objection on Luton's football club moving • Potential site for employment development to the south of Junction 10a partly in CBC and DBC, Legal and General site. Has been submitted within CBC employment study. Was also submitted in DBCs call for sites as well. Both agree this site is not suitable as it closes the gap between Luton and Harpenden and unrelated to any settlements. 	

Agenda

Title of meeting:	CBC & Dacorum BC Duty to Cooperate Meeting
Date:	Thursday 3 rd August 2017
Time:	2pm
Venue:	Central Bedfordshire Council Offices, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan - Consultation - Timetable		LHG	
2.	Update on Dacorum Local Plan		DBC	
3.	Dacorum response to CBC Draft Local Plan		DBC	
4.	Duty to Cooperate - Draft Strategic Frameworks		LHG	
5.	AOB			

Minutes

Title of meeting:	CBC & DBC Duty to Cooperate Meeting
Date:	Thursday 3 rd August 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Steve Dixon - Executive Member for Education and Skills Description and DtC Member • Lynsey Hillman Gamble – Local Planning Manager <p>Dacorum Borough Council</p> <ul style="list-style-type: none"> • Cllr Graham Sutton – Planning Portfolio Holder • John Chapman - Strategic Planning and Regeneration Officer
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
	Update on CBC consultation <ul style="list-style-type: none"> • Currently underway. Started 4th July and ends on 29th August 2017. • Strong Communications ahead of consultation • A number of Drop-in Sessions being held around Central Bedfordshire which have been well received. 	
	General Discussion <ul style="list-style-type: none"> • Housing Numbers - very high within the draft CBC Local Plan. DBC queried the range and level of uplift being consulted upon. CBC explained waiting for the standardised methodology to be published before finalising a number for the plan. • DBC pleased CBC meeting rest of LBC unmet need. Did have previous concerns but these are no longer relevant. • Ox Cambs expressway – considered to be a key transportation route through Central Bedfordshire. • DBC - Potential new transport infrastructure – could open up a number of opportunities and significant potential for Central Beds. • CBC - identified that there are some critical pieces of infrastructure that directly impact upon the potential for growth at Tempsford, Aspley Guise and E Biggleswade. • Agreed that it is Important to deliver infrastructure first - schools etc 	

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	<ul style="list-style-type: none"> In relation to the proposals to the West of Luton - Dacorum comes close to jct10 on M1. There could be implications on B roads from Slip end to A5 at Markyate which is in Dacorum. DBC support the proposals in principal but as it is so close to their border would be very interested in the detail of the proposals. DBC recognise the pressures of Luton's unmet need upon Central Bedfordshire. DBC considers that the 3 strategic employ sites within the draft plan are the right locations and that the scale of employment proposed is balanced with the level of housing planned. DBC considers that CBC meeting footloose demand is a sensible approach and also supports facilitating small start up businesses. DBC confirmed that they are happy with the content of the Central Bedfordshire Local Plan and are happy that CBC will be meeting all the remaining unmet need arising from Luton. At the moment Dacorum can meet OAN. 	
	<p>Dacorum LP</p> <ul style="list-style-type: none"> 12th July 2017 - adopted Site Allocations Plan. Core Strategy was adopted in 2013 – now moving to the New LP to supersede existing plans. Timetable - Issues and Options in October. Pre-submission Spring 2018. Scale of growth much less than CBC but higher than previously considered. Aim to Adopt in 2019. I&O will be fairly detailed but not quite preferred options. "Suggested" rather than 'preferred' options. Consulting on 3 levels of growth <ol style="list-style-type: none"> OAN from SHMA - 756/annum 2013-2036 = 17,388. Current CS is 430/year.. Will need to go in to the GB. Numbers could increase with standardised methodology. SHMA currently includes only 3% uplift. Could also increase as SHMA based on 2012 household projections but now have the 2014 projections. Dacorum 2014 projections are higher. Would take to 830/annum Higher option is 20% above the OAN = 900+/annum. Lower option = 600/annum based on GB review of land that makes less contribution + what could be delivered outside the GB. I.e. Not releasing GB that performs well - more important GB sites. <ul style="list-style-type: none"> St Albans plan proposed 2,500 homes +55ha of employment at Hemel Hempstead but Hemel is in Dacorum. But strip of land between Hemel and the M1 is in St Albans. Hoping to move forward with St Albans particularly in relation to Hemel Hemsted. Impact of future London need discussed. Considered London Green Belt should be revisited before other areas GB are targeted. Will be looking again at Windfall allowance to help meet need. Increased densities etc. 	

	AOB <ul style="list-style-type: none"> Strategic Frameworks - Dacorum to send through comments/any suggested amendments to the SF. Need to check West of Luton is mentioned. 	
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DRAFT

Hi Lynsey,

I refer to the email from Sally Hick (below),

Given that we have had two DtC meetings within the last six months and we sent a letter supporting your Draft Local Plan, we aren't sure if there's a need for another meeting so soon. Also, we will be very busy in late November/early December, as we will be in the midst of the Issues and Options consultation on our own new Local Plan. Possibly a 'catch up' phone call might suffice instead of a meeting? If a meeting is arranged we would like it to be at our offices in Hemel Hempstead, as at least the last three meetings have been at your offices.

Consultation on our Issues and Options starts on 1 November, following approval of the consultation document by our Cabinet on Tuesday:

<https://democracy.dacorum.gov.uk/ieListDocuments.aspx?CId=157&MId=1360>

Before we decide whether a meeting would be useful, please can you:

- send me a draft agenda so we can see what matters you wish to discuss;
- let me know (in confidence) the proposed housing target likely to be included in your pre-submission document. In the light of Councillor Young's recent letter to planning portfolio holders at your DtC partner authorities (attachment 1), I assume your target will be within the range included in your Draft Local Plan.
- have a look at our Issues and Options consultation document to see whether there are any matters in the document you would like to discuss with us.

My 3 August email to you included the following:

"I thought you were going to produce a note of our 10 May DtC meeting, but I haven't heard from you. I can send you my own notes if it would help (although they don't cover progress on the DBC Local Plan).

On 10 May, you gave me a copy of the draft Strategic Planning Framework between our authorities in respect of your Local Plan. You described this document as very much a working draft. You added that you would consult us on the draft framework once it was amended. Have you produced the amended version yet?

At the 10 May meeting, we also referred to the minutes of our 25 May 2016 DtC meeting. You said that you would accept the track changes I sent you on 14 July 2016 and would then circulate the finalised minutes. However, I have not received these minutes yet."

At our DtC meeting on 3 August, you confirmed that my understanding of the position regarding the notes of our 25 May 2016 and 10 May 2017 meetings was correct. You also said you would produce a draft note of our 3 August meeting. However, I have not heard from you since regarding any of these notes.

I know that you have been very busy, but it would be appreciated if you could circulate the finalised May 2016 notes and tell me when we can expect to see the draft notes of the May and August 2017 meetings. To assist you, I attach my own notes of the May 2017 meeting (attachment 2).

Many thanks

John

John Chapman
Strategic Planning and Regeneration Officer
Dacorum Borough Council
01442 228259

Agenda

Title of meeting:	CBC & HDC Duty to Cooperate Meeting
Date:	Monday 20 th June 2016
Time:	14:00
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway 		LHG	
2.	Update on Huntingdon's Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies 		HDC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with HDC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & HDC Duty to Cooperate Meeting
Date:	Monday 20th June 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Lynsey Hillman Gamble • Uchenna Eze <p>Huntingdonshire District Council</p> <ul style="list-style-type: none"> • Clare Bond • James Campbell
Venue:	Priory House, FE2
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
1.	<p><u>CBC's Local Plan Timescales</u></p> <p>Reg 18 (Issues and Options) – December 2016</p> <p>Reg 19 (Submissions document)- July 2017</p> <p>Submission – December 2017</p> <p>Adoption- Summer 2018</p>	
1.1	<p><u>Key Technical Studies</u></p> <p>CBC has commissioned a raft of studies which will inform the evidence base for the Local Plan.</p> <p>The joint Growth Options study with Luton Borough Council, North Herts DC and Aylesbury Vale DC has been commissioned and is underway to identify and assess growth areas within the Luton HMA. A Green Belt Study has also been commissioned with LBC. Other studies commissioned include:</p> <ul style="list-style-type: none"> • Settlement Capacity Audit • Sustainability Appraisal 	

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	<ul style="list-style-type: none"> • SFRA and WSC • Retail Study • Transport Model • Viability Study • GTAA 	
1.4	A Second Growth Options study will look at growth opportunities within the three other HMAs across Central Bedfordshire, including potential along the East West Rail corridor.	
1.5	<p><u>SHMA</u></p> <p>CBC and Luton has commissioned a joint SHMA with a wider steering group which includes other authorities. The new population figures are expected to inform the SHMA. CBC needs to speak to LBC about whether the next SHMA update will be a joint commission.</p>	
1.6	<p><u>Call For Sites</u></p> <p>CBC is currently in the process of assessing over 800 sites which came forward in the Call for Sites. The assessed sites which meet the criteria will inform the SHLAA.</p>	
2	<u>Huntingdon District Council Local Plan Update:</u>	
2.1	<p>CB gave historic overview of previous Local Plan. The OAN is 21 000 for the planned period 2011-2036.</p> <p>The designated enterprise Zone triggered a review of their existing core strategy</p>	
2.2	<p><u>Timescales</u></p> <p>Submission plan to committee – April 2017</p> <p>Consultation - May 2017</p> <p>Submission - End of 2017</p>	

2.3	<u>Evidence Base</u> Retail study SFRA HEELA Sustainability Appraisal Viability Assessment Sustainability Appraisal (In house) GTAA (to report week ending 24th June 2016).	
2.4	<u>Gypsy and Traveller</u> The previous planned period identified a need for 64 pitches Draft numbers will be available 24th June 2016. HDC struggled to identify suitable sites and have advised there will be no G & T allocations in their plan. A criteria based policy to be produced. HDC have acknowledged this as a risk willing to take.	
2.5	<u>New Settlements</u> RAF Whitton- There is potential for 4500 homes and new secondary school however access and sustainability issues are affecting deliverability. Mott Mc Donald has been commissioned to carry out a Strategic Transport study to report by the end of November 2016. St Neots- large extension to the East for 3500 dwellings. This site is awaiting an appeal after application rejected as development only offering 3% affordable housing.	
3.	<u>Duty to Cooperate</u>	
3.1	Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.	

3.2	<p>LHG shared and explained the Strategic Framework and the Statement of Common Ground templates to set the expectation for DtC meeting focus going forward.</p> <p>The SOCG will be a live document which will highlight issues, agreements and disagreements using an RAG rating.</p> <p>It was agreed that Huntingdon and Central Bedfordshire would work together to populate the strategic framework and the Statement of Common Ground going forward.</p>	
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Actions

	Apologies	
	Matters arising from previous meeting	
No.	Item	Actioned by
1.	Action: Populate the Strategic Framework and the Statement of Common Ground	LHG

Agenda

Title of meeting:	CBC & HDC Duty to Cooperate Meeting
Date:	Wednesday 24 th January 2018
Time:	13:30pm
Venue:	Pathfinder Building, Huntingdon
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Regulation 18 Consultation - Regulation 19 Consultation 		LHG	
2.	Huntingdon Comments on CBC Draft Local Plan <ul style="list-style-type: none"> - Quantum of Growth to be delivered - Tempsford Proposals, impact & mitigation - Impact of Growth on Huntingdonshire Initial thoughts on Pre-Submission Plan		HDC	
3.	Update on Huntingdon's Local Plan <ul style="list-style-type: none"> - Regulation 19 Consultation 		HDC	
4.	Duty to Cooperate <ul style="list-style-type: none"> - MOU 		LHG	
5.	AOB			

Minutes

Title of meeting:	CBC & HDC Duty to Cooperate Meeting
Date:	Wednesday 24 th January 2018
Attendees:	Central Bedfordshire Council <ul style="list-style-type: none"> • Cllr Kevin Collins • Lynsey Hillman Gamble Huntingdonshire District Council <ul style="list-style-type: none"> • Cllr Ryan Fuller • Clara Kerr
Venue:	Huntingdon DC Officer, Huntingdon
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
	<p>Update on CBC Local Plan Reg 18 consultation undertaken during summer 2017. A significant number of comments were received c.6,500 individual comments.</p> <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <p>CBC Response to OAN consultation CBC made a strong representation to the Standardised methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need.</p>	CBC

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	<p>CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council.</p> <p>The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs.</p> <p>A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18.</p> <p>Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan and continue with the SA work to inform the final version of the plan. CBC have also undertaken another round of DtC meetings to ensure all our neighbouring authorities and County Council's are aware of the process we are following and to identify how any concerns identified during the Reg18 consultation and through previous DtC meetings have been considered.</p>	
	<p>Huntingdonshire Comments on CBC Local Plan</p> <p>HDC queried the strategic sites that are in Reg19. CBC confirmed those sites that were in as allocations and that Tempsford was not in the plan but that the area had been identified as a location for future growth. The location would be revisited during a review of the local plan pending the outcome of key government decisions in relation to EW Rail and the A1. CBC identified that other locations identified for future growth included land to the east of Biggleswade, the Aspley Guise Triangle and West of Luton.</p> <p>HDC confirmed that they appreciated the reasons for not moving forwards with Tempsford at this time. HDC would want to keep in touch in relation to any future proposals for Tempsford, particularly in relation to the provision of key Infrastructure (EW Rail etc) and the impact of such a proposal on the highway network within Huntingdonshire. HDC would like to be included in the Masterplanning process. The potential impact of Tempsford on Alconbury was also highlighted.</p> <p>Agreed that CBC and HDC have a good relationship which both authority wishes to build upon. Agreed upon the importance of keeping channels of communications open.</p> <p>HDC confirmed they have no other strategic issues or concerns in relation to the CBC local plan.</p>	HDC/CBC

	<p>Update on HDC LP HDC have been preparing the local plan since 2012 and are proposing to submit the plan for examination at the end of March 2018.</p> <p>HDC responded to the Standardised Methodology consultation. Housing needs of Huntingdonshire would increase as a result of the standard methodology by approximately 5,000 in total over life of the plan. HDC currently have a good delivery rate but the an additional 5,000 would require an additional 600-800 per annum.</p> <p>Based on the current OAHN, HDC can meet own needs. They are not helping to meet any unmet need from any other authority. HDC currently have 5.7yr Housing Land Supply and are planning for 20,100 new homes within the plan. HDC commented that hostile planning applications have started to surface.</p> <p>Have Rural Exception sites within the local plan - must be 60% Affordable Housing and 40% Mkt Housing.</p> <p>Lots of local challenges to overcome when identifying sites - Fens, low-lying landscape, flooding etc</p> <p>HDC undertook Reg 18 consultation in Summer 2017 plus another Call for Sites. Approximately 2,000 comments were received. Also undertook a HELA consultation Oct 2017 and confirmed EEFM is used to identify job numbers.</p> <p>In relation to the former RAF Wytton site – not allocated in this plan but it is likely to come forward in a future plan.</p>	
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Hi Kevin,

Further to our meeting on the 14th January at your offices, please see attached an Action Points Summary. I thought it would be helpful to capture the actions arising from the meeting and I have identified some dates to try and ensure continual progress towards agreeing the brief and appointing appropriate consultants.

As you are aware, Central Bedfordshire Council is embarking upon a new Local Plan for the area and as such, we are keen to ensure progress is made in relation to agreeing the briefs for the Green Belt Study and the Growth Options Study as soon as possible.

Green Belt

CBC will be seeking to appoint consultants to review the entirety of the Green Belt within Central Bedfordshire and we have suggested that it would be beneficial if this is a joint study also covering Luton. This will allow a cohesive approach to reviewing the Green Belt across the two areas and will feed in to the Luton HMA Growth Options Study as a key piece of evidence.

Following our meeting on the 14th, I have contacted both Aylesbury Vale and North Hertfordshire in relation to the potential to undertake a joint Green Belt Study across the four administrative areas given they too partially sit within the Luton HMA. With regards to Aylesbury, they are currently undertaking a joint study with 3 other Buckinghamshire authorities (Chiltern; South Bucks; and Wycombe) and this work is being undertaken by ARUP. The publication of their Stage 1 Study is imminent and a stage 2 study will be undertaken and available later in the year. As they are at an advanced stage in this study, Aylesbury Vale have indicated that it would not be appropriate for them to be involved in commissioning a joint Green Belt Study covering AVDC, NHDC, CBC and LBC.

Similarly, North Hertfordshire has previously undertaken a Green Belt Study to identify land that could be released in order to accommodate growth. However, their housing requirement has increased since undertaking this work and as such are now revisiting their Green Belt Study to identify if there are any further parcels of land that could be released. To this end, North Hertfordshire have asked the Planning Officer's Society (POS) to critically examine their Green Belt Methodology to ensure it is robust and fit for purpose. As they have already undertaken a significant amount of work, North Hertfordshire has also indicated that it would not be appropriate to start again and to be involved in commissioning a joint Green Belt Study covering the four administrative areas.

Both Aylesbury Vale DC and North Hertfordshire DC have, however, confirmed that they are happy for consultants appointed in the future to undertake a CBC/LBC GB Study to consider their methodologies to ensure consistency across the area.

Given the position of both Aylesbury Vale DC and North Hertfordshire DC, we would like to finalise the Brief for the Green Belt Study as soon as possible and request that any comments you may have on the brief be sent back to us by Monday 1st February so that we can proceed with procuring consultants to undertake the study as soon as possible. If we are unable to reach agreement in relation to the brief, Central Bedfordshire Council will unfortunately have to consider commissioning this study alone.

Growth Options

In relation to the Growth Options Study, we are encouraged that we have reached agreement on the majority of the brief. There were a couple of issues which we discussed, particularly regarding future meetings, the Governance arrangements, Site Assessment Criteria and Luton's urban capacity.

We had hoped to arrange a Member meeting for the week beginning 25th January. However, conflicting diaries has made this difficult. Would you confirm if you are able to attend a meeting on Monday 8th February at 11am at Priory House? It will be an ideal opportunity for our respective Members (Cllr Sue Clark, CBC and Cllr Paul Castleman, LBC) to meet and agree the Growth Options Brief in order to circulate to AVDC and NHDC and then the other neighbouring authorities.

With regards to Governance arrangements, we agreed that paragraphs 20-21 should be removed from the brief as this is an internal matter which does not need to be in the brief. We also agreed that a Working Group and a Steering Group would be established as part of the project management and

governance arrangements. The composition of these two groups would be discussed outside of the commissioning process but in a timely manner to ensure they are established by the time the Study commences.

With regard to the use of CBC's Site Assessment Criteria within the Growth Options Study, we have given your comments on this some thought and would suggest the following. Rather than specifically asking the consultants to critically examine our methodology for use within the study, the brief includes reference to the fact that we have produced Site Assessment Criteria and that whilst it may be considered by the appointed consultants, the options arising from the study will also be tested against those options as part of CBC's Sustainability Appraisal process to ensure the consistency of assessment across Central Bedfordshire as a whole. If you are in agreement with this, I am happy for you to amend the brief accordingly along with other amendments arising from our meeting.

Luton Urban Capacity

As you know, the clarification of Luton's urban capacity, and therefore the extent of unmet need arising from Luton, is a key component of the Growth Options Study. As such, the initial task set out within the brief is a review of all relevant studies (SHLAA, ELR's, viability studies etc) to confirm Luton's urban capacity. This is then to be agreed by all members of the Steering Group before the study progresses to the next stage of apportioning the unmet need arising from Luton across the other three areas within the HMA (namely CBC, AVDC and NHDC), and ultimately identifying options for delivering the needs of the HMA. Despite previously being in agreement to this aspect of the study, prior to our meeting in the 14th January, Luton BC removed the requirement for this stage of the study from the brief. However, Central Bedfordshire, Aylesbury Vale and North Hertfordshire Council's all consider this to be a fundamental aspect of the study and would require it to be undertaken in order to ensure the study is robust and appropriately considers all the relevant issues. We therefore feel that the text should be reinstated within the Study brief.

As discussed at the meeting, if we are unable to reach an agreement about this aspect of the study, a separate urban capacity study for Luton will be commissioned. Both AVDC and NHDC have confirmed that they would commission this study with CBC. I understand from colleagues at North Hertfordshire that this specific issue was also alluded to in their representations to your recent Local Plan Consultation. We would of course, prefer to reach an agreement with LBC and undertake this piece of work with yourselves through the Growth Options Study.

Please do not hesitate to contact me if you have any queries in relation to the above, and I would appreciate it if you would confirm that you are happy with the dates identified within the attached note as well as your availability for the 8th February.

I look forward to hearing from you soon.

Kind regards
Lynsey

Lynsey Hillman-Gamble
Interim Local Planning Manager
Development Planning & Housing Strategy
Regeneration & Business Directorate

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

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Luton HMA Growth Options Study – Duty to Co-operate MeetingThursday 14th January 2016

Luton Town Hall

Sue Frost CBC

Lynsey Hillman-Gamble CBC

Kevin Owen LBC

Troy Hayes LBC

Actions Arising from Meeting

Action	Officer	Progress
Forward Draft CBC/LBC Green Belt Brief to KO	LHG	Sent 14/01/16
Arrange Meeting with NHDC and AVDC re GB and Growth Options Study	LHG	AVDC and NHDC happy to engage through email.
Amend Growth Options Brief and recirculate to CBC	KO / TH	Target date – 1st Feb 2016
Comments on the Green Belt Brief sent to CBC		Target date – 1st Feb 2016
Key Milestones & timetable		Proposed end date of study to be identified by CBC
Arrange Members Meeting for W/B 25 th January 2016	LHG / KO	Proposed date – Monday 8th February . CBC to host at Priory House.
Luton's Urban Capacity – Agree the way forward	LHG / KO	Target date – 8th Feb 2016
Agree Growth Options Brief at Officer Level & with Members	All	Target date – 8th Feb 2016
Agree Green Belt Brief at Officer Level & with Members	All	Target date – 8th Feb 2016
Member & Director Sign Off of Growth Options Brief	CBC/LBC	Target Date – 18th Feb 2016
Compile list of potential Consultants	LHG / KO	Target Date – 18th Feb 2016
Site Assessment Criteria	SF	To be circulated to LBC, AVDC & NHDC for comments.
Establish Working Group for GO Study (Officers from CBC, LBC, AVDC & NHDC)	LHG / KO	TBC
Establish Steering Group for GO Study (Composition and format to be agreed)	LHG / KO	TBC

Minutes

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 13 th July 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Sue Frost (SF) • Lynsey Hillman Gamble (LHG) • Uchenna Eze (UE) <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Kevin Owen (KO) • Troy Hayes (TH) • David Carter (DC)
Venue:	Priory House, Leaders Room
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Item	
1	Growth Options Study	
1.1	Given that CBC has started a North Growth Options Study, LBC asked about the process that CBC are likely to follow in light of a possible phase 2 Luton HMA Growth Options Study.	DC
1.2	CBC advised that the North Growth Options study will seek to identify growth options across the area of Central Bedfordshire not covered by the Luton HMA Study. The North Growth Options study will therefore only look within Central Bedfordshire.	LHG
1.3	Should the Luton HMA Growth Options phase 1 report identify the need for a phase 2 study, LBC and CBC would need to explore growth options in the adjoining housing market areas with other neighbouring authorities.	LHG

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1.4	LBC highlighted that the inspector may be interested to know the decision making process that the Growth Options Study followed to meet the OAN in particular; the distribution of the 125% between the 4 HMA's.	DC
1.5	SF advised whilst the GOS is a joint study, both CBC and LBC will produce their own processes which will serve their respective Local Plans.	SF
1.6	DC suggested the possibility of members meeting in November once the study reports at the end of October 2016 to discuss the way forward and maintain the Duty to Cooperate.	DC
1.7	SF advised that CBC and LBC will require further discussions after the GOS report to agree governance arrangements going forward.	SF
2	Urban Capacity Study	
2.1	The spreadsheet from the consultants which captured the list of sites has identified most of the sites from the SHLAA.	SF
2.2	LBC are making good progress with their SHLAA update which is due to report at the end of July 2016.	KO
2.3	CBC explained the urban capacity study methodology. The brief suggests the study will look at various other studies including both the Employment Land Review and the Zonal Study. The study however has not identified any new sites so far.	SF/LHG
2.4	CBC is still in the process of checking the full list of sites which LBC have agreed to check against the consultants work and the SHLAA to ensure consistency across both parties.	SF
3.	AOB	
3.1	Discussion was had regarding agendas and minutes of meetings and if they would be made available. It was considered that all minutes, agendas and arising action points will not be made available until after the Growth Options Study has been completed and agreed internally by all four commissioning authorities. A short briefing note may be provided to satisfy	

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	any requests for information.	
3.2	This decision will need to be agreed with both North Hertfordshire District Council and Aylesbury Vale District Council.	

Actions

No.	Item	Actioned by
1.	Action: LBC to draft a briefing paper for the steering group by the 19 th July 2016. Finalise and share the work programme/dates for the wider reference group.	KO

Agenda

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 14 th September 2016
Time:	9:30am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	<ul style="list-style-type: none"> Addendum to the Statement of Common Ground <ul style="list-style-type: none"> Content 			
2.	<ul style="list-style-type: none"> Urban Capacity 			
3.	<ul style="list-style-type: none"> Luton Examination 			
4.	<ul style="list-style-type: none"> Strategic Frameworks 			
5.	<ul style="list-style-type: none"> Growth Options Study – The Way forward 			
6.	<ul style="list-style-type: none"> AOB / Date of Next Meeting <ul style="list-style-type: none"> GO's Steering Grp Meeting – Monday 7th November 			

Minutes

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 14 th September 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Sue Frost (SF) • Lynsey Hillman Gamble (LHG) • Uchenna Eze (UE) <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Kevin Owen (KO) • Troy Hayes (TH) • David Carter (DC)
Venue:	Priory House, FE2
	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Item	
1	<p>LBC Update</p> <ul style="list-style-type: none"> • Statement of Common Ground likely to be raised at the Examination. • Inspector may query difference between addendum submitted by CBC and the new version. Para 9. • Updated SoCG - based on most up to date info i.e. SHLAA update etc - a live document. Also show CBC and LBC continuously working together. • CBC supporting LBC on the SHMA and SHLAA figures - need to be saying the same at Examination. • TH considers the Inspector will look carefully at the SHLAA and assumptions etc. • Consider others at Examination will query SHMA and OAN figures in order to get the overall figures up and therefore increase need within CBC. • KO thinks inspector will want to know what the new SHMA figures will 	<p>DC</p> <p>SF</p> <p>TH</p>

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	be and therefore how much of a difference/increase it would be.	
	<p>CBC Update</p> <ul style="list-style-type: none"> • CBC producing a high level issues and Options leaflet – outlining our overall strategic approach. • CBC preferred approach = along transport corridors. Portland, Oregon - good examples of corridor development working well. • Questions will be included within the leaflet but will also high level. • Employment sites - some already in the SHLAA. Demand for B2 has gone up therefore poorer sites that are still in use are not being considered for the SHLAA - that's not to say they wouldn't be considered further down the line if the sites start to become vacant. 	SF
	<p>General Discussion</p> <ul style="list-style-type: none"> • Increasing Densities - LBC have looked but haven't identified any further sites that are available where densities could be increased. Also, need is for family housing and less for 1/2 bedroom flats/apartments. Lots of office to Residential conversions already. • Newlands Road - came in at higher densities. Need to allow market flexibility to allow higher densities when applications come forward. (Addition of AH at Newlands Road on the green space is why overall density went up). • Viability work for the LP has been done. • Nexus Planning attending for CBC. Alex Booth QC for first week and part of second. AB there to provide back up on the SHLAA and urban capacity. • Wayne Beglan attending 1st and 4th day and most of second week. Cllr Castleman dipping in and out. • AECOM can't attend the Hearing Sessions - KO covering transport. • Strategic Frameworks – Agreed that we should add how we have and will work together into the frameworks . Need to also add GO's and GB to framework. • Q80 Statement - Growth Options Way forward. North Herts & AVDC comments - may need to amend wording/phrasing in the statement slightly. DC to amend and send to CBC. Will then circulate to AVDC and NHDC for agreement. • Green Belt - LBC have 2 points to raise before agreeing final sign off. 	KO
	Table 5.7 - commentary about boundaries on parcels. Para 3.101 -	SF
		DC
		TH

	<p>other comments about the methodology and where CBC and LBC may not have been in agreement on parts of the method.</p> <ul style="list-style-type: none"> • Green Belt Study when completed will be taken to 7th November Steering Group Meeting for final agreement and then published as a technical study. • 7th November meeting to be arranged by Luton • FEMA study - draft sent to LBC so will need to have an update meeting to discuss two studies and how they are consistent. 	
3.	<p>AOB</p> <ul style="list-style-type: none"> • The next GO steering group meeting is being held on November 7th 2016. It was agreed that Luton will host this meeting at their offices. It was also agreed that CBC would secure the Working Woodland Centre if Luton are unable to secure a room. 	

Agenda

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 30 th November 2016
Time:	10:30am
Venue:	LMR, Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead	Time
1.	CBC Local Plan Update <ul style="list-style-type: none"> • Growth within the Luton HMA & Luton's unmet need • CBC/ LBC MOU (as per Q80 response) • North Growth Options Study • Combined Growth Options Map • Preferred LP Strategy 		CBC	
2.	CBC and LBC Joint SHMA <ul style="list-style-type: none"> • Initial findings • Confirmation of Joint Commission 		ALL	
3.	Luton Examination Update		LBC	
4.	Strategic Frameworks		CBC	
5.	AOB / Date of Next Meeting <ul style="list-style-type: none"> • January 2017 		ALL	

Central Bedfordshire

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 30 th November 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Sue Frost (SF) • Lynsey Hillman Gamble (LHG) • Andrew Marsh (AM) • Cllr Sue Clarke (SC) <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Kevin Owen (KO) • David Carter (DC)
Venue:	Priory House, Leaders Meeting Room
	<p>Andrew Marsh 0300 300 6624</p> <p>andrew.marsh@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Item
1	CBC Local Plan Update <ul style="list-style-type: none"> • Evidence base starting to report back. • Pulling together spatial strategy • Unmet need - base on minimum capacity of 8,500 in Luton, and 1,950 in North Herts = 7,350 remaining. CBC will seek to accommodate the 7,350 within Central Beds as close to Luton as possible. • AVDC recent communications about OAN going down. • LBC raise need to meet OAN arising from Dunstable & Houghton Regis close to the conurbation as well? AM confirmed that is part of CBC overall OAN for the HMA. • CBC Reg 18 Plan will be preferred strategy but not site specific. Growth locations only, which will be subject to other work. Cannot guarantee that the locations in the Reg 18 plan will be taken forward as will be consulting on more than we need. Identifying more than we need as options but will need to reduce this down. • LBC expressed concern that growth in smaller settlements within the Green Belt will detract from the urban extensions and have a detrimental impact upon the regeneration of Luton.

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	<ul style="list-style-type: none"> CBC meeting with DCLG tomorrow (1st December 2016) and will be discussing GB release. CBC likely to include contingency to cover under-delivery, potential other unmet need and increased infrastructure which could increase capacity on the road network. LBC to amend draft MOU and circulate to CBC (by Monday 5th December 16). CBC to respond by the Friday 9th December 2016, and then circulate with NHDC and AVDC. Consider Steering Group should be able to make a recommendation to their own authority. Via email. Director level meeting afterwards. Discussion around publication of evidence base, and in particular the GO study. LBC concern about when the GO is released and to whom. Need to agree a date that it will be published on. CBC consider likely to be the 17th January 2017 but need to be cautious in case consultation is put back. Things may change for reasons beyond our control, i.e Housing White Paper. LBC indicated that even if CBC put back consultation, they would still want to publish in January. Need to arrange Cabinet meeting to discuss. Need to ensure appropriate Comms etc are in place ahead of any publication of the study. Need to ensure it isn't taken out of context. LBC queried if it would be drip fed on website when available? CBC cannot do this as CBC a very different area. LBC is very urban and constrained whilst CBC is much more rural. Releasing GO study early ahead of the CBC draft plan would alarm residents as it is out of context. CBC will monitor and contact LBC after 10th Jan if we think there may be a delay. Set a date for LUC to present study to Wider Reference Group. Need to agree report beforehand. Before Christmas. CBC to host. Draft Plan on website around 5th Jan. Exec 10th Jan. CBC showed Combined Locations Map, i.e. Luton GO with North CBC GO and the 'Circles' map. 	CBC
		LBC
		CBC
		LBC
2	SHMA <ul style="list-style-type: none"> Figures - 19,000 LBC and 32,000 CBC. Jonathon considers uplift should be 10% not 5%/20% as last time. Considers this fits with discussions at LBC examination. CBC will require the Joint SHMA to be updated covering period 2015 - 2035. CBC also commissioning additional work - starter homes, older persons accommodation etc LBC question whether the SHMA should start 2011 and whether shortfall accrued between 2011-2015 is lost? CBC confirmed that the new SHMA takes account of shortfall and incorporates this into the overall OAN figure. LBC pointed out that there no agreed brief etc. CBC explained the necessity to press on with commissioning the SHMA (tight Local Plan timetable etc), and explained that the new SHMA utilised the same methodology and that there is the acceptance in principal that we do joint SHMA's. 	CBC
		LBC

	<ul style="list-style-type: none"> • CBC are having DtC meetings and will share draft update with them. Considered that reviving the original steering group is not necessary as it is same methodology etc. LBC agree but will consider further. • LBC queried if CBC are asking for the SHMA update to be a joint study and therefore for LBC to contribute financially. • CBC confirmed that CBC had to commission the work for our local plan. Happy for LBC to be part of it as a joint study but not requesting financial contribution. LBC need to think about it further and discuss with Jonathon. KO to contact Jonathon Lee and seek clarification in relation to potential implications for LBC. AM to forward costs email for info. LBC to confirm to CBC either way within 2 weeks. 	
3.	LBC Examination Update <ul style="list-style-type: none"> • AM attending next Tues for 5yr housing supply matter. • Tues / weds next week then break until new year. Big sites will be in January. • Report to Council - proposed modification to Junction 10a Policy. • 2 Major applications - elements of which are not consistent with the emerging policies. • Inspector hasn't commented yet as to whether he would accept a major modification. • Modifications take reference to Stadium out of Stockwood Park - LTFC have no plans to build therefore Plan would be unsound. Have taken reference out but is it now unsound anyway? Procedure not consistent with the approach that would have may been considered appropriate. Change made as a result of Lobbying from LTFC. • KO and DC not part of the Committee Report - were not convinced right approach. 	CBC/LBC
4	AOB <ul style="list-style-type: none"> • DtC meeting scheduled for 12th Dec rescheduled for end Jan / early Feb. CBC to arrange. 	

Agenda

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 10 th May 2017
Time:	10am
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Local Plan <ul style="list-style-type: none"> o Potential Strategic Locations o Employment 		SF / LHG	
2.	Update on Luton Local Plan <ul style="list-style-type: none"> - Major Modifications 		LBC	
3.	Growth Options MOU		All	
4.	Future joint working including respective FEMAs and the SHMA 2016 update and transport		All	
5.	NIC Discussion Paper <ul style="list-style-type: none"> - Luton's involvement in the Cambridge – MK – Oxford Corridor - Response to the Discussion Paper 		All	
6.	Duty to Cooperate <ul style="list-style-type: none"> - Draft Strategic Frameworks / SoCG 		LHG	
7.	AOB			

Minutes

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 10 th May 2017
Attendees:	Lynsey Hillman-Gamble (CBC), Andrew Marsh (CBC), Ashleigh Audley (CBC), Troy Hayes (LBC), Kevin Owen (LBC)
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble

	<u>Apologies</u> <ul style="list-style-type: none"> • Sue Frost (CBC) • Cllr Sue Clark (CBC) • Cllr Paul Castleman (LBC)
No.	Item
1.	<p><u>Update on CBC Local Plan</u></p> <ul style="list-style-type: none"> • Following announcement of the General Election, the date to take the Regulation 18 Plan to Executive has moved from the 6th June to the 20th June. • Consultation will start on 4th July and run for 8 weeks (Evidence studies will also be published on 4th July). • Regulation 18 Plan includes a range of housing figures, depending on possible outcomes of the housing methodology (as indicated by the Housing White Paper), and the NIC Corridor Paper. • Don't yet have final SHMA, but headline figures are 32,000 for CBC and 19,000 for LBC. LBC request to see the SHMA before it is published if their name is to be on it. <p>Action: AM to send KO draft SHMA once received and KO to draft some text to go in covering report stating LBC's position on the SHMA.</p> <ul style="list-style-type: none"> • Regulation 18 Plan looks at between 20,000 and 30,000 new homes in addition to those already permitted/allocated (23,000). This includes the 7,350 from LBC. • Draft Plan will consult on growth locations, not sites. Strategic Growth Locations include: North Luton, West Luton, South East of Milton Keynes (Aspley Guise area), Marston Vale, Wixams, North of Sandy around Tempsford Airfield, East of Biggleswade and East of Arlesey. • Plan also proposes around 2,000 homes in Green Belt towns/villages and 4,000 homes in towns/villages outside of the Green Belt. The Regulation 19 consultation will identify specific small and medium sites. • Regulation 18 will include publication of a Site Assessment Technical Document, which details the results of site assessment work to date for the 848 submitted sites. • The Regulation 18 consultation has a Plan policy which identifies how many G&T

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	<p>pitches are needed, and some DM policies for applications for G&T sites.</p> <ul style="list-style-type: none"> • No Infrastructure Delivery Plan will be published at Regulation 18, however the draft Plan will identify what infrastructure will be required for the strategic sites to go forward. • CBC confirmed they have not been approached by any other authorities about unmet need yet. • The draft Plan proposes 24,000 new jobs over the plan period for local need, plus three standalone strategic employment sites (warehousing/distribution at M1 J11a, M1 J13, A1 Stratton Biggleswade) to provide up to 6,000 jobs to match the additional housing CBC is taking to prevent CBC from becoming a dormitory town. The three sites are likely to be B8 but may have ancillary office uses. • Regulation 19 Consultation is currently scheduled for Spring 2018, with submission planned for Autumn 2018 and adoption for Spring 2019.
2.	<p><u>Update on LBC Local Plan</u></p> <ul style="list-style-type: none"> • LBC currently out to consultation on main modifications until the 26th May. Once this has closed, it's likely to take approximately two weeks to collate the responses and send back to the inspector. Following this the timetable will be up to inspector but LBC anticipate the inspector's report in July. • The location of the football club has been left for the next review of the Plan. A new policy (LP4) has been added, this requires the next review of the plan to be submitted for EIP by 2021. The policy includes the matters to be addressed in this review. • LHG suggested addition of the word 'minimum' to LP40 in relation to urban capacity. LBC were concerned how the inspector would view this in relation to the SA, but the LP40 policy does include urban capacity changes as one of the things that can trigger a review of the Plan. <p>Action: LHG to look at policy LP40</p>
3.	<p><u>Growth Options MOU</u></p> <ul style="list-style-type: none"> • LBC suggested addition of text to outline how the MOU sits with the SoCG. Also need to make sure it is still grounded in Q80 for the inspector. Suggested inclusion of a map of the HMA boundary. <p>It was agreed that the MOU be <i>renamed 'Position paper on the distribution of housing within Luton HMA'</i>.</p> <p>Action: LHG to follow up with Peter Williams on the signing off the Growth Options Study.</p> <ul style="list-style-type: none"> • LBC requested that the West of Luton site be referred to in the MOU, however LHG suggested this may be better placed in the Draft Strategic Framework to be discussed at item 6.
4.	<p><u>Future Joint working</u></p> <p>SHMA already discussed under item 1.</p>
5.	<p><u>NIC discussion paper</u></p> <ul style="list-style-type: none"> • East-West Expressway: LBC's position is likely to be favouring a route between MK

	<p>and Oxford via Luton, using the M1 to tie up existing infrastructure rather than providing new infrastructure.</p> <ul style="list-style-type: none"> • East-West Rail: LBC's position is likely to be supporting a station at Wixams as this would provide opportunities for Luton with links to the Midland Mainline.
6.	<p><u>Strategic Framework</u></p> <ul style="list-style-type: none"> • This sets out that CBC and LBC are agreeing to work together, lists the dates of meetings so far and commits to the next meetings (during Regulation 18 consultation, before submission). It also sets out the issues to be RAG rated, but importantly it does not seek to resolve them as this is what the meetings are for. This is written in relation to the CBC plan and is therefore different to the SoCG which is written in relation to the LBC Plan. • LHG agreed that the Strategic Framework could pick up Cllr Castleman's request for a commitment to look further at West of Luton, and the concerns over affordable housing provision. LHG also agreed to add that this document follows on from the SoCG and will set out the next steps of work following the Growth Options Study. • KO suggested that the Strategic Framework also sets out some Terms of Reference, including committing to meetings between directors and Councillors. A meeting between the directors and the Portfolio Holders may be useful to agree the Position Statement (item 3) before this is signed.
7.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • LBC will shortly be sending out a scoping report on their G&T Local Plan and have also done some work on CIL which could potentially be going to members in June. • CBC has done some transport modelling on Regulation 18 locations, but this is using the older transport model as the new one will not be ready on time. • Suggested next DtC meeting for mid/early August once CBC out to Regulation 18 consultation. Also suggested that another meeting is arranged to allow the Portfolio Holders to meet, potentially this could tie up with a meeting about the SHMA if one is required.

Agenda

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Wednesday 2 nd August 2017
Time:	2pm
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Luton Local Plan <ul style="list-style-type: none"> Major Modifications Other work areas 		LBC	
2.	LBC Response to the CBC Draft Local Plan Consultation.		LBC	
3.	Position Statement and Q80 process to MoU		All	
4.	Wider joint Working arrangements/programme		All	
5.	AOB			

Minutes

Title of meeting:	Central Bedfordshire Council & Luton Borough Council Duty to Cooperate Meeting
Date:	Wednesday 2 nd August 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> Lynsey Hillman-Gamble – Local Planning Manager (LHG) <p>Luton Borough Council</p> <ul style="list-style-type: none"> Sue Frost – Head of Planning (SF) Troy Hayes – Planning Consultant (TH) Cllr Paul Castleman (CC)
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
1.	<p>LBC Local Plan Update</p> <ul style="list-style-type: none"> Have the Local Plan draft Report from the Inspector – LBC are still reviewing the report. Still determining when LBC might publish the report but overall the Inspector's draft report is fairly positive. It will need to go to Full Council before being published. Aim to get Plan adopted as soon as possible. LBC have commissioned some work looking at potential for CIL. Shows marginal viability on retail and residential proposals. A report will be going to Executive Committee in the future. ORS have also updated the Luton GTAA – this shows a decrease in the overall need. Links to SHMA. Need to consider 'unknowns' and how it's taken forward. Update to SHMA needs to reflect how we deal with unknowns. Discussion on CBC approach to G&T - 23 pitches allocated + criteria based policy. LBC still considering how to take forward the G&T plan. 	<p>SF</p> <p>LHG</p>
2.	<p>LBC Response to Draft LP</p> <ul style="list-style-type: none"> LBC recognise amount of work that has gone in to the CBC draft Local Plan Response will be generally positive. Strong support for sites close to LBC Boundary. Need further clarification on strategic employment sites – need to be happy that the evidence behind the strategy is justified. Sites are 	SF

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	<p>strategic and therefore it is considered that they will have less impact on Luton.</p> <ul style="list-style-type: none"> • LBC response will support Exceptional Circumstance and need to release GB land. Recognise implications for LBC of GB sites on boundary. • Recognise sites have had high level assessments so far. Suggest joint working & commissioning of any future studies in relation to North and West of Luton. Mutual understanding and agreement of some of the issues. • LBC response may seek clarification on other points such as transport, schools, affordable housing and flood risk. • North of Luton - could impact on flood risk but there is the potential to resolve this issues through mitigation, particularly for Bramingham. • A6 - impact of development on this key route and 3 other gateways in to the Luton urban area. • Transport Modelling needs to take in to account the cumulative impact of LBC sites as well, as well as East of Luton. Considered as it is a joint transport model that this is already picked up. • LBC support development on LBC boundary but need to ensure appropriate infrastructure is provided. The busway could improve transport issues arising from West of Luton. West of Luton will need to pick up education needs of LBC. • CBC stated that they were aiming for consultation on the Submission Plan in April 18. LBC suggested topic specific meetings ie with education, housing with specialist officers could be held in advance to discuss issues in more detail. • LBC request any further evidence provided by N & W Luton could be sent on. • LBC would like to be involved in discussions moving forward with developers - referenced previous transport meeting which Keith Dove attended. This is in particular relation to the sites to the North and west of Luton. • Brownfield Land Register Guidance - Planning Policy Guidance. Troy to send link. • LBC response to the CBC LP will go to Executive on 21st August for approval. Committee papers will be published end of next week. If any issues we want to discuss before the committee, flag up. 	<p>CC</p> <p>SF</p> <p>TH</p>
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Agenda

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Monday 18 th December 2017
Time:	2:00pm
Venue:	Luton Borough Council
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in LBC's Reg18 Response <ul style="list-style-type: none"> • Vision should include commitment to meet unmet need • Level of housing need to be provided and implications for affordable housing • Urban extensions to Luton - scale, form and timescales • Clarity and treatment of key infrastructure in supporting transport policies • Support release of GB. Potential for additional long term growth beyond the plan period. 		LBC/CBC	
3.	Update on Luton Local Plan <ul style="list-style-type: none"> • Adoption of Plan • Timetable for Review of Local Plan 		LBC	
4.	DtC <ul style="list-style-type: none"> • Refresh of Statement of Common Ground 		CBC / LBC	
5.	DCLG Planning Delivery Fund		LBC/CBC	
6.	AOB			

Minutes

Title of meeting:	Central Bedfordshire Council & Luton Borough Council Duty to Cooperate Meeting
Date:	Monday 18 th December 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Councillor Sue Clark • Connie Frost-Bryant – Head of Strategic Growth • Andrew Marsh – Principal Planning Officer <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Councillor Castleman • Sue Frost – Service Director (Planning) • Kevin Owen – Team Leader Planning
Venue:	Priory House, FW2
Contact:	Andrew Marsh 0300 300 6624

Meeting Minutes

No.	Item
1.	<p>CFB gave an update on the emerging Local Plan for CBC.</p> <p>Homes</p> <p>Target set at 39,350, comprising CBC OAN of 32,000 and remaining LBC unmet need of 7,350. Includes AH target of 30%. CBC won't be allocating unmet need to specific sites, though aspiration is that these will be met within the Luton HMA.</p> <p>Affordable Housing</p> <p>CBC confirmed that LBC unmet AH will not be allocated to specific sites. LBC advised that they had requested a mod to North Herts LP setting out a suggested apportionment for the draft allocation East of Luton in relation to LBC's unmet AH needs. LBC advised that the Inspector asked LBC to work with N Herts on this matter, and suggested that for policy to be effective re affordable housing, Plan should clarify how much will be allocated for Luton residents including for AH.</p>

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	<p>Jobs</p> <p>Target revised. Now 24,000 jobs in total - includes the 6,000 jobs delivered via the strategic allocations rather than being on top of this figure. Portfolio of employment land. Range of different types of jobs will be delivered.</p> <p>Sites</p> <p>Strategic - 4 strategic residential sites to be allocated, including North of Luton (4,000 homes and 20ha employment land), and 4 strategic employment sites, including M1 Junction 11a (45ha). CBC advised that West of Luton would not be allocated at this time but would feature in the Plan in some capacity. There are still a number of unresolved issues: aircraft noise, connectivity across the M1 and to J10, and topography in the north of site. Primarily though the proposed airport expansion comprised of a significant increase in flights on the existing runway as set out in the Vision Document (December 2017) means that the site may not be suitable for development due to aircraft noise issues. SF received meeting request from agent acting for West of Luton but advised that it was not appropriate to undertake a unilateral meeting without CBC present. LBC requested that they could engage with CBC on any future masterplanning for both sites.</p> <p>Small – medium - c.50 small – medium (ie. 11 – 650 homes) sites to be allocated, including a number of highly sustainable sites in the CBC Green Belt, within Luton HMA, close to Luton.</p> <p>SHMA</p> <p>ORS was commissioned by CBC to prepare a new SHMA for Luton and Central Bedfordshire as part of the evidence base for CBC Local Plan. The new SHMA incorporates the initial SHMA findings, which identified the OAN for housing over the CBC Local Plan period 2015-35 for the two local authorities; and also the OAN for Luton borough over the period to 2036, to inform a potential early review of the Luton Local Plan. The new SHMA also sets out the evidence about the functional Housing Market Area (HMA), based on findings from a study jointly commissioned by a partnership of seven local authorities (including Central Bedfordshire and Luton), and updates information from the previous SHMA about the housing needs of different groups.</p> <p>LBC raised the issue of the status of latest SHMA (December 2017) from their perspective. LBC confirmed that they use the 2015 joint SHMA (i.e. 2011 – 31) as the basis for housing need and 5YHLS calculations, but acknowledge that the December 2017 SHMA will be a consistent basis for CBC Local Plan to 2035. CBC agree that SHMA to be circulated to LBC prior to consultation. Consensus that a form of words to be agreed between CBC and LBC establishing the status of the SHMA from LBC's perspective.</p> <p>Transport</p>
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	<p>For Reg. 19 Plan, the transport model modelled the draft allocations building on the work on scenarios that had been carried out previously. Evidence will further refined to identify possible mitigation measures. This evidence is factored into the costing/viability work for sites.</p> <p>LBC queried whether an overall strategic assessment has been run that takes in the north, east and west of Luton looking at cumulative impacts. Cumulative impacts for the north and east have been considered and as part of previous modelling work, the West of Luton was factored in.</p> <p>Additional work was also undertaken by Ringway Jacobs with regards to access arrangements. Also looking into sustainable transport – linking into the busway and railway stations.</p> <p>Houghton Regis North</p> <p>Policy drafted for Plan - Policy SA5: Houghton Regis North Strategic Allocation with has outline consent. Now looking at the wider offer for Houghton Regis as a whole including NHR in order to regenerate the area. Likely to be a vision document led by CBC rather than developers to support this.</p>
2.	<p>Update on the Luton Local Plan</p> <p>Plan adopted at full council on 7th December 2017 but they must commence an immediate review. The Inspector set a deadline for the LBC to submit their Plan in 2021. Timetable to be finalised in the New Year and a review of the evidence base would commence in parallel. CFB sought clarification of LBC's position on the vision for the airport. LBC confirmed that they were in full support and it was one of their key priorities going forward. CFB agreed that it was a key economic priority for both authorities and confirmed that this had a significant impact of any development proposals West of Luton, due to aircraft noise impacts from altered flight paths.</p>
3.	<p>SoCG</p> <p>Existing Position Statement will provide a good basis for moving forward but will follow approach set out in the White Paper (September 2017). Position statements agreed in X – status is that CBC and NHDC have signed, AVDC still haven't signed. LBC to chase. Position statement and any SoCG will be finalised in time for submission of the CBC Local Plan.</p> <p>SF advised that the LBC response to the CBC Pre-submission Local Plan will go to their Executive in February 2018.</p>
4	<p>AOB</p> <p>DCLG Planning Delivery Fund – initial thoughts were that timescales would prove too challenging for CBC based on LP timetable.</p>

Agenda

Title of meeting:	CBC & LBC Duty to Cooperate Meeting
Date:	Friday 6 th April 2018
Time:	10:30am
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> Submission Timetable 		CBC	
2.	West of Luton <ul style="list-style-type: none"> Unclear why it is not included as an allocation Future growth location and scale of future growth 		LBC/CBC	
3.	North of Luton <ul style="list-style-type: none"> Infrastructure provision Working closely with Master Planners – mitigation of highways impacts 		LBC/CBC	
4.	Affordable Housing <ul style="list-style-type: none"> Overall provision within the Luton HMA Access to affordable housing within the Luton HMA 		LBC/CBC	
5.	Housing Delivery in the Luton HMA <ul style="list-style-type: none"> Identifying specific needs for the Luton HMA. Location of Luton unmet housing need 		LBC/CBC	
6.	Infrastructure <ul style="list-style-type: none"> A6-A505 link Road 		LBC/CBC	
7.	Position Statement / Statement of Common Ground <ul style="list-style-type: none"> Content and Status of PS and SoCG Timetable for agreement and sign-off 		LBC/CBC	
8.	Dates /Frequency of future meetings		LBC/CBC	
9.	AOB		LBC/CBC	

Minutes – Not Agreed by LBC

Title of meeting:	Central Bedfordshire Council & Luton Borough Council Duty to Cooperate Meeting
Date:	Friday 6 th April 2018
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clark – Deputy Executive Member for Regeneration • Andrew Davie – Assistant Director, Development & Infrastructure • Lynsey Hillman-Gamble – Strategic Partnership Manager <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Cllr Paul Castleman • Sue Frost – Service Director • Claire Berry – Troy Planning
Venue:	FE2, Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item
1.	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • CBC confirmed that the local plan will be going to Full Council on 26th April and that the plan will be submitted on 30th April. • MK and AVDC have submitted.
2.	<p>Position Statement</p> <ul style="list-style-type: none"> • CBC surprised to get the Position Statement. Some of the issues are not directly related to the LP but would be part of on-going dialogue between CBC and LBC. Would like to go through in detail to fully understand and seek clarification. • CBC asked - Is the Position statement about matters of Soundness and not DtC in Luton's view? The following discussion concluded that LBC are satisfied that these are matters of soundness and that CBC has met the legal requirements of the Duty to Cooperate. <ul style="list-style-type: none"> ○ LBC – partly both. Some issues around soundness but also about DtC. ○ CBC – once we submit, formal DtC ends. CBC recognise need for on-going dialogue. Suggested in our draft SoCG we set out where we need on-going discussions. ○ LBC – mindful that we have been talking for a long while but haven't seen specifically where their unmet need is going. Lots of talking but no agreed outcome. Actions and timescales for delivery need to be agreed. As far as DtC, we had DtC meetings in relation to the Luton plan.

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	<ul style="list-style-type: none"> ○ CBC – ongoing discussions and joint working continues. Important for us to ensure there is no ambiguity between the two authorities. ○ CBC – may be in a position where we might not agree on everything. Need to identify where we need to have continued discussions. ○ LBC – happy to agree where we can but there will be some sticking points that we will need to discuss at examination and as on-going discussions. ○ LBC – happy to continue to work with CBC to ensure the CBC LP is found Sound. Agree DtC stops when the plan is submitted (it's in the Regs) but in reality it doesn't. Important for CBC to know that Luton Borough Council are NOT OBJECTING ON DTC grounds as this would suggest that LBC are not open to further discussions. ○ LBC – not a DtC objection, but would object if LBC don't get agreement on all their issues identified in the Position Statement. ○ LBC confirmed that CBC has met the legal requirement of Plan making in respect of the DtC, but that there may be areas where LBC feel the CBC Plan is unsound. This will be for the Inspector to decide through the examination process.
3.	<p>Position Statement - Introduction</p> <ul style="list-style-type: none"> • CBC – can we agree that everything that is not in the Position Statement is Agreed on. The Position Statement (PO) therefore identifies only the outstanding issues. • LBC – confirmed this is not the case and that the issues identified in the PO are the Key Issues. Some issues, more minor, were identified in the Reg18 rep that haven't been addressed. • CBC – asked for agreement that the PO are the Main Issues and that the other minor issues are still important but not major issues. • LBC recognise that some of the more minor issues might have already been addressed through CBC proposed mods. Might be one or two other minor things that need to be discussed but nothing that will cause us any un-due concern. • CBC need confirmation if there is anything else, big or small, coming up in the future. We would like to go into the Examination knowing what the issues are and that nothing is going to be raised that we are not already aware of. • Agreed that CBC and LBC will review Reg 18 and Reg 19 reps to make sure everything has been addressed. Will bring this back to the meeting on the 17th April. • CBC understood that we have agreed the 7,350 unmet need. Unsure why further clarification is being sought as we have an agreed position. • LBC would like to know where they would be delivered. • CBC – the second para of the PO needs to be clarified that we have agreement on the number. AGREED. • 3rd Para – the word 'previously' implies that we have stopped having constructive meetings. • LBC view is that because the minutes of the last 2 meetings haven't been agreed therefore they were not constructive. Hope the notes of this meeting will be circulated by Monday. Previous to August, CBC and LBC were working well together and hope to get back to that. • CBC queried if it is all the minutes or specific elements within them that are not

	<p>agreed.</p> <ul style="list-style-type: none"> • LBC – both the last 2 meeting notes are considered to have elements missing. • LBC (Cllr PC) confirmed that he will not sign the two sets of notes. He is not prepared to sign the December notes because the August ones were not agreed in time after the meeting. • CBC – the December meeting was a good discussion and covered a lot of issues. It should be recognised that the meetings took place. • CBC & LBC agreed that the August 2017 and December 2017 meetings constituted formal DtC meetings but at this point LBC are not prepared to sign the minutes from these two meetings. This is due to the time for the production of the August minutes and particularly in reference to bullet point 14 of the August notes. • CBC – we write some wording to reflect LBC's position in relation to the notes. • CBC confirmed that the DTC statement will identify that the meetings took place but that the notes were not agreed. • CBC suggested the notes of the two meetings be discussed at the next meeting on the 17th April. • 4th Para of LBC PO – Joint Position Statement. LBC consider that for CBC Examination it would be helpful to have it signed by all four authorities. Agreed that CBC and LBC both confirmed that the statement was signed and it was just AVDC and NHDC that didn't sign. Agreed it would be beneficial to get it signed. • CBC – Matter 7 and Q80 (LBC Examination) Inter-related. The two sought to confirm that the need could be met within the Luton HMA. How the Growth Options would be used in relation to growth within the HMA.
4.	<p>Housing Numbers</p> <ul style="list-style-type: none"> • CBC queried the phrase 'generic commitment'. • LBC confirmed the wrong phrase was used – refers to the overall number CBC have committed to deliver – 7,350. • Agreed that the Luton Capacity of 8,500 is a minimum. • Representation Request 1 - Why are LBC asking for timings and location? • LBC need clarification where the houses will be and when they will be delivered. 13,000+ people on their housing list and need to know when they can start accommodating them. Referring to both Market and affordable housing. Want to keep people as close to Luton and their families as possible. • CBC reconfirmed the commitment to delivering Luton's unmet need as close to Luton as possible. • CBC - timing is something that is not within our gift. It is not something that we can control and is therefore very difficult to commit to something like this in a policy. CBC have committed to deliver these homes over the plan period – as LBC's own plan does with their need. • LBC consider CBC must be able to come up with something that says when we will deliver. • CBC – confirmed the delivery of housing over the plan period is set out in the Housing trajectory. Queried what is LBC's driver for pushing this? • LBC want firm commitment about what will be delivered and when. • LBC – CBC have a housing trajectory. Could use this to be more explicit about what

	<p>will be for Luton and therefore when it might be delivered.</p> <ul style="list-style-type: none"> • LBC – might be something that could be clarified within the CBC LP that could clarify this position. LBC deals with this in their plan through their trajectory. NPPF may alter this position? Could extrapolate something from the trajectory to be more prominent in the plan as to when the houses will come forward. • CBC – do not envisage this being a policy but will have a look at the inclusion of some text. CBC note that there is no such policy in the Luton Plan about specific timings. • CBC have significant constraints themselves. The CBC plan has to be fair and equal to everyone. • ACTION – LBC to come back with some suggested wording in relation to this, but not a Policy. CBC confirmed it would not be included in the LP as a Policy. • Housing trajectory will be a key matter at examination which will be scrutinised by LBC and all the developers.
	<p>Affordable Housing</p> <ul style="list-style-type: none"> • Conversations between CBC (Tony Keevney) and LBC (Partick ?) - Housing teams about how a mechanism of Nomination Rights might work. • CBC are we broadly agreed that issues around nominations sits outside of the plan process? • LBC – not sure that's correct. North Herts Inspector considering the issue in relation to the NHDC local plan. • LBC the discussion between Tony and Patrick related to the percentage of affordable housing for Luton as a proportion of what is actually achieved on the site. • CBC LP will deliver the quantum of affordable housing but would not go as far as to say who they are for. • LBC would expect that if CBC said NoL was to meet Luton unmet need, then all the affordable hsg would too. • CBC – wouldn't strictly work like that. A nominations policy (if one is agreed) would apply to qualifying sites. • LBC agree such a policy would sit outside of the plan. • CBC – consider the Nominations policy/agreement would also identify the qualifying sites that it would apply to. Therefore not something we can specifically identify within the plan. • LBC – unless you know exactly where the 7,350 will be met there is uncertainty as to where the affordable housing will be delivered. • LBC referenced North Herts plan. • CBC make up a significant area of the Luton HMA whereas North Herts is a much smaller area. CBC also have a number of other considerations to take in to account, such as the Green Belt, the AONB and the sustainable distribution of growth across CBC as a whole • LBC only want specific sites identified in order for CBC to be able to establish where affordable housing would be delivered. • HRN 2 Policy references delivery of affordable housing. CBC happy to consider putting this in HRN1 and NoL. ACTION CBC will ensure consistency across the Policies.

	<ul style="list-style-type: none"> • LBC – have queried numbers and have shared paper with Chief Exec and Leader. Para's 6.26 and 6.27 • LBC confirmed this would resolve their issues over Nomination Rights and the inclusion of reference to this within the plan. • LBC offered to share information (SPD) which CBC may wish to replicate?? • CBC – affordable rent will be predominant affordable housing need across CBC. • CBC do not see this as a policy issues but will look to ensure consistency across policies. LBC will come back with wording. CBC happy for a SoCG to reference that we commit to ongoing discussions and that a Nominations Policy/Agreement will be progressed. LBC recognise it is out of their hands and that they need to push this with colleagues (Patrick?) • CBC - Plan identifies the Number but sitting underneath that outside of the plan, is the mechanism for delivering it – the Nominations agreement. • CBC - Plan could acknowledge that some of the sites in CBC will deliver affordable housing for Luton and provide the hook for the Nominations Policy/Agreement. LBC would want this agreement ahead of the Examination – or at least evidence that it is being progressed. • LBC – could CBC add to text that CBC would be looking with partners within the HMA to bring forward a mechanism to deliver Affordable Housing. Not the detail, but a hook. CBC agreed that this can be looked at. This will come back to the meeting on the 17th April.
	<p>Land West of Luton</p> <ul style="list-style-type: none"> • CBC - need to agree that this is CBC's plan and therefore it is our responsibility to determine the most sustainable locations for growth. • LBC agreed but want to ensure it is done fairly and transparently and takes account of future needs of Luton. Don't think the GO study has been fully taken in to account. Developers for West of Luton say they tick all the boxes. • LBC Executive decisions have been to support this site. Consider it will bring housing quicker than other sites to meet LBC needs as well as CBC's needs around Dunstable and HR. LBC recognise that the ultimate decision will rest with the Inspector. • CBC – reminded LBC that the GO study was a high level study the purpose of which was to establish if the needs of the HMA could be met. It was not about giving a green light to development and that the LA's would then carry out their own assessment using other criteria and they then decide the most appropriate sites to meet needs. CBC published and consulted on the criteria we assessed the sites against. The summary of all the assessments have been published on our website. • LBC – the land to the west of Luton, LBC see that the parcel of land could be developed. NoL have significant infrastructure problems that will be costly and would result in the same amount of housing. LBC do not consider CBC have been clear as to why it was not chosen. • CBC – this is LBC's opinion and does not mean that's what will happen in Central Beds. It is CBC Officers assessment that there are other sites that are more sustainable and appropriate. Why is LBC so interested in this site and so wedded to it? • LBC – adjacent to Luton albeit in C Beds. No major transport required. NoL requires

	<p>a new road. NoL & Barton cumulative impact on the A6. NoL will cause a lot of transport problems and west will not.</p> <ul style="list-style-type: none"> • LBC – over the years, Luton TC and the airport have developed out to the North. House prices in the south of Luton are very high therefore people moved to the north of Luton and outside of Luton. Therefore lots of people travelling back in to Luton down the A6. Argument therefore that from a Luton perspective, more traffic coming down the A6 will have more of an impact than new traffic coming in from the south. • CBC – no sustainable transport link from the west of Luton in to Luton. • CBC – we have acknowledged that this is likely to be a future site but the developers and promoters have not overcome all the technical issues and reasons. The airport will also impact on the delivery of housing in this location. Acknowledge the site in the plan but it's not at a position where we can allocate it. • CBC - Government funding for A6-A505 study and support for the RFI at Sundon. • LBC - Consider there are more objections and issues with NoL than WoL. LBC consider it is easier to bring forward now than the north which has more issues. • LBC – CBC have been sent an email from the promoters of WoL (Sue Frost cc'd in) therefore – evidence that further work has been done. • CBC – our position is that the west of Luton is a site we will consider as part of the review of the LP. We will not be amending the plan to include it now. Further technical work is needed. • CBC – further work may be presented at examination which LBC might support, but it's an issue to be debated there. • LBC accept they cannot tell CBC which site to allocate, but they do feel that the west is a better and more deliverable site than the north. • CBC – if the developers are providing new evidence, it is a bit late in the day as decisions have been made. • LBC – west ticks all the boxes. Agree we will agree to disagree in relation to the timings of the site coming forward. An area we cannot agree on but accept that it is a site CBC will look at in the future. <p>Confirmed / Agreed</p> <ul style="list-style-type: none"> • West of Luton will not come forward earlier in the plan. • The capacity of the site will be revisited as part of the early review of the plan of which west of Luton will be part of. • There is no LBC Policy to support the West but was a Council motion and is referenced in the Luton local plan (but not in a specific policy) • LBC confirmed no land to the west is in their ownership and have no specific interests in the development of the site other than meeting their unmet need where they consider it is best located. • LBC have a large Turkish community – they support WoL. • CBC and LBC agreed the position of west of Luton is an examination issue now and we agree that we support different sites. Luton's position is different to CBC's but cannot be resolved at this stage. Not in agreement but have an agreed position.
	<p>Land North of Luton</p> <ul style="list-style-type: none"> • CBC – highways network. The detailed issues about roundabouts etc is not a policy issue for the local plan. Agree that we will be commissioning a joint technical work

	<p>for A6-A505 and will work with LBC in relation to transport modelling, Development Briefs and Planning Apps etc.</p> <ul style="list-style-type: none"> • CBC happy to commit to joint working in relation to the North of Luton Application to ensure LBC are fully engaged. • A Planning Performance Agreement on this site will be set up to ensure a framework of engagement between both authorities to enable the effective delivery of affordable housing and wider infrastructure such as highways and schools. • LBC wanted to flag these specific issues that they want to make sure are taken into consideration. • Agreed that these specific issues could be referenced in the commissioning of any future joint working. • Need to ensure NoL policy commits to considering impact of growth on highway network within Luton. • CBC – could add wording in to the policy to ensure highways impacts specifically include those within Luton. • LBC – framework plan for NoL shows site accessing Luton through Marsh Farm estate and impact on the A6 also a concern. Recognise framework plan is not the final layout. • In a SoCG CBC will commit to working with Luton to commission further transport work and the Masterplanning of the site. Joint commission for the A6-A505 will also need to include North Herts. • LBC met with North Herts this week. North Herts agreed to be on board with the commission but also need to speak to Herts CC. CBC confirmed this has already been discussed with Herts CC at DtC meetings and they are happy to be included. LBC to contact Roger Flowerday to confirm. • Identified that Government Planning Delivery Funding will fund/contribute to the commissioning of this piece of work. LBC will circulate Scoping document. Will then need to start on the brief.
	<p>North Houghton Regis Sites</p> <ul style="list-style-type: none"> • CBC have agreed to clarify wording and will bring back to 17th April meeting. • CBC – NHR has permission therefore LBC can be involved in the Masterplanning process. Happy to commit to this in the SoCG.
	<p>Green Belt</p> <ul style="list-style-type: none"> • CBC - unsure what LBC are asking for here as the GB Boundary is set out in the policies and maps. • LBC – consider need to be more specific about what land is coming out of the GB and if there is any Safeguarded land. • CBC – our commitment is through the early review of the LP and the further consideration of the west of Luton. It is not considered appropriate at this time to take land out to be safeguard. • LBC recognised this position and that should West of Luton come forward in the early review of the LP, that the Green Belt would be amended then. • Policies maps will identify which sites are coming out of the GB and will form the new boundary of the GB.

	<p>Site Appraisals</p> <ul style="list-style-type: none"> • CBC have undertaken and summaries have been published. • Agreed that this is a discussion for Examination but LBC want to understand how the process has chosen some sites and not others. • CBC fully acknowledge LBC's position on the WoL but will have to accept we are coming at it from different perspectives at Examination.
	<p>SoCG</p> <ul style="list-style-type: none"> • CBC sought confirmation that LBC accepted that the legal duty to cooperate has been complied with. LBC confirmed that this is their view and position. • It was agreed that if we have a SoCG that identifies the areas where we have agreement and where we do not, LBC will sign it.
	<p>Summary of Action Points</p> <ul style="list-style-type: none"> • Outstanding sets of Minutes. CBC will draft appropriate wording. • Check Reg 18 and Reg 19 submissions LBC made to ensure all points have been considered. • The second para of the Position Statement needs to be clear that CBC have committed to delivering LBC unmet need of 7,350 within Central Bedfordshire. • Commitment to future discussions on nomination rights for affordable housing, which would include the identification of qualifying sites, to be set out within the Statement of Common Ground. Both authorities acknowledge positive further work needs to be done. • LBC to draft wording reflecting delivery timings, focusing on a relationship with the local plan trajectory. • CBC to check consistency of HRN and NoL Policies. Wording of HRN2 relating to affordable housing to be reflected in HRN1 and North of Luton Policies as a minor modification. • NoL amendment – will consider including reference to highways impact on Luton in the North of Luton Policy. • Agreed through the SoCG to ongoing discussions around the wider impacts of NoL on LBC through the use of a PPA. • LBC to circulate their scoping report for the A6-A505 route. Agreed that the SoCG will acknowledge a joint commitment to commission with North Herts and Herts CC, a feasibility study. • HRN issues dealt with through the SoCG - engagement on Reserved Matters Applications • West of Luton – respect each others positions. LBC acknowledge that this is a soundness issue and not a DtC issue. The SoCG could reflect on-going discussions in relation to this site. • LBC to amended Position Statement to include confirmation that the legal requirement for the DtC has been met. The Amended PO will be appended to these minutes.
	<p>AOB</p>

	<ul style="list-style-type: none">• Notes will be circulated no later than Thursday next week.• SoCG added to agenda if it has been drafted. Will arrange a further meeting if needed.• SoCG will have to go through LBC Executive.
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LBC's Notes on the Meeting Minutes

Title of meeting:	Central Bedfordshire Council & Luton Borough Council Duty to Cooperate Meeting
Date:	Friday 6 th April 2018
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clark – Deputy Executive Member for Regeneration • Andrew Davie – Assistant Director, Development & Infrastructure • Lynsey Hillman-Gamble – Strategic Partnership Manager <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Cllr Paul Castleman – <u>Cabinet Member for Place and Infrastructure</u> • Sue Frost – Service Director - <u>Planning</u> • Claire Berry – Troy Planning
Venue:	FE2, Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item
1.	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • CBC confirmed that the local plan will be going to Full Council on 26th April and that the plan will be submitted on 30th April. • MK and AVDC have submitted.
2.	<p>Position Statement</p> <ul style="list-style-type: none"> • CBC surprised to get the Position Statement. Some of the issues are not directly related to the LP but would be part of on-going dialogue between CBC and LBC. Would like to go through in detail to fully understand and seek clarification. • CBC asked - Is the Position statement about matters of Soundness and not DtC in Luton's view? • <i>CBC – (Cllr SC) continued that it was very important for CBC members to know that the legal Duty to Cooperate had been met.</i> • The following discussion concluded that LBC are satisfied that <u>some of these were</u> matters of soundness and that CBC <u>are meeting</u> has met the legal requirements of the Duty to Cooperate <u>but with caveats on Luton's position. (*refe. to the postscript end of these minutes)</u> <ul style="list-style-type: none"> ○ LBC – partly both. Some issues around soundness but also about DtC. ○ CBC – once we submit, formal DtC ends. CBC recognise need for on-going dialogue. Suggested in our draft SoCG we set out where we need on-going

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	<p>discussions.</p> <ul style="list-style-type: none"> ○ LBC – mindful that we have been talking for a long while but haven't seen specifically where their unmet need is going. Lots of talking but no agreed outcome. Actions and timescales for delivery need to be agreed. As far as DtC, we had DtC meetings in relation to the Luton plan. ○ CBC – ongoing discussions and joint working continues. Important for us to ensure there is no ambiguity between the two authorities. ○ CBC – may be in a position where we might not agree on everything. Need to identify where we need to have continued discussions. ○ LBC – happy to agree where we can but there will be some sticking points that we will need to discuss at examination and as on-going discussions. ○ LBC – happy to continue to work with CBC to ensure the CBC LP is found Sound. Agree DtC stops when the plan is submitted (it's in the Regs) but in reality it doesn't. ○ CBC – Important for CBC to know that Luton Borough Council are NOT OBJECTING ON DTC grounds as this would suggest that LBC are not open to further discussions. ⇒ LBC – not a DtC objection, but would object if LBC don't get agreement on all their issues identified in the Position Statement. ■ LBC confirmed that CBC are on the path for meeting* has met the legal requirement of Plan making in respect of the DtC, but that there may be areas where LBC feel the CBC Plan is unsound. <i>(*refer to the postscript end of these minutes)</i>. ⇒ CBC & LBC - It was agreed that t This will be for the Inspector to decide through the examination process.
3.	<p>Position Statement - Introduction</p> <ul style="list-style-type: none"> • CBC – can we agree that everything that is not in the Position Statement is Agreed on. The Position Statement (PO) therefore identifies only the outstanding issues. • LBC – confirmed this is not the case and that the issues identified in the PO are the Key Issues. Some issues, more minor, were identified in the Reg18 <u>and 19</u> <u>representations</u> that haven't been addressed. • CBC – asked for agreement that the PO are the Main Issues and that the other minor issues are still important but not major issues. • LBC recognise that some of the more minor issues might have already been addressed through CBC proposed <u>modifications</u>. Might be one or two other minor things that need to be discussed but nothing that will cause us any un-due concern. • CBC need confirmation if there is anything else, big or small, coming up in the future. We would like to go into the Examination knowing what the issues are and that nothing is going to be raised that we are not already aware of. • Agreed that CBC and LBC will review Reg 18 and Reg 19 reps to make sure everything has been addressed. Will bring this back to the meeting on the 17th April. • CBC understood that we have agreed the 7,350 unmet need. Unsure why further clarification is being sought as we have an agreed position. • LBC would like to know where they would be delivered. • CBC – the second para of the PO needs to be clarified that we have agreement on the number. AGREED.

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	<ul style="list-style-type: none"> • 3rd Para – the word ‘previously’ implies that we have stopped having constructive meetings. • LBC view is that because the minutes of the last 2 meetings haven’t been agreed therefore they were not constructive. Hope the notes of this meeting will be circulated by Monday. Previous to August, CBC and LBC were working well together and hope to get back to that. • CBC queried if it is all the minutes or specific elements within them that are not agreed. • LBC – both the last 2 meeting notes are considered to have elements missing. • LBC (Cllr PC) confirmed that he will not sign the two sets of notes. He is not prepared to sign the December notes because the August ones were not agreed in time after the meeting. • CBC – the December meeting was a good discussion and covered a lot of issues. It should be recognised that the meetings took place. • CBC & LBC agreed that the <u>August 2017 and December 2017 meetings constituted formal DtC meetings but at this point Cllr PC stated he was not willing to agree these minutes in retrospect LBC are not prepared to sign the minutes from these two meetings.</u> This is due to the time for the production of the <u>August minutes and particularly in relation to the notes Cllr PC had taken were not reflected in said minutes. reference to bullet point 14 of the August notes.</u> • CBC – <u>suggested</u> we write some wording to reflect LBC’s position in relation to the notes. • CBC confirmed that the DTC statement will identify that the meetings took place but that the notes were not agreed. • CBC suggested the notes of the two meetings be discussed at the next meeting on the 17th April. • <u>LBC disagreed with continued discussion as position made clear and that CBC have confirmed they would draft relevant wording that meetings were held in August and December 2017.</u> • 4th Para of LBC PO – Joint Position Statement. LBC consider that for CBC Examination it would be helpful to have it signed by all four authorities. Agreed that CBC and LBC both confirmed that the statement was signed and it was just AVDC and NHDC that didn’t sign. Agreed it would be beneficial to get it signed. • CBC – Matter 7 and Q80 (LBC Examination) Inter-related. The two sought to confirm that the need could be met within the Luton HMA. How the Growth Options would be used in relation to growth within the HMA.
4.	<p>Housing Numbers</p> <ul style="list-style-type: none"> • CBC queried the phrase ‘generic commitment’ <u>which was in the LBC position statement.</u> • LBC confirmed the wrong phrase was used <u>but point being that there is still lack of clarity on the distribution of the 7,350 unmet need from Luton – it just</u> refers to the overall number CBC have committed to deliver – 7,350. • Agreed that the Luton Capacity of 8,500 is a minimum. • Representation Request 1 - Why are LBC asking for timings and location? • LBC need clarification where the houses will be and when they will be delivered.

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	<p>13,000+ people on their housing list and need to know when they can start accommodating them. Referring to both Market and affordable housing. Want to keep people as close to Luton and their families as possible.</p> <ul style="list-style-type: none"> • CBC reconfirmed the commitment to delivering Luton's unmet need as close to Luton as possible. • CBC - timing is something that is not within our gift. It is not something that we can control and is therefore very difficult to commit to something like this in a policy. CBC have committed to deliver these homes over the plan period – as LBC's own plan does with their need. • LBC consider CBC must be able to come up with <u>a mechanism something</u> that says when <u>CBC we</u> will deliver <u>and where</u>. • CBC – confirmed the delivery of housing over the plan period is set out in the Housing trajectory. Queried what is LBC's driver for pushing this? • LBC want firm commitment about what will be delivered and when. • LBC – CBC have a housing trajectory. Could use this to be more explicit about what will be for Luton and therefore when it might be delivered. • LBC – might be something that could be clarified within the CBC LP that could clarify this position. LBC deals with this in their plan through their trajectory. NPPF may alter this position? Could extrapolate something from the trajectory to be more prominent in the plan as to when the houses will come forward. • CBC – do not envisage this being a policy but will have a look at the inclusion of some text. CBC note that there is no such policy in the Luton Plan about specific timings. • CBC have significant constraints themselves. The CBC plan has to be fair and equal to everyone. • ACTION – LBC to come back with some suggested wording in relation to this, but not a Policy. CBC confirmed it would not be included in the LP as a Policy. • Housing trajectory will be a key matter at examination which will be scrutinised by LBC and all the developers.
	<p>Affordable Housing</p> <ul style="list-style-type: none"> • Conversations between CBC (Tony Keevney) and LBC (Partick?Patrick Odling-Smee) - Housing teams about how a mechanism of Nomination Rights might work. • CBC are we broadly agreed that issues around nominations sits outside of the plan process? • LBC – not sure that's correct. North Herts Inspector considering the issue in relation to the NHDC local plan. • LBC the discussion between Tony and Patrick related to the percentage of affordable housing for Luton as a proportion of what is actually achieved on the site. • CBC LP will deliver the quantum of affordable housing but would not go as far as to say who they are for. • LBC would expect that if CBC said <u>North of Luton</u> was to meet Luton unmet need, then all the affordable hsg-housing would too. <u>However CBC has not made it clear in their Plan which village extensions will be delivering Luton's unmet housing need.</u> • CBC – wouldn't strictly work like that. A nominations policy (if one is agreed) would apply to qualifying sites.

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	<ul style="list-style-type: none"> • LBC <u>Acknowledge that agree</u> such a policy <u>may would</u> sit outside of the plan <u>and would come up with an agreed mechanism to meet needs</u>. • CBC – consider the Nominations policy/agreement would also identify the qualifying sites that it would apply to. Therefore not something we can specifically identify within the plan. • LBC – unless you know exactly where the 7,350 will be met there is uncertainty as to where the affordable housing will be delivered. • LBC referenced North Herts plan, <u>which identifies the appropriate mechanisms will ensure that affordable housing derived from the allocation at the East of Luton site will address unmet affordable housing from Luton</u>. • CBC make up a significant area of the Luton HMA whereas North Herts is a much smaller area. CBC also have a number of other considerations to take in to account, such as the Green Belt, the AONB and the sustainable distribution of growth across CBC as a whole • LBC only want specific sites identified in order for CBC to be able to establish where affordable housing would be delivered. • <u>Houghton Regis North</u> 2 Policy references delivery of affordable housing. CBC happy to consider putting this in <u>Houghton Regis North 1</u> and <u>North of Luton</u>. ACTION CBC will ensure consistency across the Policies. • LBC – have queried numbers and have shared paper with <u>the CBC's</u> Chief Exec and Leader. Para's 6.26 and 6.27 <u>of the current CBC Local Plan shows a shortfall of some 400+ homes across the Luton HMA</u>. • LBC confirmed this would resolve their issues over Nomination Rights and the inclusion of reference to this within the plan. • LBC offered to share information (SPD) which CBC may wish to replicate?? • CBC – affordable rent will be predominant affordable housing need across CBC. • CBC do not see this as a policy issues but will look to ensure consistency across policies. LBC will come back with wording. CBC happy for a SoCG to reference that we commit to ongoing discussions and that a Nominations Policy/Agreement will be progressed. LBC recognise it is out of their hands and that they need to push this with <u>their Housing officers, colleagues (Patrick?)</u> • CBC - Plan identifies the Number but sitting underneath that outside of the plan, is the mechanism for delivering it – the Nominations agreement. • CBC - Plan could acknowledge that some of the sites in CBC will deliver affordable housing for Luton and provide the hook for the Nominations Policy/Agreement. LBC would want this agreement ahead of the Examination – or at least evidence that it is being progressed. • LBC – could CBC add to text that CBC would be looking with partners within the HMA to bring forward a mechanism to deliver Affordable Housing. Not the detail, but a hook. CBC agreed that this can be looked at. This will come back to the meeting on the 17th April.
	<p>Land West of Luton</p> <ul style="list-style-type: none"> • CBC - need to agree that this is CBC's plan and therefore it is our responsibility to determine the most sustainable locations for growth. • LBC agreed but want to ensure it is done fairly and transparently and takes account of future needs of Luton. Don't think the <u>Growth Option -e</u> Study has been fully taken

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in to account. The Growth Option conclusion reports on the Development Developers for West of Luton say it they ticks all the boxes. Whereas the North of Luton development does not.

- LBC Executive Policy* decisions have been to support this site. Consider it will bring housing quicker than other sites to meet LBC needs as well as CBC's needs around Dunstable and Houghton Regis. *The Luton Local Plan clearly sets this out in paragraph 4.8 of the Spatial Strategy.
- LBC recognise that the ultimate decision will rest with the Inspector.
- CBC – reminded LBC that the GO study was a high level study the purpose of which was to establish if the needs of the HMA could be met. It was not about giving a green light to development and that the LA's would then carry out their own assessment using other criteria and they then decide the most appropriate sites to meet needs.
- Point for Clarification.
- The Growth Option Study should be a key part of CBC's Local Plan evidence base but this contribution from CBC is being down played by suggesting "the Growth Option Study was a high level study the purpose of solely to establish if the needs of the Luton HMA could be met"
- CBC published and consulted on the criteria we assessed the sites against. The summary of all the assessments have been published on our website.
- LBC – the land to the west of Luton, LBC see that the parcel of land could be developed. NoL have significant infrastructure problems that will be costly and would result in the same amount of housing. LBC do not consider CBC have been clear to why it was not chosen.
- Point for clarification. It is requested that the detailed site assessments which sit behind the summaries published on the website are made available to Luton to ensure transparency in respect of the application of site selection methodology.
- CBC – this is LBC's opinion and does not mean that's what will happen in Central Beds. It is CBC Officers assessment that there are other sites that are more sustainable and appropriate. Why are you and is LBC so interested in this site and so wedded to it?
- LBC – (Cllr PC) replied he had no personal interest in the site and owned no land and that he based his opinion on previous representations and other factors, such as adjacent to Luton albeit in Central Bedfordshires. No major transport required. North of Luton requires a new road. North of Luton & Barton cumulative impact on the A6. North of Luton will cause a lot of transport problems and West of Luton will not.
- LBC – over the years, Luton TC and the airport have developed out to the North. House prices in the south of Luton are very high therefore people moved to the north of Luton and outside of Luton. Therefore lots of people travelling back in to Luton down the A6. Argument therefore that from a Luton perspective, more traffic coming down the A6 will have more of an impact than new traffic coming in from the south.
- CBC – no sustainable transport link from the west of Luton in to Luton.
- CBC – we have acknowledged that this is likely to be a future site but the developers and promoters have not overcome all the technical issues and reasons. The airport will also impact on the delivery of housing in this location. Acknowledge the site in the plan but it's not at a position where we can allocate it.
- CBC - Government funding for A6-A505 study and support for the RFI at Sundon.

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- LBC - Consider there are more objections and issues with North of Luton than West of Luton. LBC consider it is easier to bring forward now than the north which has more issues.
- LBC – (Cllr PC) confirmed that he had recently been given factual information from the Chair of the Local Turkish community that by going through the evidence packs indicated that it was independently studied that concluded the site was deliverable. And that he understood the same Regulation 19 submission was sent to CBC and the Luton Service Director was cc'd.
- LBC – CBC. It was confirmed that both authorities have been sent an email from the promoters of West of Luton. (Sue Frost cc'd in) therefore – evidence that further work has been done.
- CBC – our position is that the West of Luton is a site we will consider as part of the review of the LP. We will not be amending the plan to include it now. Further technical work is needed.
- CBC – further work may be presented at examination which LBC might support, but it's an issue to be debated there.
- LBC accept they cannot tell CBC which site to allocate, but they do feel that the west is a better and more deliverable site than the north.
- CBC – if the developers are providing new evidence, it is a bit late in the day as decisions have been made.
- LBC – west ticks all the boxes. Agree we will agree to disagree in relation to the timings of the site coming forward. An area we cannot agree on but accept that it is a site CBC will look at in the future.

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Confirmed / Agreed

- CBC confirmed the West of Luton will not come forward earlier in the plan.
- The capacity of the site will be revisited as part of the early review of the plan of which West of Luton will be part of.
- Executive endorsed a There is no LBC Policy to support the West following a but was a Council motion and is referenced in the Luton local plan in paragraph 4.8 of the Spatial Strategy (but not in a specific policy).
- LBC confirmed no land to the west is in their ownership and have no specific interests in the development of the site other than meeting their unmet need where they consider it is best located.
- LBC have a large Turkish community and – they support the West of Luton development.
- CBC and LBC agreed the position of west of Luton is an examination issue now and we agree that we support different sites. Luton's position is different to CBC's but cannot be resolved at this stage. Not in agreement but have an agreed position.
- Point for Clarification.
- LBC – conclude that CBC are saying the West of Luton site will be considered as a Partial Review of their Local Plan some time in the distant future as further technical work is needed. Given this conclusion what reassurances are CBC giving LBC that bringing this site forward is a serious intention they state insufficient information has been provided?
- Furthermore can CBC confirm they have sought additional evidence from the Developer to back this position to consider in the future?

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	<p>Land North of Luton</p> <ul style="list-style-type: none"> • CBC – highways network. The detailed issues about roundabouts etc is not a policy issue for the local plan. Agree that we will be commissioning a joint technical work for A6-A505 and will work with LBC in relation to transport modelling, Development Briefs and Planning Apps etc. • CBC happy to commit to joint working in relation to the North of Luton Application to ensure LBC are fully engaged. • A Planning Performance Agreement on this site will be set up to ensure a framework of engagement between both authorities to enable the effective delivery of affordable housing and wider infrastructure such as highways and schools. • <u>LBC – are aware there is considerable, wider opposition to the North of Luton, whereas we understand the West of Luton does not have as much opposition other than the nearby parish council.</u> • LBC wanted to flag these specific issues that they want to make sure are taken into consideration. • Agreed that these specific issues could be referenced in the commissioning of any future joint working. • Need to ensure <u>North of Luton</u> policy commits to considering impact of growth on highway network within Luton. • CBC – could add wording in to the policy to ensure highways impacts specifically include those within Luton. • LBC – framework plan for <u>North of Luton</u> shows site accessing Luton through Marsh Farm estate and impact on the A6 also a concern. Recognise framework plan is not the final layout. • In a SoCG CBC will commit to working with Luton to commission further transport work and the Masterplanning of the site. Joint commission for the A6-A505 will also need to include North Herts. • LBC met with North Herts this week. North Herts agreed to be on board with the commission but also need to speak to Herts CC. CBC confirmed this has already been discussed with Herts CC at DtC meetings and they are happy to be included. LBC to contact Roger Flowerday to confirm. • Identified that Government Planning Delivery Funding will fund/contribute to the commissioning of this piece of work. LBC will circulate Scoping document. Will then need to start on the brief.
	<p>North Houghton Regis Sites</p> <ul style="list-style-type: none"> • <u>CBC have agreed to clarify wording and will bring back to 17th April meeting.</u> • <u>CBC (AD) confirmed that there will only be 10% affordable housing provision on these developments.</u> • CBC – <u>North Houghton Regis sites</u> have permission therefore LBC can be involve in the Masterplanning process. Happy to commit to this in the SoCG.
	<p>Green Belt</p> <ul style="list-style-type: none"> • CBC - unsure what LBC are asking for here as the GB Boundary is set out in the policies and maps.

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	<ul style="list-style-type: none"> • LBC – consider need to be more specific about what land is coming out of the GB and if there is any Safeguarded land. • CBC – our commitment is through the early review of the LP and the further consideration of the west of Luton. It is not considered appropriate at this time to take land out to be safeguard. • LBC recognised this position and that should West of Luton come forward in the early review of the LP, that the Green Belt would be amended then. • Policies maps will identify which sites are coming out of the GB and will form the new boundary of the GB.
	Site Appraisals <ul style="list-style-type: none"> • CBC have undertaken and summaries have been published. • Agreed that this is a discussion for Examination but LBC want to understand how the process has chosen some sites and not others. • CBC fully acknowledge LBC's position on the <u>West of Luton</u> but will have to accept we are coming at it from different perspectives at Examination.
	SoCG <ul style="list-style-type: none"> • CBC sought confirmation that LBC accepted that the legal duty to cooperate has been complied with. LBC confirmed <u>(*refer to the postscript end of these minutes) on that this is</u> their <u>reflective</u> view and position. • It was agreed that if we have a SoCG that identifies the areas where we have agreement and where we do not, LBC will sign it. • <u>LBC – are seeking definitive timescales in which to achieve meaningful mechanism to reach final agreements and support of plan.</u>
	Summary of Action Points <ul style="list-style-type: none"> • Outstanding sets of Minutes. CBC will draft appropriate wording. • Check Reg 18 and Reg 19 submissions LBC made to ensure all points have been considered. • The second para of the Position Statement needs to be clear that CBC have committed to delivering LBC unmet need of 7,350 within Central Bedfordshire. • Commitment to future discussions on nomination rights for affordable housing, which would include the identification of qualifying sites, to be set out within the Statement of Common Ground. Both authorities acknowledge positive further work needs to be done. • LBC to draft wording reflecting delivery timings, focusing on a relationship with the local plan trajectory. • CBC to check consistency of <u>Houghton Regis North</u> and <u>North of Luton</u> Policies. Wording of <u>Houghton Regis North site 2</u> relating to affordable housing to be reflected in <u>Houghton Regis North site 1</u> and North of Luton Policies as a minor modification. • <u>North of Luton</u> amendment – will consider including reference to highways impact on Luton in the North of Luton Policy. • Agreed through the SoCG to ongoing discussions around the wider impacts of <u>North of Luton</u> on LBC through the use of a PPA. • LBC to circulate their scoping report for the A6-A505 route. Agreed that the SoCG

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	<p>will acknowledge a joint commitment to commission with North Herts and Herts CC, a feasibility study.</p> <ul style="list-style-type: none"> • <u>Houghton Regis North</u> issues dealt with through the SoCG - engagement on Reserved Matters Applications • West of Luton – respect each others positions. LBC acknowledge that this is a soundness issue and not a DtC issue. The SoCG could reflect on-going discussions in relation to this site. • LBC to amended Position Statement to include confirmation that the legal requirement for the DtC has been met. The Amended PO will be appended to these minutes.
	<p>AOB</p> <ul style="list-style-type: none"> • Notes will be circulated no later than Thursday next week. • SoCG added to agenda if it has been drafted. Will arrange a further meeting if needed. • SoCG will have to go through LBC Executive. • <u>POSTSCRIPT: In reassessment of factors and careful consideration on matters between both authorities Luton carried out specific research and sought counsel advice into matters of the legal requirement under the DtC Legislation.</u> • <u>Since the meeting on 6 April 2018 LBC have since concluded that CBC has not met their legal requirement under DtC.</u> • <u>However LBC would reiterate that the council is fully committed to continue working with Central Bedfordshire for them to achieve a sound local Plan that delivers with agreed actions not just words.</u>

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CBC AND LBC DTC MEETING: 6TH APRIL 2018.

APPENDIX A TO DRAFT MEETING NOTES.

Position Statement
Luton Borough Council
On the Central Bedfordshire Local Plan 2015-2035
Version 5th April 18

Introduction

This statement is intended to set out the position of Luton Borough Council (LBC) at the present time in relation to the extent of agreement, or otherwise, on strategic cross-boundary matters relevant to the Local Plan process. LBC remain committed to working with Central Bedfordshire Council (CBC) in order to assist them in achieving a sound Local Plan. LBC are satisfied that CBC has met the legal Duty to Cooperate requirement.

However, the matters being raised below have significant and have wide ranging implications for Luton therefore, the council is seeking to obtain an agreed position on the distribution on meeting our unmet housing needs and other pertinent matters, that are issues of soundness through the identification and delivery of agreed actions and agreed timescales

To date, there has been constructive joint working that resulted in two Statements of Common Ground being prepared in support of the Luton Local plan. Additionally a Joint Position Statement was drawn up to agree the distribution of growth amongst the four local authorities within the wider Luton HMA.

This Joint Position Statement accurately reflected the commitments made by the authorities affected by growth expectations at the Luton Examination hearings. This commitment was as the outcome under Matter 7 of the Luton Examination hearing 'Meeting objectively assessed need for housing which cannot be met within the Luton Policy LP2 and sections 4 and 6'. Also Question 80, interrelated the anticipated outcomes from the Growth Options Study that was jointly commissioned by the four authorities.

The purpose of this document is to facilitate further agreement on issues raised in the LBC representation to the CBC Plan ahead of the CBC Local Plan Examination.

This statement covers the following key issues:

- Housing numbers;
- Affordable housing;
- Site allocations; and
- Green Belt.

Housing Numbers

Luton is a highly constrained urban area, without capacity to meet its own identified need in full. At Luton's Local Plan examination in 2017, the inspector identified that there was an OAN of 31,800 for the Luton functional HMA, and more specifically, 17,800 for Luton. The inspector also concluded that Luton should have a housing requirement of 8,500, with an identified unmet need of 9,300. Of this around 2000 homes have been committed by North Herts District Council with the remaining being met by CBC, this proportion of unmet housing need from Luton (7,350) was previously agreed through the SoCG for the Luton Local Plan.

Agreed

Luton agreed with the generic commitment from CBC to deliver 7,350 dwellings for Luton's unmet housing needs.

LBC have also previously agreed that any changes to the OAN beyond 2031 that come from the joint SHMA update, will need to be considered through the next Luton Local Plan.

CBC and LBC agree that the capacity of Luton could potentially increase during the Plan period to 2031, based upon the identification of new sites and updated capacities on existing sites.

Furthermore since the recent SHMA update in 2018 which has been agreed by both authorities, the level of housing needed in both Central Bedfordshire and Luton has increased (10,800 to 2035) and is likely to continue to increase. The current capacity set for Luton in its recent Local Plan adoption was for 8,500 homes. It is however, acknowledged that increases on this number will need to be dealt with through a future review of our Local Plans.

Nevertheless it is also clear because of the constraint on land availability in Luton it will not be able to meet all of its housing needs through urban regeneration. Consequently there will continue to be a reliance on neighbouring authorities in the wider Luton HMA to meet some of this additional unmet need. Given our shared HMA it is very likely that Central Bedfordshire will be the LA neighbour likely to deliver the majority of Luton's potential unmet housing need.

LBC however acknowledge and agree that due to these recent changes and any forthcoming NPPF modifications the council will continue to work with our neighbouring authorities in exploring Luton's urban capacity to ensure that we are in a position to meet as much of the increased housing need as is possible.

Representation Request

LBC request there is a detailed policy included within the CBC Plan that specifies the amount, location and trajectory of forward delivery of the 7,350 dwellings.

LBC further request that this is a main modification to the Local Plan and that a new policy is included that addresses this matter.

Affordable Housing

Policy H4 of the CBC Local Plan states the requirement for affordable housing to be the provision of at least 30% affordable homes on all qualifying sites of 11 units or more, or sites of 10 or less units which has a combined gross internal floor space in excess of 1,000sqm. It is caveated that this will be subject to future NPPF revisions.

Agreed

LBC agree with the principle of requiring 30% affordable homes on each qualifying site.

Representation Request

LBC consider that the CBC Local Plan should set out the overall affordable housing need through policy modifications so that the Plan will be making provision in the Luton HMA. LBC would further request that the Plan clearly identifies the unmet affordable housing needs of Luton, as well as CBC's own affordable housing needs. LBC would suggest that these need figures should be set out in Policy SP1 and/ or Policy H4.

For example the Luton Local Plan sets this out in policy LLP16, for the period 2011-31, as:

- Affordable housing need for Luton- 7,200 dwellings
- Unmet affordable housing need for Luton- 5,500 dwellings

Site Allocations

Land West of Luton

CBC has identified this site as a location for future development and is to be considered as part of their stated Partial Plan Review. The site has capacity for around 2,000 homes but does not contribute to the Plan's current target of 39,350.

Agreed

LBC agree that the land West of Luton represents a suitable strategic development opportunity to deliver housing need from Luton close to where it arises, subject to the necessary infrastructure to mitigate the transport impacts. LBC acknowledges that the identification of the area West of Luton is an important step in recognising the land as a suitable location for strategic development.

It should also be acknowledged that the Growth Option Study jointly commissioned by an independent consultancy company identified significantly more housing potential to the West of Luton land than the 2,000 dwellings currently identified. This was also reflected in the CBC Regulation 18 Draft Local Plan with a stated potential capacity from 2,000 to 4,600 dwellings.

Representation Request

LBC continues to give full support to the development and request that the site be brought forward earlier within this plan period. LBC would also welcome any increase of capacity of this site, to help meet Luton's own needs as well as those for Central Bedfordshire. This is not a new position statement and has been the council's policy motion to support growth to the West of Luton since the initial Executive resolution in 2010 and moreover formalised in our recently adopted Local Plan at paragraph 4.8 and more recently the reiterated Executive resolution made on the 20 February 2018.

Notwithstanding the support shown LBC consider the approach taken in the CBC sends a signal of an unspecified, vague period of time in which the land might be developed. This approach is considered to be contrary to LBC's consistent support for development to the western boundary, and has continued to be unresolved despite being well known to CBC. This stance again puts this question into the long grass and will effectively rule out an early opportunity to deliver Luton's unmet housing needs close to where it arises including meeting CBC's own housing numbers earlier in the Local Plan cycle.

Also LBC would reiterate from previous representations that we would welcome further discussions under the Duty to Cooperate, including joint working to scrutinise and examine issues relating to development in this area. This should include fair and transparent comparisons between this location and other locations chosen by CBC for growth.

LBC request that this is a main modification to the Local Plan and that a new policy is included that addresses this matter.

Land North of Luton

In the southern part of Central Bedfordshire, there are a number of proposed village allocations, with and including the Strategic allocation to the land North of Luton. This site is proposed to deliver over the Plan period approximately 4,000 homes and 20ha of employment land. This would form a 'town extension'. Policy SA1 sets out the requirements for this site allocation, which LBC notes is a detailed allocation.

Agreed

LBC is in principle supportive of the development to the North of Luton but has a number of doubts in relation to the delivery of the necessary infrastructure, mainly the Highway Network provision and the affordable housing provision. LBC agree with a joint commission for a feasibility study to identify a traffic route to bring forward as a strategic cross boundary priority, the missing highway link between the A6 and A505.

Representation Request

That a route connecting the A6-A505 is defined as soon as possible. We have concerns that village extensions would also impact on Luton if this link road is not in place before developments commence and would be the cause of additional

congestion on the A6 Barton Road corridor into Luton. Consequently in order for this to be avoided the A6 – A505 Highway link must be a priority.

LBC further request modifications to the policy to ensure appropriate transport mitigation schemes are identified for the following roundabout junctions:-

- Marsh Road/Bramingham Road/Sundon Park Road;
- Barton Road/Icknield Way;
- Barton Road/Birdsfoot Lane; and
- a Park & Ride site on the A6 north of Luton with services operating to Luton town centre.

Equally, addressing the Marsh Farm Gateway interchange routes where additional traffic will be going through Luton's largest housing estate causing further localised highway network issues.

- LBC request joint working on master planning given the proximity to LBC and cross boundary planning issues which include transport mitigation with the development accessing Luton and also flood mitigation measures downstream within the Luton catchment.
- We also request that CBC more specifically identify the numbers of homes at the North of Luton development and the in villages to the north of Luton that are intended to meet Luton's need as indicated in the Plan but not in detail.

LBC would reiterate from previous representations that we would welcome further discussions under the Duty to Cooperate, including joint working to scrutinise and examine issues relating to development in this area

LBC consider that the CBC Local Plan should set out a number of modifications to Policy SA1 to address these issues.

North Houghton Regis Sites 1 and 2

Policy SA5 promotes a strategic allocation at Houghton Regis North as two separate sites. Site 1 will provide approximately 5,150 homes, with 32 ha of employment land, whilst Site 2 will provide approximately 1,500-1,850 homes with 8ha of employment land. The housing and employment parts of the policy are amongst many other infrastructure requirements for the sites.

Representation request

- LBC request amendments to ensure the wording of these policies clarify on both sites that they will contribute towards Luton's unmet housing need and that similar wording to that agreed on affordable housing for North of Luton be included.
- Likewise similarly to that of the North of Luton site allocation LBC request joint working on master planning given the proximity to LBC and cross boundary planning issues which include transport mitigation with the

development accessing Luton and also flood mitigation measures downstream within the Luton catchment.

- Amendments to identify the level of affordable housing

Green Belt

LBC note CBC's positive approach to the protection of the Green Belt, whilst acknowledging that the overall purpose of the Local Plan is to 'meet Central Bedfordshire's objectively assessed development needs sustainably'.

Agreed

LBC support the recognition of exceptional circumstances by CBC in its Local Plan to justify strategic Green Belt releases.

Representation request

LBC would ask that there is the insertion of a Green Belt policy, setting out the locations where Green Belt is reviewed and redefined (including on the Policies Map), taking into account the development strategy. This should include the 'Identified Location' of West of Luton as well as any need for safeguarded longer term defensible boundaries. As currently written, it is not clear from Policy SP4 (Development in the Green Belt) which Green Belt boundaries have been redefined or where provision has been made for safeguarded land.

Next Steps

Past appointed Inspectors have sought evidence on how plans were prepared and assessed, and if we are to make progress on coming to an agreed SoCG there needs to be a logical and transparent appraisal of sites disclosed and readily available for scrutiny by any appointed planning Inspector.

Therefore LBC looks forward to further joint working with CBC, particularly in relation to joint evidence base studies that can be prepared to support Local Plan reviews for both authorities, in addition to those that have already been undertaken. It is important that LBC and CBC can continue to work together in a constructive open manner in order to ensure that development needs can be met across the local authorities.

The revised National Planning Policy Framework places a strong emphasis on the requirement for Statements of Common Ground to be prepared. As such LBC and CBC will continue to work together to fully understand the implications of the revised NPPF, particularly in relation to evidence base documents and Statements of Common Ground. This will include future reviews of the Statement of Common Ground, as and when is necessary.

In conclusion the matters raised above are so significant that the council will seek to obtain committed agreements from CBC in meeting those concerns, in deeds not

just words, with specific timelines in which to target agreements in a fair, transparent way.

Cllr Paul Castleman

Cabinet Member for Place & Infrastructure

Luton Borough Council

Agenda

Meeting between MKC and CBC @ CBC Offices, 2pm 23rd March 2016

1. Introductions
2. CBC Local Plan launch
 - a) Background
 - b) Current work
 - c) Timescales
3. Plan:MK
 - a) Current consultation
 - b) Next steps
 - c) Timescales
4. Land availability on MKC/CBC border
 - a) Existing SHLAAs or proposed methodologies.
 - b) Potential for joint working
5. Objectively assessed need in CB and MK
 - a) How unmet need is characterised across wider HMAs.
 - b) Likely relationship between CB and MK
6. Other cross-boundary issues
 - a) Current positions on strategic infrastructure
 - b) Current positions on employment provision
7. Duty to Cooperate in practice
 - a) Future arrangements and existing frameworks
 - b) Member involvement

Minutes

Title of meeting:	Meeting between MKC and CBC
Date:	23 March 2016
Attendees:	Anna Rose – MKC Sam Dix – MKC Sue Frost – CBC Lynsey Hillman-Gamble – CBC Andrew Marsh – CBC Saskia Duncan – CBC
Venue:	Priory House, Chicksands
Contact:	Saskia Duncan (0300 300 6973)

No.	Item	Action
1.	Introductions	
2.	<p>CBC Local Plan launch</p> <p>a) Background</p> <p>CBC Local Plan launched 15 February 2016 and work progressing on evidence studies to support Local Plan.</p> <p>b) Current work</p> <p>Call for sites closes 11 April 2016. CBC will forward through submitted sites that fall within the MK HMA.</p> <p>Growth Options and Green Belt – both are joint studies with LBC and LUC has been commissioned to undertake these studies. The aim of the Growth Options Study will be to accommodate growth in the Luton HMA. If not possible, Stage 2 will look beyond the Luton HMA. Stage 2 will not be commissioned without further discussions with the wider LPAs. A steering group has been formed to manage the studies</p>	LHG to send brief to MKC.

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	<p>and a wider reference group will be formed of which MKC will be a member. It is not clear at this stage how the wider reference group will work.</p> <p>MKC expressed concern that this wider reference group should not be a decision making body and should be accompanied by Terms of Reference.</p> <p>Employment – a FEMA study is being undertaken by Peter Brett Associates. There has been a slight delay in the study.</p> <p>Transport modelling – CBC is undertaking a Transport Study.</p> <p>c) Timescales</p> <p>Regulation 18 end 2016 Publication summer 2017 Submission end 2017</p>	<p>Once the study is complete, CBC will meet with MKC to discuss the issues.</p>
3.	<p>Plan:MK</p> <p>a) Current consultation</p> <p>Consultation ends 6 April 2016.</p> <p>b) Next steps</p> <p>Preferred Options consultation 2017.</p> <p>It is possible that there might be another round of consultation on Plan:MK. This will be as a result of the impacts from the Futures 50 visioning work on the strategic options for Plan:MK.</p> <p>AR explained the linkages between Futures 50 and Plan:MK and how the two have developed.</p> <p>This stage/consultation on Plan:MK was to assess the principle of the options and the extent and directions of future growth. The next stage will be to look at housing numbers.</p>	

	<p>CBC queried the housing need evidence for MK.</p> <p>MKC explained that this would be the same of the current local plan; trends based and PlanMK will be a part top up and part longer term vision. This will also depend on the outcomes from the Futures 50 visioning work.</p> <p>c) Timescales</p> <p>The LDS will be revised to reflect the links to the Futures 50 work.</p> <p>Plan:MK discussion</p> <ul style="list-style-type: none"> - Plan:MK has a 10-15 year time period and will roll forward from the existing Core Strategy - As part of the consultation on Plan:MK developers are submitting evidence and developing masterplans to assess deliverability. 	
4.	<p>Land availability on MKC/CBC border</p> <p>a) Existing SHLAAs or proposed methodologies b) Potential for joint working</p> <p>MKC need to revise and update their SHLAA. It was discussed that this could be undertaken jointly.</p> <p>CBC Site Assessment Criteria is currently available online to view.</p> <p>Please see notes for Item 5.</p>	<p>Possible joint working on SLHAA.</p>
5.	<p>Objectively assessed need in CB and MK</p> <p>a) How unmet need is characterised across wider HMAS b) Likely relationship between CBC and MKC</p> <p>It was discussed that it might be possible to share the housing numbers in the MK HMA for the unmet housing need.</p> <p>MK considers that they will be able to meet their own</p>	<p>CBC will share the sites within the MK HMA received from the Call for Sites.</p>

	<p>objectively assessed housing need. This is assuming that there will be no significant changes in housing need. It is expected that the SHMA will be updated in 6-9 months.</p> <p>Within the MK HMA (CBC side) there is a need for approximately 5,900 homes. CBC consider that it is important that the most sustainable options is sought and this could possibly not be within the MK HMA if something comes up elsewhere.</p> <p>MKC – need to be aware of the Lord Adonis letter confirming the Governments commitment to the East West Rail Link and the possible implications this could have on land.</p> <p>Possible joint working opportunity to investigate the location and options and evidence for growth in the MK HMA. This could be a similar study to which is being conducted with LBC.</p>	<p>Investigate opportunities for working jointly to assess locations and options for growth in the MK HMA within CBC.</p>
6.	<p>Other cross-boundary issues</p> <ul style="list-style-type: none"> - Sustainability Appraisal CBC is undertaking a 'new' SA and it was suggested that MK look at updating their Scoping Report in order to align the two processes. - East West Rail Growth Options This potential study could look at the route of the EWR and identify possible cross boundary opportunities. AYDC have expressed an interest in this potential study. The basis of the study would include the site submissions from AVDC, MKC and CBC. <p>Initial meeting would be officer-level only with member involvement to follow later. Possible dates mid/end May.</p> <ul style="list-style-type: none"> - Employment CBC undertaking a FEMA study. Unlikely that there will be significant changes to the employment figures. <p>It was discussed that there could be a need for</p>	<p>Investigate opportunities for a EWR Growth Options Study.</p> <p>Meeting</p> <p>CBC will circulate FEMA once complete and arrange meeting.</p>

	<p>undertaking a more strategic B8 study to investigate the regional need rather than the local need.</p> <ul style="list-style-type: none"> - Transport Modelling <p>Strategic Alliance is undertaking transport modelling work. It is unclear if this model can be used for LPAs to run scenarios or whether this model will be available to developers if they can pay into it.</p>	<p>Investigate opportunity for regional B8 study.</p> <p>CBC to check with highways team about this transport model.</p>
7.	<p>Duty to Cooperate in practice</p> <p>a) Future arrangements and existing frameworks</p> <p>Following the withdrawn Core Strategy CBC will be more formal in the DtC. It was suggested that a 'Strategic Framework for the MK HMA' be developed. An example of the Luton Strategic Framework was circulated for comment. Both MKC and CBC would contribute to the document.</p> <p>b) Member involvement</p> <p>Both MKC and CBC agreed that there was a need for member-led meetings at key stages for the agreement of key issues and decisions.</p> <p>MKC are having local elections in May and therefore any future meetings with members would need to be after May 2016.</p> <p>CBC advised that they have appointed Cllr Steve Dixon as the DtC member for MK.</p> <p>It was agreed that this meeting would form a DtC meeting and be entered into the log.</p>	<p>MKC agreed to review template and both MKC and CBC would start to populate the document.</p> <p>Need to programme in dates for future regular DtC meetings.</p>

Agenda

Title of meeting:	CBC & MKC Duty to Cooperate Meeting
Date:	Monday 22 nd August 2016
Time:	14:00
Venue:	Ruby Meeting Room, Milton Keynes
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Evidence Base Studies inc North Growth Options Study – exploring potential options presented by E-W rail to deliver strategic growth in north of CBC. 		LHG	
2.	Update on Milton Keynes Local Plan <ul style="list-style-type: none"> • Timetable • MK 2050? • MK Local Plan? • Evidence Base Studies: MK OAN?; Capacity of MK/Assessment of potential sites within MK? Oxford-Cambridge corridor? • Evidence for MK 2050? 		JC	
3.	Duty to Cooperate <ul style="list-style-type: none"> • EW Rail - Joint study with CBC, MK and AV to explore wider opportunities for sus growth related to Oxford-Cambridge corridor? • MK 2050 versus the Local Plan process – how will the two align?. • How CBC propose to engage with DBC <ul style="list-style-type: none"> ○ Member Engagement ○ DtC Statement ○ Strategic Frameworks / SoCG 		LHG	

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4.	AOB			
5.	Arrangements for next meeting (dates, who to invite etc) Early October?			

Notes of Meeting

Title of meeting:	CBC & MK Duty to Cooperate Meeting
Date:	Monday 22 nd August 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Steve Dixon • Sue Frost (SF) • Lynsey Hillman Gamble (LHG) <p>Milton Keynes Council</p> <ul style="list-style-type: none"> • Cllr Liz Gifford • Anna Rose (AR) • John Cheston (JC)
Venue:	MK Offices
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<ul style="list-style-type: none"> • Overview of Member involvement in the DtC process. 	Cllr Dixon
	<ul style="list-style-type: none"> • SF outlined the challenging timetable for the CBC Local Plan. • Numerous studies have been commissioned by CBC - expect draft reports on the key Growth Options Studies end Sept/early Oct. • Reg 18 Consultation in Dec 16 - Preferred Options. • Issues and Options leaflets and consultation early Sept 2016. Very high level i.e. Transport Corridors etc. Mostly web based & focused towards members of the public. 	SF
	<ul style="list-style-type: none"> • MK will provide their thoughts on the possible strategic options being considered and may attach the NIC response. MK will share their response with CBC before they formally submit it to make sure there isn't anything that would cause CBC an issue. 	AR
	<ul style="list-style-type: none"> • Agreed that more informal discussions would be had at DtC meetings and then formal responses submitted through consultations. All meetings will be minuted and agreed. 	SF / AR
	<ul style="list-style-type: none"> • SF explained that CBC had already commissioned a North Growth Options study and had not invited MK to jointly commission because MK were still awaiting the outcome of the MK Futures report and to jointly commission would have meant an unacceptable delay to 	SF

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	<p>CBC's timescales. The study covers MK, Bedford & Stevenage HMAs and LUC are appointed to ensure consistency with the Luton HMA Study. It was agreed that CBC would share the early findings of the study through a further DtC meeting. It is a high level strategic study which will identify locations/options for the delivery of growth. Detailed Site Assessments of specific sites submitted through the Call for Sites process will be undertaken separately through a SHLAA. LUC will look for gaps for anything that may have been missed.</p> <ul style="list-style-type: none"> • MK would welcome any early indications of what is coming out of the study so that MK can factor it in to their studies and provide early comments. • Although it has not been jointly commissioned, MK agreed they could look to endorse the findings of the study at a later date as part of their process through DtC and positive cooperative working. • Plan:MK timetable - slightly behind CBC now as the Strategic Directions document was held up as well as the MK Futures consultation. • Changes in personnel have also held things up. • Publishing Draft Plan (Reg 18) in spring 2017 which will be the Preferred Options. Cabinet in Feb 2017. • Identified that there needs to be joint discussions on Technical work being done by the two authorities. • Plan:MK Period is 2016-2036 • Should know the Housing OAN for MK by 16th September. (ORS) Expect OAN to go up again. • SHLAA Capacity within MK. Still consider that there is capacity within MK to meet all their identified need. • CBC and MK will need to consider the impact of delivering own needs along similar growth corridors and how the two authorities can plan cooperatively to achieve a common goal. i.e. Sites could be very close to each other in diff authorities but could impact on one another - therefore need to plan cooperatively. • MK has more jobs than people. Consider further discussion needed around jobs, growth corridors and sites etc. CBC could potentially meet some of MK's employment needs within CBC especially in the M1 corridor • MK sees merit in doing a joint study with CBC along the Express Way and EW Rail Corridor to maximise the benefits of the corridors. • CBC considers MK should scope the study brief and pass to CBC to consider how CBC may be involved. 	<p>AR</p> <p>AR</p> <p>AR</p> <p>AR</p> <p>AR</p> <p>AR / SF</p> <p>AR</p> <p>AR</p> <p>SF</p>
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	<ul style="list-style-type: none"> AR has seen developer responses to the NIC consultation. Consider there is real weight in some of the information as similar routes have been identified by the developers. A joint study may well be a top-up to the outcomes of the NIC consultation. 	AR
	<ul style="list-style-type: none"> MK will not get a Plan through an Examination without referring to the Growth Corridor. Consider that CBC will need to do the same. If CBC did not identify the Growth Corridor, MK would identify in representations that it should be. 	AR
	<ul style="list-style-type: none"> CBC Issues and Options Consultation Leaflets identify the corridor. 	LHG
	<ul style="list-style-type: none"> MK 50/Futures. Vision and implementation Plan. Implementation Plan - October. 1st element = Wider area Economic Strategy and Spatial Vision (mix). It is not a Statutory Document but would be a Material Consideration for Planning. Vision and direction for the LP will come from the Document. 	AR
	<ul style="list-style-type: none"> LP still needs technical evidence to support the Plan and directions for growth. Evidence base and vision document seem to be coming out with the same things. 	
	<ul style="list-style-type: none"> Delivery Plan will set out how the 6 'Big Projects' in the MK Futures report will be brought forward. It is possible that Plan:MK will inform/feed into the Delivery Strategy. Other things will come much later and be issues for consideration in future plans. 	
	<ul style="list-style-type: none"> MK needs to be clear in the Delivery Strategy about timescales and what needs to come forward and when. 	SF

	Actions	
	<ul style="list-style-type: none"> Next DTC meeting to be held at CBC Offices after MK and CBC have Housing OAN numbers (after 16th September) 	LHG

Agenda

Title of meeting:	CBC & MKC Duty to Cooperate Meeting
Date:	Monday 7 th November 2016
Time:	14:30
Venue:	Milton Keynes
Contact:	Andrew Marsh 03003006624

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Minutes of last meeting 22.08.16			
2.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • North Growth Options Study progress • Shaping CBC consultation 		LHG/SF	
3.	Update on Milton Keynes Local Plan <ul style="list-style-type: none"> • Timetable • SHMA update was due Sept 2016 • E/W Rail - Joint study with CBC, MK and AV to explore wider opportunities for sus growth related to Oxford-Cambridge corridor? MK agreed to scope • Employment 		JC	
4.	Duty to Cooperate CBC Strategic Frameworks / SoCG		LHG/AM	
5.	AOB			



6.	Arrangements for next meeting			
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Notes of Meeting

Title of meeting:	CBC & MK Duty to Cooperate Meeting
Date:	Monday 7 th November 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Steve Dixon (SD) • Sue Frost (SF) • Lynsey Hillman Gamble (LHG) • Andrew Marsh (AM) <p>Milton Keynes Council</p> <ul style="list-style-type: none"> • Cllr Liz Gifford (LG) • Anna Rose (AR) • John Cheston (JC)
Venue:	MK Offices
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<ul style="list-style-type: none"> • SF updated on the CBC Timetable and identified that some of the technical studies are starting to report back. • The Luton HMA Study is almost completed but there are a couple of areas that need finishing off. The study is therefore close to being signed off by the four commissioning authorities. The study will be shared with neighbouring authorities once it has been formally signed off. • SF identified that based on the Call for Sites submissions, there is significant capacity within the Luton HMA, however the vast majority of Central Bedfordshire within the Luton HMA is Green Belt which will be a key consideration for the Council to consider as will the internal assessment of the sites which will look at availability, suitability and deliverability. • Important to remember that the Growth Options studies are very strategic / high level and that they are just one piece of evidence and cannot be considered in isolation. CBC will share the North Growth Options study once it is available. • The Green Belt Study is also nearing completion. This will be made available to neighbouring authorities once it has been finalised and signed off by CBC and LBC. Majority of the GB found to meet the purposes for which it was designated. There were a small number of pockets which were considered at the second stage of the study, but this was primarily in relation to ensuring the GB boundaries were 	SF / LHG

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	<p>appropriate. It is not the purpose of the GB study to identify large areas of land to be released from the designation to accommodate growth.</p> <ul style="list-style-type: none"> • CBC undertook high-level Issues and Options Consultation recently. This finished 1st November. Currently analysing the responses. • Current timetable is to go to Executive Meeting on 10th January with a view to undertaking Regulation 18 consultation soon after. The Plan will be very high level, setting out our preferred strategy but location options rather than specific sites. The consultation plan will identify more options than actually needed. • CBC consider that we should have another meeting to go through the plan with MK before Reg 18 starts. AR agreed, identifying that as our timetables are similar, it would be an ideal opportunity to share information on the two plans and identify any potential DTC issues. 	SF / AR
	<ul style="list-style-type: none"> • AR stated that the MK SHMA identifies the need for 1725 dwellings per annum which equates to 35,000 new homes within the plan period. 21,000 of these are already in the pipeline. • AR considers that housing numbers form the basis of everything and that there is a need to understand them and communicate a clear message for Members and the public. i.e. where do the in-migration figures come from? Considered that the demographic population has a bigger impact on numbers than migration i.e. there is an ageing population, more people are living alone and increased first time buyers etc. 	AR
	<ul style="list-style-type: none"> • The National Infrastructure Commission (NIC) Report is due to be published on 23rd November¹. Both CBC and MK will need to consider the report and discuss the findings soon after it is out. AR to discuss with SF via phone / email. 	
	<ul style="list-style-type: none"> • CBC is working on the assumption that significant infrastructure will come forward but that it will be towards the end of Plan period. CBC are however making contingencies within the plan in case it comes forward sooner. 	SF
	<ul style="list-style-type: none"> • Need to consider how our two plans could support and complement each other e.g. if MK allocate site/s to come forward at the end of their plan period, it could be that CBC could identify the area opposite for future growth but beyond the current plan period. AR identified the need for cross boundary masterplans to ensure appropriate, cohesive development of sites if this is taken forward. 	AR
	<ul style="list-style-type: none"> • In terms of employment, CBC is helping to meet unmet need arising from Stevenage. There is the potential that CBC could help to deliver employment land needs for MK, particularly along the M1 corridor, if it 	SF

¹ It was in fact published on 16th November.

	<p>helps free up land for housing.</p> <ul style="list-style-type: none"> • AR identified that there is a significant over-supply of employment land and they will need some of their employment land to deliver residential development. AR confirmed that whilst there is an abundance of employment land within MK, they do not generate enough workers to fill all the jobs. • The focus for employment within MK is for new high-tech industries but also have a lot of B8. MK will be looking at strategic allocations along the M1 corridor. • AR confirmed that an Urban Capacity Study is underway, that there is no unmet housing need arising from MK and that there will be no need to go outside of the MK boundary for residential or employment land within this plan period. • It was also noted that within MK, small to medium sites/developers are quite limited and that there is predominance for large scale developers. Officers from MK Council are meeting with developers. It was confirmed that the Aspley Guise Triangle would not be part of discussions. 	AR
	<ul style="list-style-type: none"> • A brief discussion was had regarding HMAs and it was agreed that housing need arising within the area of the MK HMA within Central Bedfordshire is part of CBC's need and that any development within Central Bedfordshire (but within the MK HMA) will be to meet CBC OAN. 	SF/AR
	<ul style="list-style-type: none"> • It was noted that the two authorities have good working relations and are working well together on identified cross boundary issues. It is unlikely that there will need to be any debate between the two authorities through the Examination process. It would be beneficial for both authorities if we work out how we can best support each other at Examination. 	SF/AR

	<p>Actions</p> <ul style="list-style-type: none"> • MK to coordinate the next meeting for mid-end December to share content of Plans. • Strategic Frameworks - MK to have a look and start filling in some of the gaps. 	<p>MK</p> <p>MK</p>
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Agenda

Title of meeting:	CBC & MKC Duty to Cooperate Meeting
Date:	Friday 7 th April 2017
Time:	2:30pm
Venue:	MKC Offices
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Local Plan <ul style="list-style-type: none"> o Potential Strategic Locations o Employment 		SF / LHG	
2.	Update on MK Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies Update - Draft Plan Consultation 		MK	
3.	NIC Discussion Paper <ul style="list-style-type: none"> - Involvement in the Cambridge – MK – Oxford Corridor – Impact upon Local Plan. - Response to the Discussion Paper 		All	
4.	Duty to Cooperate <ul style="list-style-type: none"> - Draft Strategic Frameworks / SoCG 		LHG	
5.	AOB			

Notes of Meeting

Title of meeting:	CBC & MK Duty to Cooperate Meeting
Date:	Friday 7 th April 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Steve Dixon • Lynsey Hillman-Gamble • Sue Frost <p>Milton Keynes Council</p> <ul style="list-style-type: none"> • Cllr Liz Gifford • John Cheston • Anna Rose
Venue:	Milton Keynes Council Civic Offices
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<p>CBC Local Plan Update</p> <ul style="list-style-type: none"> • An update was provided on the CBC local plan timetable - CBC to publish plan at end of June for 8 weeks' consultation. • The proposed locations for growth were identified - Aspley Guise, Marston Vale, North of Luton, West, North of Sandy (Tempsford), and east of Biggleswade • Discussion about key strategic infrastructure - MK consider that the Expressway will go through Junction 13. Considered that communications between Network Rail and Highways England is poor and that there has been a lack of communication about the Expressway and EW Rail with local authorities. AR suggests MK and CBC seek to meet with HE and NR to discuss the two projects. AR to make contact and arrange a date. • MK have identified specific sites within their Reg18 plan. Considered that the delivery of the sites is realistic. Identifying too many sites would result in unrealistic annual delivery rates. MK is currently under delivering on 1750 per annum. • Discussion about the potential to speak to CLG about having a realistic Plan housing target rather than an annual requirement. AR to try and arrange a joint meeting for MK and CBC with Peter Latham (CLG). • CBC identified that the new SHMA target is 32,000 but that 	<p>CBC</p> <p>CBC/MK</p> <p>MK</p> <p>CBC/MK</p>

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	<p>consideration is being given to including a contingency within the plan. CBC are still proposing to meet LBC unmet need of 7,350.</p> <ul style="list-style-type: none"> • MK consider that the North South divide is key issue for CLG in identifying the new OAHN methodology. There is a need to consider carefully where the growth is directed. Need to direct higher growth to areas where it can be realistically delivered but also need to ensure growth levels in the south are not unrealistic. • MK have included East of the M1 within the Reg 18 plan but only as a contingency site. This site would only come forward within the plan period if there is a continued under supply of housing within MK. Could potentially come forward earlier if significant uplift is applied to the housing numbers. Would potentially result in unrealistic delivery rates. • The CBC draft plan will also include all the DM policies so they can be consulted upon at an early stage too. Plan period still to 2035 but recognise need for quick review. • Considered that the key delivery of growth arising from the Oxford-Cambridge Corridor will come through in the reviews of these current plans. • MK and CBC have a good working relationship and are working well in relation to any cross-boundary issues. The two authorities' timetables are aligning and the early review of both plans will enable plan periods to align in the future too. Considered that this approach fits well with current National Planning policy. • CBC identified that it is likely that there will need to be a release of Green Belt land to accommodate growth in Central Bedfordshire. A Stage 3 GB Review will be undertaken to identify impacts of removing parcels of land from the GB. • Discussion about employment provision. Both MK and CBC are considering higher employment growth if potentially delivering housing numbers in addition to identified needs. MK identified that the local plan may be over providing. Considered an aligned approach would be beneficial to both authorities. Agreed that job numbers should not be directly linked to Housing numbers. • CBC agreed to share Employment Topic Paper with MK when it is available. MK identified it would be helpful in formulating approach and ensuring consistency. • MK has been asked by Members and Public to show what growth is likely to come forward in neighbouring areas. Considers we should all work towards an agreed map for next consultation showing shadowing of neighbouring sites. Woburn Sands / Bow Brickhill considered to be a key area for MK but need certainty over EW rail and expressway routes. 	<p>CBC</p> <p>MK</p> <p>MK</p> <p>CBC/MK</p> <p>CBC</p> <p>CBC / MK</p> <p>MK</p>
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	<p>Plan MK Update</p> <ul style="list-style-type: none"> • Plan is out for consultation until 9th June 2017. • Have given presentations to T&PCs – includes references to the NIC, drawing it all together and explaining context and implications. Identified that MK will invite Cranfield PC to attend. CBC suggests MK Officers approach Ward Councillors in CBC rather than their T&PCs directly. Noted that Cllr Clark already in contact. MK to contact CBC / Cllr Dixon who will then speak to relevant Ward Members. • CBC identified a similar approach in terms of meeting parishes etc. CBC will let MK know dates of events so they can come along. • An update was provided in relation to the Employment Land and Retail Studies. • Transport Model update will be available in May – this is being undertaken by AECOM. MK have asked AECOM to check the MK Model 'talks' to CBC Model and DfT guidance. • MK are expecting a significant number of representations to the consultation. • MK are also doing another Call for Sites which is running Parallel with the current consultation. This is to identify smaller sites. 	<p>MK</p> <p>CBC</p> <p>MK</p>
	<p>NIC Discussion</p> <ul style="list-style-type: none"> • Discussion Paper - CBC consider a joined up approach on a response would be beneficial. CBC are drafting a response and would be happy to circulate to neighbouring authorities to ensure a consistent response is made. • MK identified that there are many other responses underway i.e. POS, which may be beneficial in informing individual responses. • Identified that both CBC and MK will be responding to the HWP consultation. Agreed to share draft responses to ensure commonality and consistency. • Considered that we need to evidence how we are working together so that we don't have something imposed on us in the future. • Considered that the NIC is moving towards something tighter than the current MOUs used which would withstand a change in politics. NIC also need to identify a robust growth strategy in order to justify and fund significant pieces of infrastructure. The economy, housing and transport are considered to be the 3 key strands for the NIC. • MK identified that they have approached CBC (Jim Tombe) to discuss if the two authorities could identify and agree a preferred route for the Expressway, which could then be fed back to Highways England. 	<p>CBC / MK</p>

Agenda

Title of meeting:	CBC & MK Duty to Cooperate Meeting
Date:	Wednesday 17 th August 2017
Time:	11am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan - Consultation - Timetable		LHG	
2.	Update on Milton Keynes Local Plan & Site Allocations Local Plan		MK	
3.	Milton Keynes response to CBC Draft Local Plan		MK	
4.	Duty to Cooperate - Draft Strategic Frameworks		All	
5.	AOB			

Notes of Meeting

Title of meeting:	CBC & MK Duty to Cooperate Meeting
Date:	Thursday 17 th August 2017
Attendees:	Central Bedfordshire Council <ul style="list-style-type: none"> • Cllr Steve Dixon • Lynsey Hillman-Gamble Milton Keynes Council <ul style="list-style-type: none"> • John Cheston
Venue:	Priory House, PH3
Contact:	Lynsey Hillman-Gamble 0300 300 5247 Lynsey.hillman-gamble@centralbedfordshire.gov.uk

Meeting Minutes

No.	Discussion	Officer
	CBC Local Plan Update <ul style="list-style-type: none"> • Update provided on the current Reg 18 Consultation. LHG stated a number of drop-in sessions had been held across Central Bedfordshire which had been well attended. • A number of representations have been received to the consultation already. Consultation ends at the end of the month and expect a large volume of representations within last few days. • Discussion about the new standardised Housing Methodology consultation - DCLG didn't publish in July as suggested. Considered unlikely that it will be published now until after Parliament resumes in September. MK Comments on the Draft CBC Local Plan <ul style="list-style-type: none"> • Agreed that MK comments on the draft plan could be submitted after being agreed at the Council's Cabinet Meeting. • The draft plan had been shared internally at MK for comments from other colleagues but limited comments had been received. • MK provided draft response for CBC to consider. Suggested if there were any areas of concern, CBC and MK could discuss to resolve ahead of being formally submitted. • Both CBC and MK agreed that DtC meetings have been helpful and beneficial to both authorities. Agreed that this level of engagement and cooperation between MK and CBC will continue in similar format. 	 CBC MK / CBC

Agenda

Title of meeting:	CBC & MK Duty to Cooperate Meeting
Date:	Tuesday 5 th December 2017
Time:	2:00pm
Venue:	MK Council Offices
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in MK's Reg18 Response <ul style="list-style-type: none"> • Working Closely on sites peripheral to MK • EW Rail & Expressway – Safeguarded • Employment at Junction 13 – link to Rail 		CBC/MK	
3.	Update on MK Local Plan <ul style="list-style-type: none"> • New Policy SD17 • Strategic Allocations – East of the M1 • Mass-Transit System (CMK to Cranfield University) • Timetable 		MK	
4.	DtC		CBC / MK	
5.	AOB			

Duty-to-Cooperate meeting – Milton Keynes Council and Central Bedfordshire

Date: Tuesday 5th December 2017

Time 14:00 – 15:00

Venue: Milton Keynes Council, Civic Offices (Room 1.04)

Attendees:

Brett Leahy (BL) - MKC

James Williamson (JW) - MKC

Ashley Hayden (AH) – MKC

Cllr Liz Gifford (LG) - MKC

Cllr Steven Dixon (SD) - CBC

Lynsey Hillman-Gamble (LHG) - CBC

Andrew Davie (AD) – CBC

ITEM 1 LHG	<p>Provided a brief overview of the local plan for CB.</p> <p><i>Main themes:</i> Green belt, coalescence, Infrastructure challenges (e.g. schools, hospitals and roads), consulted on the delivery of between 20,000 – 30,000 homes (likely to be at the lower end of the range in the pre-submission plan), strategic locations, a total of 848 sites were submitted and underwent a robust site assessment process. 195 carried forward to the next stage of assessment. Will be looking to deliver a mix of small, medium and large sites as well as delivering 24,000 jobs across Central Bedfordshire.</p> <p>Concern within CB regarding the potential significant increase in annual delivery and overall plan requirements as a consequence of the standardised housing need calculation recently consulted on by DCLG (September, 2017). The intention is to submit the plan before March 2018. Consultation on proposed submission is expected to commence on 10th January 2018 – prior engagement will take place with stakeholders.</p>
BL	<p>MKC is content to provide support and to continue dialogue/ collaboration to work together in bringing forward proposed sites near to the MK's and CBC's boundary.</p>
AD	<p>Welcomes the above approach by BL. AD recognised the current constraints facing both authorities and wants to fully support neighbouring authorities.</p>
LHG	<p>Confirmed that the transport model used for CB plan factors into account pinch points outside of the CB boundary.</p>
ITEM 2 JW	<p>Requested an update on the proposed Aspley Guise Triangle development – an application has now been submitted.</p> <p>LHG confirmed CBC awaiting the route of the proposed expressway and will be working with HE. No decision will be made on this application until the route is known.</p>

	LHG noted proposed employment sites within CB will be focused towards M1 Jct's 13 and 11a and south of Biggleswade on the A1. A proposed intermodal rail freight exchange will be delivered at M1 Jct 11a. It is not currently the intention to link the employment site at Jct 13 to rail.
ITEM 3 JW	<p>Provided a brief background of Plan:MK (e.g. key milestones/dates). It was confirmed that the current consultation on the 'proposed submission' version will run until 20th December 2017. Key sites within the plan were outlined, for example, SEMK, East of M1 in turn, discussing potential issues associated with the proposed expressway. A 10% buffer has been included which was recommended by an independent peer review, and it was emphasised that there is a commitment for Plan:MK to be reviewed within 5 years.</p> <p>The unknown route of the proposed East West Rail route presents challenges for both MK and CB – all agreed.</p>
BL	Reiterated that he wanted to work with neighbouring authorities in regard to the proposed site East of the M1 in order to navigate unforeseen problems/issues. It was clarified if the HIF bid was unsuccessful this site would become a reserve site.
JW	Further explained the nature of the East of the M1 site. Identified that it coming forward prior to 2031 is entirely dependent on the successful outcome of the HIF bid. MKC is likely to know if they have been successful (first phase) around January 2018 with a final decision expected in the summer of 2018. MKC offered to engage and consult with the local community once the further details are known.
LHG	Queried how the options had been tested in the Sustainability Appraisal (SA) and the extent of the transport model used for Plan:MK.
JW	Agreed to provide further written clarification to address each issue identified by CBC in turn relating to the SA and transport model.
All	All agreed that continued dialogue would be needed with the intent to work towards a Statement of Common Ground. LHG felt the most logical approach would be to have one concise Statement of Common Ground between MKC and CBC.
LG	Confirmed there is no policy within Plan:MK for mass transport – it is rather an aspiration.
JW	In terms of policy SD17 within Plan:MK, it was confirmed this originated from the Core Strategy (adopted July 2013). LHG queried the pre-text and tone of para 5.31 pp 57, MKC agreed to soften the tone of para 5.31 pp 57.
LG	Closed the meeting with a commitment to continue the dialogue between MKC and CB to work towards a Statement of Common Ground.

Ashley Hayden 06.12.17

Agenda

Title of meeting:	CBC & NHDC Duty to Cooperate Meeting
Date:	Thursday 30th June 2016
Time:	10:00 – 12:00
Venue:	FE2 Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway 		LHG	
2.	Update on North Herts' Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies 		NHDC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with NHDC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & NHDC Duty to Cooperate Meeting
Date:	Thursday 30th June 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Councillor Sue Clark • Sue Frost • Lynsey Hillman Gamble • Uchenna Eze <p>North Hertfordshire District Council</p> <ul style="list-style-type: none"> • Councillor David Levett • Louise Symes • Ian Fullstone • Laura Allen
Venue:	Priory House, FE2
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
1.	<p><u>CBC's Local Plan Timescales</u></p> <p>Reg 18 (Issues and Options) – December 2016</p> <p>Reg 19 (Submissions document)- July 2017</p> <p>Submission – December 2017</p> <p>Adoption- Summer 2018</p>	
1.1	<p><u>Key Technical Studies</u></p> <p>CBC has commissioned a raft of studies which will inform the evidence base for the Local Plan.</p> <p>The joint Growth Options study with Luton Borough Council, North Hertfordshire DC and Aylesbury Vale DC has been</p>	

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	<p>commissioned and is underway to identify and assess growth areas within the Luton HMA. A Green Belt Study has also been commissioned with LBC. Other studies commissioned include:</p> <ul style="list-style-type: none"> • Settlement Capacity Audit • Sustainability Appraisal • SFRA and WSC • Retail Study • Transport Model • Viability Study • GTAA 	
1.4	<p>A Second Growth Options study will look at growth opportunities within the three other HMAs across Central Bedfordshire, including potential along the East West Rail corridor.</p>	
1.5	<p><u>SHMA</u></p> <p>CBC and Luton has commissioned a joint SHMA with a wider steering group which includes other authorities. The new population figures are expected to inform the SHMA. CBC needs to speak to LBC about whether the next SHMA update will be a joint commission.</p>	
1.6	<p><u>Call For Sites</u></p> <p>CBC is currently in the process of assessing over 800 sites which came forward in the Call for Sites. The assessed sites which meet the criteria will inform the SHLAA.</p> <p>A 4 week consultation period commenced on the 30th June 2016. The site assessment criteria will consult on; Employment, Housing and Gypsy and Traveller sites.</p>	
2	<p><u>North Hertfordshire Local Plan Update</u></p>	
2.1	<p>NHDC is seeking endorsement from full Council on the Local Plan (Strategic Policies and Site Allocations) on 20th July 2016. Cabinet- Mid September 2016</p>	

	<p>Consultation – Mid September/October 2016</p> <p>Submission - March 2017</p> <p>Examination- August 2017</p> <p>Adoption – March 2018</p>	
2.2	<p><u>Luton</u></p> <p>There are 3 potential applications for housing to the East of Luton which NHDC will seek to look at as one application. A separate piece of evidence will be submitted to demonstrate the maximum capacity for the area of North Hertfordshire which sits within the Luton Housing Market Area.</p>	
2.3	<p><u>New Settlements</u></p> <p>NHDC is have commissioned a piece of work investigating the possibility of a new settlement post 2031. The site location is unknown at this stage. This work may form part of a review of the plan and could make provision for approx. 500 dwellings towards the back end of the plan period</p>	
2.4	<p><u>Employment</u></p> <p>Consideration is being given to releasing the safeguarded land at Baldock included in the Preferred Options Local Plan following the outcome of further employment work. Some of the employment provision at site BA10 Royston Road will contribute towards the unmet employment need of Stevenage. Justification for this will be set out in the employment background paper and FEMA for the proposed submission version of the Local Plan. . North of this employment allocation is site BA1 , which is an urban extension of approximately 2800 homes.</p> <p>The Objectively Assessed Need currently stands at 14 400 to 2031. Apart from Luton, NHDC have no expectancy to meet the needs of adjoining Local Authorities.</p> <p><u>Housing</u></p> <p>Approximately 5 000 dwellings have been identified outside of the Green Belt whilst 9 400 are within the Green Belt which will be argued as exceptional circumstances at examination.</p> <p>NHDC cannot currently demonstrate a 5 year land supply.</p>	

3.	<u>Duty to Cooperate</u>	
3.1	<p>Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.</p> <p>LHG shared and explained the Strategic Framework and the Statement of Common Ground templates to set the expectation for DtC meeting focus going forward.</p> <p>The SOCG will be a live document which will highlight issues, agreements and disagreements using an RAG rating.</p>	
3.2	It was agreed that North Hertfordshire and Central Bedfordshire would work together to populate the strategic framework and the Statement of Common Ground going forward.	

Actions

	Apologies	
	Matters arising from previous meeting	
No.	Item	Actioned by
1.	Action: Populate the Strategic Framework and the Statement of Common Ground	LHG/LA
2.	Action: NHDC to share Green Belt Study with CBC in July.	LA

Agenda

Title of meeting:	CBC & HDC Duty to Cooperate Meeting
Date:	Wednesday 24 th January 2018
Time:	13:30pm
Venue:	Pathfinder Building, Huntingdon
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Regulation 18 Consultation - Regulation 19 Consultation 		LHG	
2.	Huntingdon Comments on CBC Draft Local Plan <ul style="list-style-type: none"> - Quantum of Growth to be delivered - Tempsford Proposals, impact & mitigation - Impact of Growth on Huntingdonshire Initial thoughts on Pre-Submission Plan		HDC	
3.	Update on Huntingdon's Local Plan <ul style="list-style-type: none"> - Regulation 19 Consultation 		HDC	
4.	Duty to Cooperate <ul style="list-style-type: none"> - MOU 		LHG	
5.	AOB			

Minutes

Title of meeting:	CBC & HDC Duty to Cooperate Meeting
Date:	Wednesday 24 th January 2018
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Kevin Collins • Lynsey Hillman Gamble <p>Huntingdonshire District Council</p> <ul style="list-style-type: none"> • Cllr Ryan Fuller • Clara Kerr
Venue:	Huntingdon DC Officer, Huntingdon
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
	<p>Update on CBC Local Plan Reg 18 consultation undertaken during summer 2017. A significant number of comments were received c.6,500 individual comments.</p> <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <p>CBC Response to OAN consultation CBC made a strong representation to the Standardised methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need.</p>	CBC

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	<p>CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council.</p> <p>The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs.</p> <p>A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18.</p> <p>Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan and continue with the SA work to inform the final version of the plan. CBC have also undertaken another round of DtC meetings to ensure all our neighbouring authorities and County Council's are aware of the process we are following and to identify how any concerns identified during the Reg18 consultation and through previous DtC meetings have been considered.</p>	
	<p>Huntingdonshire Comments on CBC Local Plan</p> <p>HDC queried the strategic sites that are in Reg19. CBC confirmed those sites that were in as allocations and that Tempsford was not in the plan but that the area had been identified as a location for future growth. The location would be revisited during a review of the local plan pending the outcome of key government decisions in relation to EW Rail and the A1. CBC identified that other locations identified for future growth included land to the east of Biggleswade, the Aspley Guise Triangle and West of Luton.</p> <p>HDC confirmed that they appreciated the reasons for not moving forwards with Tempsford at this time. HDC would want to keep in touch in relation to any future proposals for Tempsford, particularly in relation to the provision of key Infrastructure (EW Rail etc) and the impact of such a proposal on the highway network within Huntingdonshire. HDC would like to be included in the Masterplanning process. The potential impact of Tempsford on Alconbury was also highlighted.</p> <p>Agreed that CBC and HDC have a good relationship which both authority wishes to build upon. Agreed upon the importance of keeping channels of communications open.</p> <p>HDC confirmed they have no other strategic issues or concerns in relation to the CBC local plan.</p>	HDC/CBC

	<p>Update on HDC LP HDC have been preparing the local plan since 2012 and are proposing to submit the plan for examination at the end of March 2018.</p> <p>HDC responded to the Standardised Methodology consultation. Housing needs of Huntingdonshire would increase as a result of the standard methodology by approximately 5,000 in total over life of the plan. HDC currently have a good delivery rate but the an additional 5,000 would require an additional 600-800 per annum.</p> <p>Based on the current OAHN, HDC can meet own needs. They are not helping to meet any unmet need from any other authority. HDC currently have 5.7yr Housing Land Supply and are planning for 20,100 new homes within the plan. HDC commented that hostile planning applications have started to surface.</p> <p>Have Rural Exception sites within the local plan - must be 60% Affordable Housing and 40% Mkt Housing.</p> <p>Lots of local challenges to overcome when identifying sites - Fens, low-lying landscape, flooding etc</p> <p>HDC undertook Reg 18 consultation in Summer 2017 plus another Call for Sites. Approximately 2,000 comments were received. Also undertook a HELA consultation Oct 2017 and confirmed EEFM is used to identify job numbers.</p> <p>In relation to the former RAF Wytton site – not allocated in this plan but it is likely to come forward in a future plan.</p>	
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Agenda

Title of meeting:	NHDC & CBC Duty to Cooperate Meeting
Date:	Monday 20 th March 2017
Time:	11:00 – 12:30
Venue:	FE1 Priory House, Chicksands
Contact:	Laura Allen 01462 474826

No.	Item
1.	Update on North Hertfordshire Local Plan - Timetable for Submission
2.	Update on Central Bedfordshire Local Plan - Timetable and forthcoming consultation - Evidence base – any updates
3.	Joint Growth Options Study
4.	Housing White Paper
5.	Duty to Co-operate NHDC Draft Memorandum of Understanding
6.	Senior Level DtC meeting
7.	AOB

Minutes

Title of meeting:	NHDC & CBC Duty to Cooperate Meeting
Date:	Monday 20 th March 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Sue Frost • Lynsey Hillman-Gamble <p>North Hertfordshire District Council</p> <ul style="list-style-type: none"> • Ian Fullstone • Louise Symes • Laura Allen
Venue:	Priory House, Chicksands Room FE1
Contact:	Laura Allen 01462 474826

Meeting Minutes

No.	Item	
1.1	<p>Update on the North Hertfordshire Local Plan</p> <p>Timetable:</p> <ul style="list-style-type: none"> • Full Council is taking place on Tuesday 11th April and Submission expected end of May. • The LDS will be amended to reflect this timetable going forward. 	
2.1	<p>Update on Central Bedfordshire Local Plan</p> <p>1. Timetable and forthcoming consultation</p> <ul style="list-style-type: none"> • CBC has undertaken a number of community planning events to gather information at the local level including local infrastructure needs and priorities. 	

2.2	<ul style="list-style-type: none"> • Executive 6th June 2017, with papers published at the end of May, seeking a resolution to consult on the draft plan. • Expecting to commence Regulation 18 consultation on the 20th June. This will run for eight weeks to take account of the fact that this will run into the summer holidays. This will include the Draft Plan, the Sustainability Appraisal, a site assessment technical report, and other completed evidence base documents. • Regulation 19 consultation then expected in early 2018. • Submission summer 2018 • Adoption early 2019 • LDS to be amended accordingly <p>2. Evidence base</p> <ul style="list-style-type: none"> • A Stage three Green Belt study is currently being undertaken by LUC. The aim of this study is to identify any potential impact of removing specific parcels of land from the Green Belt. The study will also consider the potential for new Green Belt to be designated. 	
3.1	<p>Joint Growth Options Study</p> <ul style="list-style-type: none"> • Lynsey to check whether the two minor amendments have been taken into account in the final report. • CBC will prepare a summary to accompany the study on their website to provide context. Not decided yet what form this will take. • Luton BC is expecting to publish the Joint Growth Options Study on their website the day after NHDC, i.e. after 31st March 2017. 	

4.1	Housing White Paper <ul style="list-style-type: none"> • CBC will be providing a response. • NHDC will also be providing a response, this may be part of a joint response with the Hertfordshire Infrastructure and Planning Partnership (HIPP), which comprises senior officers and portfolio holders from the 10 Hertfordshire authorities. 	
5.1	Duty to Co-operate Transport modelling <ul style="list-style-type: none"> • CBC transport planners are working with HCC on the cumulative impact on the A1 corridor. 	
5.2	NHDC Draft Memorandum of Understanding <ul style="list-style-type: none"> • CBC went through minor amendments to the draft MoU produced by NHDC. This will be sent to NHDC as a tracked changes version. • NHDC agreed with the proposed amendments, and will revise the MoU accordingly, before sharing with the relevant portfolio holders. 	
5.3	CBC Draft Strategic Framework <ul style="list-style-type: none"> • CBC has since made revisions to this document. Will send the current version to NHDC for their input. 	
6.1	Senior Level DtC meeting <ul style="list-style-type: none"> • Taking place on Thursday 27th April 2017 to discuss the National Infrastructure Commission discussion paper on 'Strategic Planning in the Cambridge-Milton Keynes-Oxford Corridor'. 	
	AOB	

	<ul style="list-style-type: none"> Next CBC DtC meeting with NHDC is arranged for the 17th May. 	
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Actions

No.	Item	Actioned by	Timeframe
1.	CBC to send NHDC their tracked changes for the NHDC/CBC MoU.	Lynsey, CBC	End of March
2.	NHDC to send draft MoU to portfolio holder for comments	NHDC	End of March
3.	CBC to send draft MoU to portfolio holder for comments	CBC	End of March
4.	NHDC/CBC MoU sign-off	NHDC/CBC	Early April
5.	Lynsey to check whether the two minor amendments for the Joint Growth Options Study have been taken into account in the final report.	Lynsey, CBC	April 2017
6.	CBC to draft a summary that will accompany the Joint Growth Options Study on their website to provide context.	CBC	April 2017
7.	CBC to send NHDC a Green Belt map to show in relation to the administrative boundary.	CBC	April 2017
8.	CBC to send to NHDC the current draft of their Strategic Framework so that NHDC can provide comments.	CBC & NHDC	April 2017
9.	JDI – lessons from experience of using for Regulation 19 representations. To share with CBC.	NHDC & CBC	June 2017

Agenda

Title of meeting:	CBC & NHDC Duty to Cooperate Meeting
Date:	Monday 14 th August 2017
Time:	2pm
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan - Consultation - Timetable		LHG	
2.	Update on North Herts Local Plan Submission - Examination Timetable		NHDC	
3.	North Herts response to CBC Draft Local Plan		NHDC	
4.	Duty to Cooperate - Draft Strategic Frameworks		All	
5.	AOB			

Notes of Meeting

Title of meeting:	CBC & NHDC Duty to Cooperate Meeting
Date:	Monday 14 th August 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clark • Lynsey Hillman Gamble <p>North Hertfordshire District Council</p> <ul style="list-style-type: none"> • Cllr Levett • Louise Symes • Laura Allen • Ian Fullstone
Venue:	FE2, Priory House
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfrdshire.gov.uk</p>

Meeting Minutes

[illegible]

	<ul style="list-style-type: none"> • Have some concern about the scale of growth being considered to the East of Biggleswade • Note commitment to meet unmet employment needs arising from Stevenage – outcome of NHDC Examination will identify if they can meet any of the need and therefore the extent needed to be provided within Central Beds. • Confirmed that CBC Members have delegated powers so the response will be not through committee but will be signed off at the next Cabinet meeting. 	
	NHDC Local Plan Update <ul style="list-style-type: none"> • The local plan has been submitted to the SoS and Simon Berkeley has been appointed as Inspector. • Louise St John Howe appointed as the Program Officer. Has sent out initial email. • NHDC are waiting for dates of examination to be confirmed, but likely to be towards end of year, hopefully starting before Christmas. • Examination Hearing sessions to be held in Letchworth at the Icknield Centre. • NHDC have a number of MOU's signed or in the process of being agreed and signed off. 	NHDC
	AOB <ul style="list-style-type: none"> • Strategic Frameworks - CBC happy with suggested amendments. CBC will amend and recirculate. • Still need to resolve outstanding issue with AVDC about the housing associated with their part of the Luton HMA. LHG to email AVDC and cc NHDC. 	NHDC / CBC

Agenda

Title of meeting:	CBC & NHDC Duty to Cooperate Meeting
Date:	Tuesday 19 th December 2017
Time:	10am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in LBC's Reg18 Response <ul style="list-style-type: none"> • Housing number to be accommodated within the local plan. • Level of unmet need arising from Luton to be met within Central Beds • East of Biggleswade & A1 Corridor • Transport impacts of growth proposals • RAF Henlow Proposals – scale of growth 		NHDC/CBC	
3.	Update on North Herts Local Plan <ul style="list-style-type: none"> • Examination Update 		NHDC	
4.	DtC		CBC / NHDC	
5.	AOB			

Notes of Meeting

Title of meeting:	CBC & NHDC Duty to Cooperate Meeting
Date:	Tuesday 19 th December 2017
Attendees:	Central Bedfordshire Council <ul style="list-style-type: none"> • Cllr Sue Clark • Lynsey Hillman Gamble North Hertfordshire District Council <ul style="list-style-type: none"> • Cllr Levett • Louise Symes
Venue:	POD 2, Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247 Lynsey.hillman-gamble@centralbedfordshire.gov.uk

Meeting Minutes

No.	Discussion	Officer
	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • Reg 18 consultation now finished. A significant number of comments were received c.6,500 individual comments. Mix of responses - 43% of respondents commented, 13% of respondents supported and 44% of respondents made objections. <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <ul style="list-style-type: none"> • CBC made a strong representation to the consultation on the Standardised OAN methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. • The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need. 	CBC

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	<ul style="list-style-type: none"> • CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council. • The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs. • A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18. • Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan, finalise other technical evidence such as transport and stage 3 Green Belt Assessment and continue with the SA work to inform the final version of the plan. CBC will also be undertaking further communications and engagement work to ensure everyone is aware of the new timetable. 	
	<p>NHDC Comments on CBC Plan.</p> <ul style="list-style-type: none"> • Support proposed housing numbers in the plan and that CBC are contributing to meeting unmet housing need arising from Luton. • Some concerns in relation to the impacts of growth on the road network. There is a strong need to manage growth from transport issues perspective. • LBC made strong representations at the North Herts Examination – having previously said there was no need for eastern relief road, they now consider that due to Century Park and the Airport expansion proposals, the eastern relief road might be needed. • Concerns about strategic transport and specifically A1 corridor and EW connectivity. • CBC identified that the transport Model identifies hot spots both within and beyond CBC. Also identifies mitigation of impact which will be further tested. CBC have also met with Herts CC to discuss transportation issues. It is requested that CBC share future traffic modelling with NHDC and HCC. 	<p>NHDC</p> <p>CBC</p>
	<p>AOB</p> <ul style="list-style-type: none"> • CBC queried how NHDC and LBC are handling affordable Housing Nomination Rights. NHDC explained conversations are still being had and an agreed position had not yet been reached. Likely that NHDC will agree to LBC having Nomination Rights on 40% of the 1,950 to the east on Luton. NHDC advised that any request by LBC for nomination rights across the rest of North Herts outside the HMA would not be supported. 	NHDC / CBC

	<p>NHDC Examination</p> <ul style="list-style-type: none"> • Green Belt Sessions – the Inspector Simon Berkeley is very experienced. He is being very thorough in relation to detailed Policy wording. Examination overrunning, currently only 1/2 way through GB session which will now continue on 24th January 2018. • In relation to new Green Belt, the Inspector went through every point of NPPF Para 82 asking for explanation for each point. • DtC went straight through the sessions without any problems arising. • Have SoCG or MOU with all strategic Site promoters - ahead of Examination. <p>Lower Stondon</p> <ul style="list-style-type: none"> • Planning Application has been submitted for 145 dwellings but in plan as an allocation for 120 dwellings. Unsure when the application is likely to go through Committee. 	
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Agenda

Title of meeting:	CBC & SCDC Duty to Cooperate Meeting
Date:	Monday 13 th June 2016
Time:	10:30am
Venue:	South Cambridgeshire Hall
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway 		LHG	
2.	Update on South Cambs Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies 		SCDC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with SCDC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & SCDC Duty to Cooperate Meeting
Date:	Monday 13 th June 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Councillor Collins • Sue Frost – Interim Head of Place Delivery • Lynsey Hillman Gamble- Interim Local Plan Manager • Uchenna Eze- Planning Officer <p>South Cambs District Council</p> <ul style="list-style-type: none"> • Councillor Robert Turner- Planning Portfolio Holder • David Roberts – Principal Planning Officer • Caroline Hunt- Planning Policy Manager
Venue:	South Cambs District Council, Cambourne
Contact:	Lynsey Hillman-Gamble 0300 300 5247

Meeting Minutes

No.	Item	
1.	SF introduced the Duty to Cooperate dialogue with a brief history of Central Bedfordshire's Local Plan.	
1.1	The Development strategy failed on the duty to cooperate in 2015. Since then, Central Bedfordshire re- launched its New Local plan in February 2016.	
1.2	<u>Key Milestones</u> Reg 18 (Issues and Options) – December 2016 Reg 19 (Submissions document)- July 2017	

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1.3	<p><u>Key Technical Studies</u></p> <p>CBC has commissioned approximately 20 studies which will inform the evidence base for the Local Plan.</p> <p>A joint Growth Options study and Green Belt review with Luton Borough Council has been commissioned to identify and assess growth areas.</p>	
1.4	<p>A wider Growth Options study will look at both commercial and housing opportunities for growth along the East West Rail corridor.</p>	
1.5	<p><u>SHMA</u></p> <p>CBC and Luton has commissioned a joint SHMA with a wider steering group which includes other authorities. The new population figures are expected to inform the SHMA update. It is unknown at this stage if the next SHMA will be a joint</p>	
1.6	<p>commission again with Luton.</p> <p><u>Call For Sites</u></p> <p>CBC is currently in the process of assessing over 800 sites which came forward in the Call for Sites. The assessed sites which meet the criteria will inform the SHLAA.</p>	
2	<p>South Cambs Local Plan Update;</p>	
2.1	<p>South Cambs submitted their district wide Local Plan in March 2014. The Local Plan was prepared in parallel with the Cambridgeshire Local Plan with a raft of joint technical studies</p> <p>The Local Plan is at the examination with the first hearing dating back to November 2014</p> <p>Following the Inspectors preliminary conclusions, South Cambs have carried out further work on the following:</p>	

	<ul style="list-style-type: none"> • Housing Need - Market Signals, Affordable Housing, and 2012 Housing Projections • Overall Development Strategy • Implications of more recent written Ministerial Statements. 	
2.2	<p>The new document complete with changes was submitted at the end of March 2016 and hearings resumed last week. Hearings will run until the end of September with a scheduled programme of 12 sitting weeks.</p>	
2.3	<p><u>Proposal New Settlements</u></p> <ul style="list-style-type: none"> • North of Water Beach – Old MOD site • New village • New extension to Cambourne 	
2.4	<p><u>5 Year Land Supply</u></p> <p>Alone South Cambs cannot demonstrate a 5 year land supply however; SCDC have advised this is possible with Cambridge City Council.</p> <p>South Cambs have advised they will not be taking any of Cambridgeshire's unmet need. As it stands both councils can meet their need.</p> <p>There is potential for South Cambs and Cambridgeshire City Council to produce a Joint local plan starting 2019.</p>	
3.	<p><u>Duty to Cooperate</u></p>	
3.1	<p>South Cambs advised they have various documents to demonstrate their agreement with different groups including;</p> <ul style="list-style-type: none"> • A signed MOU which was produced alongside the SHMA. • An MOU with the City Council has also been produced 	

3.2	<p>for the joint trajectory work.</p> <ul style="list-style-type: none"> • MOC - found sound. • SOCG <p>Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.</p> <p>LHG shared and explained the Strategic Framework and the Statement of Common Ground templates to set the expectation for DtC meeting focus going forward.</p> <p>The SOCG will be a live document which will highlight issues, agreements and disagreements using an RAG rating.</p> <p>It was agreed that South Cambs and Central Bedfordshire would use the work together to populate the strategic framework and the Statement of Common Ground going forward.</p>	
4.	<p><u>Key Discussions</u></p> <p>CBC have an OAN of 29 500 whilst Luton's need stands at 18000. Luton are unable to meet their shortfall of approximately 11 000 therefore there is a potential for CBC to meet some of this need.</p> <p>CBC also advised there is potential for new settlements in Central Bedfordshire depending on sustainability including;</p> <ul style="list-style-type: none"> • Green Belt release to the North of Houghton Regis – 5000 homes • Land East of Leighton Linlade - 2500 homes. • Wixhams - 5000 homes plus a 1000 home extension 	



	Apologies	
	Matters arising from previous meeting	
No.	Item	Actioned by
1.	Action: Share agreement documents with CBC	DR
4.	Decision: Populate the Strategic Framework and the Statement of Common Ground	DR/CH

Agenda

Title of meeting:	CBC & SCDC Duty to Cooperate Meeting
Date:	Wednesday 20 th December 2017
Time:	10:00am
Venue:	Cambourne
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		LHG	
2.	Matters Identified in SCDC's Reg18 Response <ul style="list-style-type: none"> • Timeframe for Tempsford proposals • Transport impacts of proposed growth, specifically Tempsford • Cumulative impact, particularly with Wyboston proposals in Bedford 		SCDC/CBC	
3.	Update on South Cambs Local Plan <ul style="list-style-type: none"> • Examination 		SCDC	
4.	Duty to Cooperate		CBC / SCDC	
5.	AOB			

Notes of Meeting

Title of meeting:	CBC & SCDC Duty to Cooperate Meeting
Date:	Wednesday 20 th December 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Kevin Collins • Lynsey Hillman Gamble – Strategic Plan Partnership Manager <p>South Cambridgeshire District Council</p> <ul style="list-style-type: none"> • Councillor Tim Wotherspoon • David Roberts – Principal Planning Officer • Caroline Hunt - Planning Policy Manager
Venue:	South Cambs Offices, Cambourne
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • Reg 18 consultation now finished. A significant number of comments were received c.6,500 individual comments. Mix of responses - 43% of respondents commented, 13% of respondents supported and 44% of respondents made objections. <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <ul style="list-style-type: none"> • CBC made a strong representation to the Standardised OAN methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. • The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need. 	CBC

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	<ul style="list-style-type: none"> • CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council. • The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs. • A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18. • CBC has revised their strategic and other site allocations. Sites dependent on key infrastructure whose delivery is uncertain will now be safeguarded for future development including Tempsford. • Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan, finalise other technical evidence such as transport and stage 3 Green Belt Assessment and continue with the SA work to inform the final version of the plan. CBC will also be undertaking further communications and engagement work to ensure everyone is aware of the new timetable. 	
	<p>South Cambs Comments on CBC LP</p> <ul style="list-style-type: none"> • Would CBC look to deliver somewhere like Tempsford outside of the local plan if infrastructure put in place/decisions made? • CBC identified that development at Tempsford would not come forward outside of the local plan process. It is possible that there will be an early review of the LP, at which time any government decisions about key significant infrastructure such as EW Rail, and implications for growth within Central Bedfordshire will be given due consideration. • Are you considering smaller sites close to the SCDC boundary? • Yes, but do not have details with us. Development will be distributed across CBC including in the Green Belt, and with 1,500 homes east of Biggleswade where no significant strategic infrastructure is required. • Agreed that the wider corridor and Central Planning Area considerations will be a key consideration moving forwards for a number of authorities and local plans. • SCDC queried the role of EEH. CBC commented that the role and function of EEH was moving away from just being about transport. Would still be working closely with the various LEPs • SCDC identified that they had concerns in relation to the potential growth at Tempsford with regard to transport and Infrastructure. Requested that SCDC are involved in future discussions about the proposals at Tempsford if it comes forward in future iterations of the plan. CBC confirmed SCDC input would be welcomed. 	<p>SCDC</p> <p>CBC</p> <p>SCDC CBC</p> <p>CBC/SCDC</p> <p>SCDC</p> <p>CBC</p>

	<p>South Cambs LP Update</p> <ul style="list-style-type: none"> • LP hearings finished in July. Lengthy exchange with Inspector – some amendments required in order to find the plan sound. Schedule of amendments will be out to consultation from 5th January 2018. Many of the Modifications are those proposed by South Cambs. • Limited additional modifications identified by Inspector. Including a commitment to an early review to consider housing numbers, progress in delivering strategy including new settlements, and needs of those living in caravans. • SCDC are committed to a Joint LP with Cambridge City Council from 2019. Timeline in proposed Modification indicates submission of the joint plan in 2022. Housing numbers complicated by population flows arising from the status of Cambridge is a University City - therefore population projections not always accurate. See benefits of a standardised methodology and recognise there will be a choice to deliver more - but 5 yr supply should be on standardised methodology. • SCDC referred to the Mayor's commitment to prepare a non statutory spatial plan for the Peterborough and Cambridgeshire combined authority area. 	SCDC
	<p>AOB</p> <ul style="list-style-type: none"> • Agreed that a future Statement of Common Ground would be appropriate. 	CBC/SCDC

Agenda

Title of meeting:	CBC & St Albans Duty to Cooperate Meeting
Date:	Tuesday 15 th November 2016
Time:	10:30am-11:30am
Venue:	St Albans
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Overview • Technical Studies <ul style="list-style-type: none"> ○ Luton HMA Growth Options Study • Recent options consultation • Timetable 		LHG	10:30am
2.	Update on St Albans Local Plan <ul style="list-style-type: none"> • Strategic Local Plan • Timetable • Detailed Local Plan • Timetable 		St Albans	10:50am
3.	Duty to Cooperate CBC Strategic Frameworks / SoCG		LHG/AM	11:10am
4.	AOB		All	11:20am

Notes of Meeting

Title of meeting:	CBC & St Albans Duty to Cooperate Meeting
Date:	Tuesday 15 th November 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clarke (SC) • Lynsey Hillman Gamble (LHG) • Andrew Marsh (AM) <p>St Albans District Council</p> <ul style="list-style-type: none"> • Cllr Julian Daly (JD) • Tracy Harvey (TH) • Chris Briggs (CB)
Venue:	St Albans District Council Offices
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Item	Officer
1.	<p><u>Central Bedfordshire Local Plan</u></p> <ul style="list-style-type: none"> • New Local Plan was launched in February 2016; • Evidence Gathering - Suite of technical evidence prepared to inform the Plan, including Growth Options Studies (see below), SHMA for period 2015 – 35; Settlement Capacity Study, Green Belt Study, Transport modelling, Sustainability Appraisal etc. Reports will be published alongside the Regulation 18 consultation draft Plan in January (2017): • Formal consultation (Regulation 18) January 2017 – end February 2017; • Consideration of consultation responses and produce revised Plan: March 2017 – June 2017; • Pre-Submission Publication stage (Regulation 19) July 2017 • Submission to Secretary of State December 2017; • Examination Hearings spring 2018; • Receipt of Inspector's Report summer 2018; • Adoption September 2018 <p><u>Housing Need</u></p> <ul style="list-style-type: none"> • CBC confirmed that it has commissioned an update to its SHMA 	<p>LHG</p> <p>LHG</p>

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	<p>AECOM. The Model will assess the cumulative impact of the Local Plan growth options on the highway network as well as identifying appropriate mitigation measures.</p> <ul style="list-style-type: none"> St Albans confirmed that they are allocating a site north west of Harpenden within their submitted plan and whilst this is immediately adjacent to and adjoining the potential Growth Options location north of north-west Harpenden within Central Bedfordshire, St Albans confirmed that they would not support this location within Central Bedfordshire due to landscape sensitivity, its designation as Green Belt (land was assessed as performing strongly in the St Albans Green Belt Study), and its impact upon transport infrastructure in Harpenden (which is a “transportation hotspot”). Local residents including a qualified barrister are preparing a legal challenge with respect to the site north-west of Harpenden. St Albans suggest that Central Bedfordshire might have similar opposition if we were to allocate the north of north-west Harpenden site within the Local Plan. LHG reiterated that as the site was submitted through the Call for Sites process, and is of an appropriate scale, it has been assessed within the Luton HMA Growth Options Study, and re-emphasised that just because a location is included within the Study this does not mean that it will ultimately be taken forward within the local plan. The Regulation 18 consultation Plan will identify options for delivering growth but will not identify specific sites. The preferred sites to be taken forward will be identified for Regulation 19, having undertaken more detailed site assessment and analysis across Central Bedfordshire as a whole. –Upon request, LHG confirmed that if CBC does include north of north-west Harpenden as a potential growth location in the Regulation 18 consultation plan, we will notify St Albans in advance.. 	<p>/ LHG</p> <p>Cllr JD / TH</p> <p>LHG</p>
2.	<p>Update on St Albans Local Plan</p> <p>Strategic Local Plan:</p> <ul style="list-style-type: none"> Strategic Local Plan submitted summer 2016. Initial hearing held October 2016. No report from Inspector as yet. Session focussed on DtC issues. Plan Identifies a need for 9,000 additional dwellings to 2031 (436 dpa). 4,000 of these to be delivered within the Green Belt: North-west Harpenden (500 dwellings); East of Hemel (2,500 dwellings including 55ha of employment enterpize zone); and East of St Albans (1,000 dwellings). AM queried who’s need the East of Hemel allocation would meet given it’s location on the edge of the Dacorum HMA. St Albans confirmed it will meet St Albans need only. 55ha of employment land is included within the plan East of Hemel. This represent an oversupply providing the opportunity to plan for sustainable 	<p>Cllr JD / CB</p>

	<p>employment land into the next Plan period if required.</p> <p>Detailed Local Plan:</p> <ul style="list-style-type: none"> Comprises DM policies, and Green Belt boundaries (note – proposed Green Belt release does not reach CBC boundary); Reg 18 consultation open until 23rd December 2016 	
3.	<p>Duty to Cooperate - CBC Strategic Frameworks</p> <p>LHG explained that CBC is preparing draft Strategic Frameworks for each of its neighbouring authorities. In essence they summarise the current plan-making context for each neighbouring LPA, and identify any potential cross boundary issues which need addressing through the Duty to Cooperate. These will then be summarised in a table at the rear of the document alongside actions and outcomes. This will provide a clear audit trail of DtC discussions prior to examination of the CBC local plan. A draft Strategic Framework was circulated at the meeting. AM stressed that this is very much a first draft and we would like to draft the document jointly.</p> <p>St Albans expressed concern that the Strategic Frameworks are not strong on outcomes and deliverables. Also considered that the draft was too long and could be significantly reduced in length.</p>	<p>LHG /AM</p> <p>Cllr JD / TH</p>
4.	<p>AOB</p> <p>Action – Date of next DtC meeting tbc.</p>	All
	<p>Actions</p> <p>Email draft St Albans Strategic Framework for St Albans. St Albans to provide comments and complete the relevant sections for them.</p> <p>Send St Albans the HMA Boundary Map.</p> <p>Circulate draft minutes for agreement.</p>	<p>AM AM AM</p>

Agenda

Title of meeting:	CBC & SADC Duty to Cooperate Meeting
Date:	Monday 8 th May 2017
Time:	12pm
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble (0300 300 5247)

No.	Item
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Local Plan <ul style="list-style-type: none"> o Housing and Job Numbers o Potential Strategic Locations o Employment
2.	Update on St Albans Local Plan <ul style="list-style-type: none"> - Examination
3.	Duty to Cooperate <ul style="list-style-type: none"> - Draft Strategic Frameworks
4.	AOB

Minutes

Title of meeting:	CBC & SADC Duty to Cooperate Meeting
Date:	Monday 8 th May 2017
Attendees:	<p>Central Bedfordshire Council;</p> <ul style="list-style-type: none"> • Cllr Sue Clark • Lynsey-Hillman Gamble • Sue Frost • Matthew Gutteridge <p>St Albans District Council</p> <ul style="list-style-type: none"> • Cllr J Daly • Tracy Harvey, • John Hoad
Venue:	Priory House, Chicksands
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	<p><u>Update on Central Bedfordshire Local Plan</u></p> <ul style="list-style-type: none"> • Given general election, going to executive on 20th June, originally the 6th June but this was too close to election day. Consultation period will be put back by a week or so because of this. This is for consultation on reg. 18 draft strategic documents. St. Albans have done a response to housing white paper as well, can email to CBC. DCLG still working on methodology at time of last meeting, were still unhappy with certain aspects of this hence why it was not within the white paper. CBC are refining documents for consultation at the moment - will be separated into two sections: Strategic and detailed DM policies. • Refreshed evidence base, two studies commissioned with North Herts, Luton and Aylesbury. The Luton HMA growth options have been agreed with other authorities and has been published on their websites except for Aylesbury. At Luton examination, discussing their unmet need and where that could be delivered within CBC and other authorities. Study has been signed off and agreed but CBC will ultimately decide where exactly growth options will go in their area. Not including the amount north Herts are allocating, 1950 homes, an application has been submitted for this. Will be meeting the remaining unmet need which is a remaining 7350 homes within CBC as close to Luton as possible. This has yet to be signed off. Looking at the boundaries of Luton for allocation, West of Luton and North of Luton to deliver their unmet need. Locations have been identified in relation to good transport locations but 	

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	<p>with a balanced dispersion of sites. Strategy section is about a third of the draft, including Green Belt and other policies. Each site provides a range of numbers rather than one specific number because these sites are at a strategic level and nothing has been decided yet. Numbers will be refined before reg.19.</p> <ul style="list-style-type: none"> • Technical Site Assessment – Sites have gone through an assessment process that was consulted on last year. Technical process will be put out to the public and included within evidence base for the plan. All strategic sites will be a mix development; North of Luton will have a significant employment area next to junction 11a. 24,000 new jobs minimum in CBC, not including Luton itself. Employment study has been updated and will be released with evidence base. Number of houses shall be around 20,000 to 30,000 on all sites from the Call for Sites process on top of what is already committed, overall this is around 42,000 to 50,000. Some sites will go beyond the plan period to develop. Densities were set at 55dph for strategic sites and 30dph for anything less. • Locations of Strategic Sites: North and West Luton, South East of Milton Keynes (Aspley Guise area), Marston Vale, Wixams, North of Sandy around Tempsford Airfield, East of Biggleswade and East of Arlesey. • Transport model has been developed with Highways England, AECOM and Luton. Infrastructure upgrades are needed to provide for high level development. Anthony Brown sites on both groups in discussion with the A1 improvements in CBC and North Herts, could get the two groups to link together. • Employment locations: Evidence study identifies that vacant employment sites exist but this needs to be kept, CBC is well placed to help meet warehouse and distribution need along the M1 and A1 specifically. These 24,000 jobs will be met on existing and new mixed use locations and identify 3 standalone strategic locations: Junction 11a on the M1 (Sundon RFI), Junction 13 of the M1 and Junction 10 of the A1 near Stratton Farm existing employment location in Biggleswade. 5,300ha of employment was submitted overall with 120ha being considered, These 3 new locations could provide a further 6,000 jobs. Luton's job growth is very high. Lots of employment is currently related to logistics and specific industries, at Cranfield in particular, very transport driven uses. Some manufacturing in Biggleswade. East-West rail will provide fast links to Oxford and Cambridge and employment opportunities can grow here. 	
2.	<p><u>Update on St Albans Local Plan</u></p> <ul style="list-style-type: none"> • St. Albans plan date in high court is 21st June; they are continuing DTC meetings with neighbours, having difficulty agreeing a date with South West Herts Group: Three Rivers, Dacorum, Hertsmere and Watford where they have not finished their implications on the basis of the White 	

	<p>Paper. Have not agreed with them a HMA. Did a joint evidence base with Dacorum and Welwyn and Hatfield on Green Belt review. The South West Herts group have assessed their overall need as a whole for overall area. Objection to St. Albans plan based on no agreement on Duty to Cooperate. No intention to withdraw the plan. Plan does not reflect updated OAN for their area. Deal to be done on housing/economic front.</p>	
3.	<p><u>Duty to Cooperate</u></p> <ul style="list-style-type: none"> CBC seek to create a series of strategic frameworks, one for each neighbouring authority and highlight any cross boundary issues, this is a combination of a MOU and statement of Common Ground, highlights need to resolve any issues through DTC process. Will have 9 statements in the end that suggests tissues and outcomes and be in agreement with every neighbouring authority. Feedback on this was too long, thus they have been scaled back and will need updating in regard to today's meeting. Once agreed and signed off, these will be used to go forward with further DTC meetings. The Green Belt seems to be a major issue, elaboration will be necessary on this issue perhaps. St. Albans inspector's criticisms stated that a document was necessary to show the progress of regular meetings stating how these DTC meets had worked, St. Albans could submit a copy of their inspectors comments. St. Albans will comment on draft DTC statements provided by CBC. If CBC wouldn't provide development within the Green Belt then St. Albans can only provide their growth within their own Green Belt. Vice versa, CBC could not do the same at present. Dacorum have been pushing St. Albans to take some of their need. Quality of Green Belt was assessed in the Green Belt review, testing against Green Belt objectives. St. Albans is not within CBC related HMAs. Sustainability Appraisal draft will be published for consultation and St. Albans will seek to comment on this 	
4.	<p><u>AOB</u></p> <ul style="list-style-type: none"> NIC – An agreed approach with open sign up for anyone willing, St. Albans is on the edge of the corridor. NIC aimed more at those directly within the corridor. If St. Albans are happy to support in a practical way rather than sign up to it. Lobbying and delivery is something St. Albans would support. Next meetings – Early to mid-August for next meeting and another before spring 2018 before Reg. 19. 	

Agenda

Title of meeting:	CBC & SADC Duty to Cooperate Meeting
Date:	Wednesday 16 th August 2017
Time:	2pm
Venue:	St Albans DC Offices
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan - Consultation - Timetable		LHG	
2.	Update on St Albans Local Plan		SADC	
3.	St Albans response to CBC Draft Local Plan		SADC	
4.	Duty to Cooperate - Draft Strategic Frameworks		All	
5.	AOB			

Minutes

Title of meeting:	CBC & SADC Duty to Cooperate Meeting
Date:	Wednesday 16 th August 2017
Attendees:	Central Bedfordshire Council; <ul style="list-style-type: none"> • Lynsey-Hillman Gamble St Albans District Council <ul style="list-style-type: none"> • Cllr Mary Maynard • Tracey Harvey • John Hoad,
Venue:	St Albans District Council Offices
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	St Albans Local Plan Update <ul style="list-style-type: none"> • SADC lost their DtC challenge/judicial review in high Court • Evaluating where they are and getting a Political steer on the way forwards. • Initial thoughts are that SADC will look to meet the full housing OAN when the new standardised methodology is published. SADC are expecting their housing OAN to go up. • SADC will be starting a new local plan and are therefore undertaking a new call for sites in the autumn. • Have sought legal advice and have been advised that some of the existing evidence base can be re-used – albeit some will need to be updated. • Main issue at the previous examination was housing numbers. SW Herts Grp felt SADC not meeting the level of need they felt they should be meeting. Need to start discussing HMA definition issues with the SW Herts Group. • Broad I&O of the new local plan – possibly in Jan/Feb 2018 but this could be dependent upon the publication of the Housing methodology. 	
2.	CBC Local Plan Update <ul style="list-style-type: none"> • Update provided on the current Reg 18 Consultation. LHG stated a number of drop-in sessions had been held across Central Bedfordshire which had been well attended. • A number of representations have been received to the consultation 	

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	<p>already. Consultation ends at the end of the month and expect a large volume of representations within last few days.</p> <ul style="list-style-type: none"> Discussion about the new standardised Housing Methodology consultation - DCLG didn't publish in July as suggested. Considered unlikely that it will be published now until after Parliament resumes in September. 	
3.	<p>SADC response to CBC LP</p> <ul style="list-style-type: none"> SADC happy and complementary about CBC meeting all of our own need and unmet need from LBC. Considered that the documents published are very easy to follow Appreciate why a number of locations have been identified for consultation and recognises the benefits of having a choice in sites. SSDC do have some concerns about west of Luton proposals but will not be specifically objecting. SADC appreciates the reasons why CBC are looking to release some land from the Green Belt, but considers that CBC should seek to retain as much Green Belt as possible. Query over GB parcelling around the L&G land. Why less important than the rest? CBC identified there could be a number of reasons but without checking the study, couldn't clarify this at this point in time. SADC are happy that the site to the North of NW Harpenden is not an option in the plan. Discussion about the HMAs and OAN. It is agreed that CBC and SADC agree the HMA boundaries are correct, both authorities are seeking to meet their own housing OANs and therefore at the current time do not have any identified unmet need; and that there are no substantive cross boundary issues. SADC identified that they would be lobbying government in relation to key Infrastructure - rail was identified as a particular area of concern. Considered that CBC might get response to the consultation from Harpenden Town Council - possibly rail related as they might have concerns about capacity on the lines. SADC will be circulating their response to the CBC Reg 18 consultation through key members as there will not be a Committee ahead of the closing date. 	
4.	<p>Duty to Cooperate</p> <ul style="list-style-type: none"> CBC hopes to have a Statement of Common Ground / MOU signed with each of our neighbouring authorities ahead of Submission of the plan. To this end, CBC will send a draft as soon as possible. SADC content there are not cross boundary issues and happy to sign. 	
5.	<p>AOB</p> <ul style="list-style-type: none"> None 	

Sally

Thank you for your email. Further to our conversation, I am happy to confirm that:

Given the recent 16 August Member DtC meeting and given that SADC responded to the Central Beds Reg 18 consultation on 25 August 2017, and further given the recent Central Beds letter confirming (in simple terms) the 'accelerated timescale but same approach' - we are content that there is no need for such a meeting at this time, providing:

- (1) That the locations and scale of development that Central Beds will be proposing are indeed essentially the same as in the Reg 18 consultation – particularly in the approach to the areas close to St Albans District
- (2) St Albans' more detailed comments have been appropriately taken on board

NB: My colleague John Hoad thinks that we are still awaiting a draft meeting note from Central Beds for the Member DtC meeting from 16 August 2017.

KR

Christopher Briggs

Spatial Planning Manager
Planning & Building Control

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Minutes

Title of meeting:	Duty to Cooperate with Stevenage Borough Council – Growth Options and Green Belt Study
Date:	Wednesday 17 th February 2016
Attendees:	<p>Central Bedfordshire Council:</p> <ul style="list-style-type: none"> • Sue Frost; • Lynsey Hillman-Gamble; • Cllr Collins; and • Andrew Marsh. <p>Stevenage Borough Council:</p> <ul style="list-style-type: none"> • Cllr John Gardner - Executive Member • Richard James – Head of Planning Policy
Venue:	Room PH14, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5TQ
Contact:	andrew.marsh@centralbedfordshire.gov.uk 0300 300 6624

- Not taking late representations. Happy for CBC to submit letter today with a further amendment acceptable

Housing

- Out for consultation at the moment - ends at 5pm today.
- Glossy brochure has gone to every sines and household.
- Plan period 2011 – 2031
- 7,300 OAN - but planning for 7,600 which includes a buffer as do not have a 5yr supply. Confident that full OAN can be accommodated within the Stevenage BC administrative area. Provision includes 2,500 in and around town centre, 500 under construction, and 500 with planning permission.
- Beyond this plan period, may be some brownfield sites or some greenfield sites still being built that could accommodate a few extra, but accept that they will not be able to meet future need. Will need to consider alternate approaches - new settlement elsewhere an option?

- 500 units under construction at the moment + 250 have permission. If this need rises, would not be able to meet need within the Borough.
- New rail station & bus station, new retail, leisure etc - ambitious program of work so likely to partially be delivered outside of current plan period.
- Loosing some employment land - particularly office buildings within the TC. Consider these buildings are no longer fit for purpose . Replacement offices proposed as part of the regeneration proposals. Nature of existing stock has slowed the B1 market - consider this will change with influx of new premises - closer to the rail station etc.
- Own approx 70% of the TC - largest land owner.
- Want to attract Resi to the TC to improve vitality and viability. At the moment, the TC is 'dead' by 5:30pm. Station Gateway will be central to this - would be the hub of Stevenage attracting a wide variety of land uses.
- Still need greenfield sites to meet housing needs.
- North Herts have agreed to release land from their GB in order to safeguard land for Stevenage growth beyond the current plan period.
- Land north of Stevenage - 800 homes proposed. North Herts likely to mirror across the border.
- Consider North Herts have a reasonable understanding of Stevenage position in terms of growth beyond this plan period.
- G&T is included within the Plan. Have allocated a site and identified another. Development of site is dependant upon demonstrable need/demand and deliverability. Also have issues about finding appropriate management for the site. Self contained site, close to Gravely Village. Sufficient degree of separation which is desired by the G&T communities.

Employment

- Have a FEMA. Seeking to provide a match between jobs and homes. Have used all the land for houses therefore do not have sufficient land for employment.
- Have identified some employment sites within the Plan but unsure if they will be delivered. I.e. Some have restricted access, flood plain issues etc.
- Had 2 sites which didn't go into the plan - North Herts objected.
- Approx 10ha short. Discussed with CBC, Welwyn Hatfield and North Herts.
- North Herts - additional site at Baldock proposed.

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- CBC - provision at Stratton Farm, Biggleswade - previous commitment (verbally) from Cllr Young. "A notional acknowledgement that part of the site would meet the needs of Stevenage".
 - CBC don't see a particular problem - have an oversupply of employment land.
 - Concern over impact on our OAN
 - CBC request that Stevenage add text relating to travel to work, self containment, commuting patterns etc into the text of the Plan.
- SBC happy to include relevant text - need to demonstrate to an inspector that whilst they cannot meet their employment needs, it can be met with the assistance of neighbouring authorities.
- Agreed in principal - happy to agree text with CBC.
- Negotiating an MOU with North Herts. CBC not an immediate neighbour . Happy to have an on-going dialogue throughout both LP processes.
- Highways England undertaking a route study for the A1. Potential improvements to increase highway capacity by 2020/21. Would be 3 lanes - poss Junction 10 to the Blackcat roundabout.
- East/West Rail - could impact significantly on development potential around Sandy, depending on where the preferred route is identified to go. DFT consider Wixams station a possibility rather than looping in to Bedford???
- North Herts progressing with their Local Plan. Previous areas that they were against are now in their plan i.e. West of Stevenage and North of Stevenage. In part due to increase in their OAN.

CBC Local Plan

- Soft launch of LP.
- Call for Sites from 22nd Feb - strategic sites therefore in addition to previous Call for Sites. No upper threshold. Will include employment and G&T.
- Pressure to deliver unmet need from Luton.
- Please Stevenage can meet their needs within their area.

Agreed

- Wording to be added to CBC response letter in line with employment discussion.
- SBC will compose text - happy to agree with CBC.
- Will have an MOU/ScG
- Need regular Meetings. CBC in process of setting up a program of meetings for our DtC.
- SBC suggest meeting quarterly - their DtC
- SBC have a standard format for an MOU - individual with each local authority. Consider SBC and CBC can do the majority of discussion via email, and then meet to discuss. Leader of Council, Cllr Sharon Taylor, will sign for SBC.

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- Submission proposed for May 2016 with examination late September, adoption early 2017.

Agenda

Title of meeting:	CBC & SBC Duty to Cooperate Meeting
Date:	Monday 16 th May 2016
Time:	2pm
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies underway 		AD / LHG	
2.	Update on Stevenage Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies 		SBC	
3.	Duty to Cooperate <ul style="list-style-type: none"> - How CBC propose to engage with SBC <ul style="list-style-type: none"> o Member Engagement o DtC Statement o Strategic Frameworks / SoCG 		LHG	
4.	AOB			

Minutes

Title of meeting:	CBC & SBC Duty to Cooperate Meeting- Local Plan Update
Date:	Monday 16 th May 2016
Attendees:	<p>Central Bedfordshire Council;</p> <ul style="list-style-type: none"> • Cllr Collins • Lynsey-Hillman Gamble • Uchenna Eze <p>Stevenage Borough Council</p> <ul style="list-style-type: none"> • Cllr John Gardiner • Richard Javes
Venue:	Room FE1, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5TQ
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	Central Bedfordshire launched its New Local plan in February 2016.	
1.1	<p>Central Bedfordshire Local Plan Update;</p> <ul style="list-style-type: none"> • Evidence base refresh. • Call for sites closed on April 11th 2016. • Call for Sites information to be published at the end of May 2016. • Site assessment criteria and engagement strategy to be discussed at the next OSC meeting on 1st July 2016. • Regulation 18 consultation – December 2016 • Submission -December 2017 • Planned Adoption -2018 	

1.2	<p><u>Evidence Base</u></p> <p>Attendees discussed the full list of technical studies (available in the strategic framework pg. 4 & 5). The studies are to be made available before the Regulation 18 consultation in December 2016.</p> <p><u>Growth Options</u></p> <p>Central Bedfordshire Council is in the process of agreeing the assessment criteria with the commissioning authorities (Luton, Aylesbury, Central Bedfordshire and North Hertfordshire) prior to sharing with the wider authorities.</p> <p>The Growth Options study is due to be completed by the end of October 2016.</p> <p>The final criteria for the Growth Options will be finalised in the steering group meeting next week.</p> <p><u>FEMA Study</u></p>	
1.3	<p>Internal consultation will commence on the draft employment paper however, it has been agreed that Central Bedfordshire will not be publishing this document until Reg 18 consultation by which time the EEFM figures should have been published.</p>	
2	<p>Stevenage Local Plan Update;</p>	
	<p>Local plan delivery is currently on target but the timetable has been altered to accommodate objectives prior to submission.</p>	
2.1	<p>Submission- Friday 22nd July 2016.</p> <p>Examination- second half of October 2016.</p> <p>Inspectors report – Christmas 2016.</p> <p>Consultation on modifications – Early 2017.</p> <p>Adoption – Post 2017 municipal elections in April/May.</p>	

2.2	<p><u>Evidence Base</u></p> <ul style="list-style-type: none"> • Strategic Food Risk Assessment • Zone 2 Flood Risk • Sustainability Appraisal • Transport Model (awaiting results from the County Council). • Infrastructure Delivery Plan to take account of the changes that have happened. <p><u>Call for Sites</u> 800 sites were submitted in the Call for sites.</p>	
3.	<p><u>Duty to Cooperate</u></p> <p>3.1 Central Bedfordshire has created a specific senior member group to ensure member involvement and levels of agreement.</p> <p>3.2 Stevenage were keen to understand how Central Bedfordshire failed on the Duty to Cooperate. LHG highlighted the key points from the inspectors report including; failure to cooperate with Luton on unmet need as well as inadequate evidence of joint working.</p> <p>3.3 LHG shared and explained the Strategic Framework/position statement and the Statement of Common Ground templates to set the expectation for Dtc meeting focus going forward.</p> <p>It was agreed that the strategic framework will be a fixed document to demonstrate the starting position of both Councils which will inform the statement of common ground.</p> <p>The SOCG will be a live document which will highlight issues, agreements and disagreements using an RAG rating.</p> <p>3.4 Minutes and action points will also be recorded at each meeting to further support the framework and statement of common ground at examination.</p>	

	<p>Stevenage agreed to use the Statement of Common Ground document and the Strategic Framework.</p> <p>It has been agreed that Stevenage will draft an MOU for Central Bedfordshire.</p>	
4.	<p><u>Key Discussions</u></p>	
4.1	<p><u>Employment</u></p> <p>Stevenage Council is expecting their largest employment contribution from North Herts. North Herts have agreed to identify a plot of land on their proposals map at Baldock to indicate Stevenage's employment need.</p> <p>A residual contribution from Central Bedfordshire is the current expectation.</p> <p>Stevenage is seeking a similar agreement with Central Bedfordshire – to identify Stratton Business Park at Biggleswade on the proposals map to meet their employment need.</p> <p>Central Bedfordshire agrees to take on employment in principle but will require Stevenage's employment need and floor space figures for the Local Plan.</p> <p>Stevenage advised their plan does not include a jobs target; however a floor space target is available which can be converted to reveal an employment figure.</p> <p>Stevenage agreed to share their final employment figures with Central Bedfordshire. Central Bedfordshire will share the employment figures with Peter Brett Associates.</p> <p>Stevenage questioned the heavy inclusion of B8 employment uses in Central Bedfordshire.</p>	

4.2	<p>It was agreed that Stevenage would produce wording for this line of questioning to be revisited in the SOCG at the next meeting.</p>	
	<p><u>Retail</u></p> <p>Stevenage raised their concerns about the potential future risk of a disagreement between both Councils since Aberdeen Asset Management are now responsible for the London Road Retail Park and Stevenage shopping Centre. There is a risk that the landowner has the liberty to easily move tenants around which could cause a threat to Stevenage Town Centre and raise objections to occupation of retail units in Central Bedfordshire.</p>	
4.3	<p>Both Councils agreed that a joint approach will be most beneficial going forward.</p>	
	<p><u>Transport- East West Rail & A1</u></p> <p>Stevenage raised their concerns surrounding Sandy's capacity to accommodate potential growth as a small town.</p> <p>Recent transport modelling work is indicating access problems. Central Bedfordshire's transport team will need to consider the impact of future growth on the current infrastructure.</p>	
4.4	<p><u>Local Plan-2031 and Beyond</u></p> <p>Stevenage will be starting their replacement local plan when Central Bedfordshire reaches submission stage.</p> <p>Stevenage advised that they will not have a 5 year land supply post 2031. The next plan may require joint working with Central Bedfordshire to meet their housing and employment need.</p> <p>It was agreed that Stevenage Council will provide wording for Central Bedfordshire's agreement on future joint working for approval.</p>	



No.	Item	Actioned by
1.	Action: Circulate the revised version of the Statement of Common Ground and the Strategic Framework.	LHG
2.	Action: Stevenage Borough Council to make comments on the cross boundary issues recorded in the revised SOCG	RJ
3.	Action: Stevenage to finalise the employment figures for Central Bedfordshire's Local Plan.	RJ
4.	Action: Stevenage to draft a Memorandum of Understanding for Central Bedfordshire Council.	RJ
5.	Action: Cllr Collins to seek confirmation of the appointed signatory for the MOU at the next Cabinet meeting.	RJ
6.	Action: Stevenage to produce wording on B8 employment use class in Central Bedfordshire.	RJ

Agenda

Title of meeting:	CBC & SBC Duty to Cooperate Meeting
Date:	Tuesday 25 th April 2017
Time:	10am
Venue:	Priory House, Chicksands
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> - Timetable - Evidence Base Studies - Draft Local Plan <ul style="list-style-type: none"> o Potential Strategic Locations o Employment 		SF / LHG	
2.	Update on Stevenage Local Plan <ul style="list-style-type: none"> - Examination - New Local Plan 		SBC	
3.	NIC Discussion Paper <ul style="list-style-type: none"> - Response to the Discussion Paper 		All	
4.	Duty to Cooperate <ul style="list-style-type: none"> - Draft Strategic Frameworks / SoCG 		LHG	
5.	AOB			

Minutes

Title of meeting:	CBC & SBC Duty to Cooperate Meeting
Date:	Tuesday 25 th April 2017
Attendees:	Central Bedfordshire Council; <ul style="list-style-type: none"> • Cllr Kevin Collins • Lynsey-Hillman Gamble • Andrew Marsh Stevenage Borough Council <ul style="list-style-type: none"> • Carolyn Danby
Venue:	Priory House,
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	Update on Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Central Bedfordshire Local Plan will go to Executive on 6th June to agree consultation. • Consultation expected to start on 27th June for a period of eight weeks as it will in part be over the summer holidays. • Expected that pre-submission consultation (Reg.19) will be undertaken in spring next year (2018). • Methodology for housing need will hopefully be ready by then, looking to submit in the end of summer 2018 and examination not long after, adoption in spring 2019. • CBC have been undertaking new studies and have updated others. • A Development Gains Study was commissioned to identify if there would be any economic gain and uplift in land values as a result of the East West Rail (Central Section) delivering a new station to the north of Sandy. This study will be published alongside the consultation in June. • An update to the joint SHMA 2015-2935 (by ORS) has also been undertaken. Numbers have gone up slightly as a result. <ul style="list-style-type: none"> ○ 32,000 homes required. 23,700 committed already. ○ 7,400 unmet need coming from Luton. 	CBC

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	<ul style="list-style-type: none"> At this time as the standardised methodology is unknown, so a range of housing numbers will be considered - 20,000 to 30,000 new homes in addition to the 23,000 existing permissions. CBC is currently planning to meet all of the housing need identified within Central Bedfordshire although this will require the release of Green Belt land. CBC does not have any identified unmet need. Employment land review has not been updated. Planning for a minimum of 24,000 jobs. Site assessment technical paper will be produced identifying the outcome of the Site Assessments. This plan will look at locations in a broader scale for strategic growth, lots of external factors to consider such as East-West Rail. Strategic locations for consultation identified as: North and West of Luton, Aspley Guise Triangle, Marston Vale, extension to Wixams, Tempsford, East of Biggleswade and East of Arlesey. Some of the strategic locations are very dependent on provision of strategic infrastructure such as East-West Rail (Tempsford is very dependent on this) These are option locations at this stage and it is unlikely that they will all be needed as will also be looking to deliver a range of small and medium sites across Central Bedfordshire. Employment - CBC already has large amount of sites that are partially vacant but these should be retained for small-medium business to grow and start, some sites identified in the ELR that could be released for alternative uses, although some are not suitable locations for uses such as residential. The plan identifies a minimum of 24,000 new jobs in the plan period to meet local needs, CBC is seeking to identify three stand alone strategic employment sites at <ul style="list-style-type: none"> Sundon RFI at J11a (M1), land at Junction 13 (M1), and South of Biggleswade (A1) opposite Stratton farm employment site. All approximately 40ha each and could provide around 6,000 jobs CBC still committed to delivering any unmet employment land needs arising from Stevenage. 	
2.	Duty to Cooperate Draft Strategic Frameworks / SoCG	

	<ul style="list-style-type: none"> The concept of the Frameworks have been welcomed however, feedback from other authorities was that they were too long. CBC are in the process of revising them to make them more succinct and will send the draft for review. 	
4.	AOB <ul style="list-style-type: none"> None 	

Agenda

Title of meeting:	CBC & SBC Duty to Cooperate Meeting
Date:	Thursday 3 rd August 2017
Time:	10am
Venue:	Stevenage Borough Council Offices, Stevenage
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Update on Central Bedfordshire Local Plan - Consultation - Timetable		LHG	
2.	Update on Stevenage Local Plan		SBC	
3.	Stevenage response to CBC Draft Local Plan		SBC	
4.	Duty to Cooperate - Draft Strategic Frameworks		LHG	
5.	AOB			

Minutes

Title of meeting:	CBC & SBC Duty to Cooperate Meeting- Local Plan Update
Date:	Thursday 3 rd August 2017
Attendees:	Central Bedfordshire Council; <ul style="list-style-type: none"> • Cllr Steve Dixon • Lynsey-Hillman Gamble Stevenage Borough Council <ul style="list-style-type: none"> • Cllr John Gardner • Caroline Danby
Venue:	Priory House, Chicksands
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	Update on Stevenage Local Plan <ul style="list-style-type: none"> • Stevenage – Have received the Examination Report. • Main Modifications consultation has just finished. Representations received are now with the Inspector. • Inspectors Report not likely until September 2017 (Draft) Potential to receive final report by October 2017. Adoption therefore will be pushed back. • Major modifications <ul style="list-style-type: none"> ○ transport (sustainable methods) impact of schemes. ○ Affordable Housing - had to maintain 10 dwelling threshold. ○ Minor technical changes also included for English Heritage & the Environment Agency. • Stevenage Officers spent time discussing the issues with objectors ahead of the Examination. Consider this was a worthwhile exercise as the Examination was quite short. • Also worked very closely with their Barrister Simon Bird. • Stevenage local plan meets all of their identified housing need. • Unmet employment land / Jobs provision is now identified to be met in full through the North Hertfordshire local plan. Will need to wait to see the outcome of their Examination to conclude if there is any need for CBC to meet any outstanding unmet employment needs. • Will be publishing a new LDS in Spring 2018. Will only roll forward the local Plan to 2036 (5 yrs) but this may result in Stevenage having a housing need that cannot be met. • Will be looking again at brownfield sites in the town centre. Considered that there might be capacity to deliver a further 1,000-1,500 but after 	

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	<p>that might need assistance from neighbouring authorities.</p> <ul style="list-style-type: none"> Potential to extend the proposed development in North Herts (on Stevenage border) if it is taken forward in the North Herts Plan. 	
2.	<p>CBC Local Plan Update</p> <ul style="list-style-type: none"> The draft plan includes the 8 strategic option locations previously identified. Those that are taken forward will be longer term proposals and will therefore come forward later in the plan period. The LP will ultimately have a number of small and medium sites which will deliver earlier on in the plan period. At the moment, 200 sites are still being considered. (840 were submitted to the Call for sites – these 200 are those that have made it through the assessment process so far. These sites will be subject to a further site assessment process to identify final small and medium sites for allocation. Discussion about the new standardised Housing Methodology consultation - DCLG didn't publish in July as suggested. Considered unlikely that it will be published now until after Parliament resumes in September. The local plan consultation therefore identifies a range of housing numbers. Between 20-30,000 new home in addition to existing allocations and permissions (23,000). Therefore the plan is looking to deliver between 42,000-54,000 (rounded) homes within the plan period. Further technical work will be undertaken one the sites are finalised, including Stage 2 SFRA, WSC, SA, Transport modelling, Stage 2 viability. Reg. 19 expected Spring 2018. Will include a phasing plan/housing trajectory. 	CBC
3.	<p>Stevenage Comments on Draft LP</p> <ul style="list-style-type: none"> Welcome potential for Central Bedfordshire to help meet unmet employment needs. Reiterated that North Herts have potential to meet all of the need but also potential not to if a specific site is not taken forward as an allocation. Until the North Herts local plan is adopted, cannot be confident. SBC may therefore still look to CBC to deliver some employment land. CBC - will continue to include the potential to accommodate up to 11ha employment land in the LP until the outcome of the North Herts Examination is known. SBC attended an EW Rail meeting a couple of weeks ago – commented that Network Rail mentioned potential routes to the north and to the south of Sandy. SBC recall is being noted at the meeting that the cost of running a new A1 would be high. Concerns raised by SBC that EW rail won't happen at all. Suggested that DfT is under pressure to cut schemes – consider rail schemes such as EW Rail could be on the list. RAF Henlow – SBC consider this to be a large site which is very constrained. CBC recognises there are neighbouring uses that result in the developable area being reduced. Agreed that employment 	

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	<p>opportunities of the site could benefit both Central Bedfordshire and Stevenage.</p> <ul style="list-style-type: none"> SBC – suggested that CBC should consider extending the Herts Green Belt in to Central Bedfordshire i.e. around the Henlow, Shefford area etc 	
4.	<p>Duty to Cooperate</p> <ul style="list-style-type: none"> Agreed that CBC and SBC have a good working relationship at Officer and Member level. 	
5.	<p>AOB</p> <ul style="list-style-type: none"> None 	

Agenda

Title of meeting:	CBC & SBC Duty to Cooperate Meeting
Date:	Thursday 30 th November 2017
Time:	11am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in BBC's Reg18 Response <ul style="list-style-type: none"> • Strategic proposals • EW Rail • Green Belt 		CBC/SBC	
3.	Update on Stevenage Local Plan		SBC	
4.	DtC		CBC / SBC	
5.	AOB			

Minutes

Title of meeting:	CBC & SBC Duty to Cooperate Meeting- Local Plan Update
Date:	Thursday 30 th November 2017
Attendees:	Central Bedfordshire Council; <ul style="list-style-type: none"> • Cllr Kevin Collins • Lynsey-Hillman Gamble Stevenage Borough Council <ul style="list-style-type: none"> • Cllr John Gardner • Deborah Horner
Venue:	Stevenage Borough Council
Contact:	Lynsey.Hillman-Gamble@centralbedfordshire.gov.uk 0300 300 5247

No.	Item	
1.	Update on Stevenage Local Plan <ul style="list-style-type: none"> • SBC confirmed that a local MP has asked for the local plan to be called in. SBC have subsequently received a Holding Notice from the SoS. • SBC Officers met with DCLG last week - discussing town centre and Green Belt issues. Deliverability also a significant issue raised by the MP, particularly the delivery of the train station. SBC are not unduly concerned as all the issues identified were previously raised and answered during the Examination. • SBC commented that there is LEP funding secured for town centre regeneration proposals. • Potentially will hear the outcome of the Call-in by mid January 2018. • SBC identified that the standard methodology for calculating housing OAN would increase their numbers but not by a significant amount. This will be an issue for their local plan review to consider. • SBC confirmed they did do a response to the consultation but didn't object too much. SBC did not join the Hertfordshire Authorities response which made strong, hard objections to the methodology. 	SBC
2.	CBC Local Plan Update <ul style="list-style-type: none"> • Reg 18 consultation now finished. A significant number of responses were received resulting in c.6,500 individual representations. Mix of responses – indications are that 43% of respondents commented, 13% of respondents supported and 44% of respondents made objections. <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability 	CBC

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	<ul style="list-style-type: none"> • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <ul style="list-style-type: none"> • CBC made a strong representation to the Standardised OAN methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure, and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. • The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale is not considered sustainable and could potential result in CBC having to export some of our need. • CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council. • The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs. • A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18. • Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan, finalise other technical evidence such as transport and stage 3 Green Belt Assessment and continue with the SA work to inform the final version of the plan. CBC will also be undertaking further communications and engagement work to ensure everyone is aware of the new timetable. • CBC confirmed that at this time, it is unlikely that the Tempsford proposals would be taken forward as an allocation in the plan. It will likely be identified as a location for future growth, along with the land to the west of Luton and the Aspley Guise Triangle, pending further technical evidence being gathered and the outcome of key decisions in relation to the A1 corridor, Expressway and EW Rail. • CBC confirmed that a more detailed Infrastructure Delivery Plan and viability work will accompany the Submission of the local plan. 	
3.	<p>Duty to Cooperate</p> <ul style="list-style-type: none"> • CBC hopes to have a Statement of Common Ground signed with each of our neighbouring authorities ahead of Submission of the plan. To this end, CBC will draft a SoCG which builds on that agreed in relation to the Stevenage local plan. • Agreed that the SoCG would recognise CBC's commitment to meeting unmet employment needs if required to do so and the recognition that 	CBC



	future versions of CBC's local plan may need to consider meeting unmet housing needs from Stevenage, pending their local plan update.	
4.	AOB <ul style="list-style-type: none"> • None 	

Agenda

Title of meeting:	CBC & Buckinghamshire CC Duty to Cooperate Meeting
Date:	Wednesday 6 th December 2017
Time:	10:30am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Specific matters relevant to Buckinghamshire CC <ul style="list-style-type: none"> • Strategic Sites • Small and Medium Sites • Impact of Growth on the Transportation Network <ul style="list-style-type: none"> ○ Within Central Bedfordshire ○ Outside of Central Bedfordshire 		CBC/BCC	
3.	DtC		CBC / BCC	
4.	AOB		CBC / BCC	

Notes of Meeting

Title of meeting:	CBC & Buckinghamshire CC Duty to Cooperate Meeting
Date:	Wednesday 6 th December 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clark • Lynsey Hillman Gamble • Pru Khimasia <p>Buckinghamshire County Council</p> <ul style="list-style-type: none"> • Ismail Mohammed • Luke Newman
Venue:	FE2, Priory House
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • Reg 18 consultation now finished. A significant number of comments were received c.6,500 individual comments. Mix of responses - 43% of respondents commented, 13% of respondents supported and 44% of respondents made objections. <p>Main themes identified through comments:</p> <ul style="list-style-type: none"> • Infrastructure & key services • Deliverability • Green Belt • Coalescence • Housing Numbers • Range of Sites to be allocated <ul style="list-style-type: none"> • CBC made a strong representation to the Standardised OAN methodology calculation. It is considered that the baseline projections for CBC are flawed, the affordability ratio is inappropriate and skews the homes figure and that the delivery of growth will be significantly hampered due to the national lack of labour & resources. • The proposed annual requirement for CBC, if implemented, would require dramatic step change in delivery from c1,800 at the moment, which is currently an unprecedented delivery rate for CBC, up to 2553 per annum. Growth at that scale not considered sustainable and could potential result in CBC having to export some of our need. 	CBC

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	<ul style="list-style-type: none"> CBC want to ensure we continue to maintain a 5yr housing land supply and to head off the potential for hostile planning applications. CBC has therefore determined to implement an accelerated timeframe for the local plan to submit the plan for examination before the end of March 2018 – this was agreed unanimously at Full Council. The CBC Local Plan will be looking to deliver the lower end of the housing range consulted on at Reg18 and will include a contingency to allow for any under-delivery across a mix of sites - Small, Medium and Large. The plan will also deliver 24,000 new jobs. A significant amount of work has already been undertaken which enabled such a comprehensive plan to be consulted upon at Reg18. Next steps for CBC is to finalise through a robust site assessment process the sites to be allocated within the plan, finalise other technical evidence such as transport and stage 3 Green Belt Assessment and continue with the SA work to inform the final version of the plan. CBC will also be undertaking further communications and engagement work to ensure everyone is aware of the new timetable. 	
	<p>Buckinghamshire County Council</p> <ul style="list-style-type: none"> Support the proposed strategy set out in the CBC LP. Would have like to have seen smaller sites to know where they are in relation to the Buckinghamshire border. CBC explained there are few bordering Buckinghamshire but if there are any concerns once the Pre-Submission plan is published, to contact us straight away. BCC will need to consider any Flood Risk impact arising as a result of any sites in Central Bedfordshire. BCC will need to review the sites so they can ensure no/limited impact on Buckinghamshire. BCC do not have any specific transport concerns at the moment. CBC identified that the plots extend outside of CBC and that we are not aware of any hotspots particularly identified within Bucks CC area. Transport modelling being undertaken would identify mitigation if necessary. Buckinghamshire CC confirmed they use Jacobs as their transport consultants. CBC confirmed would support Buckinghamshire CC if they identify the need for additional transport modelling once they have seen the Pre-Submission plan. There are concerns that restrictions to freight in Central Beds may increase freight movements in Buckinghamshire on roads that are unsuitable and previously not used. BCC hopes that Central Beds will help to prevent this through the plans to educate drivers and companies. <p>M&W Local Plan will be going to Committee on 8th January to agree</p>	<p>BCC</p> <p>CBC</p> <p>BCC</p> <p>CBC</p> <p>BCC</p>

	<p>the Regulation 19 Consultation which will be undertaken during March/April. Proposed submission on 31st May. Most mineral sites are in the south of the County, but east of Buckingham site would be closest to Central Bedfordshire. Existing facilities and the expansion of others will meet Waste needs. Although there is demand in the south which is GB and AONB - planning Application has been refused but it is going to Appeal.</p> <ul style="list-style-type: none"> • Some employment sites across the County already have an element of waste collection/recycling. Potential to extend facilities (with appropriate licences) but there could be a potential danger of losing Employment land. • The County Council is opposed to GB release. South Bucks and Chiltern DC are putting their LP timetable back as they are proposing GB release – needs to be discussed further with the County. • Potential for two unitary authorities within Buckinghamshire - Aylesbury and South Bucks, Wycombe & Chiltern. No clear decisions as yet. 	BCC
	<p>AOB</p> <ul style="list-style-type: none"> • CBC suggested that should Buckinghamshire CC have any thoughts or concerns when the Reg 19 plan is published, to contact CBC to discuss. BCC Agreed. • Agreed that a SoCG would be beneficial but as there are few, if any, cross boundary issues, it should be kept very brief. 	CBC / BCC

Agenda

Title of meeting:	CBC & Cambridgeshire CC Duty to Cooperate Meeting
Date:	Wednesday 29 th November 2017
Time:	10:30am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in CCC's Reg18 Response <ul style="list-style-type: none"> • Strategic Sites, particularly Tempsford and East of Biggleswade <ul style="list-style-type: none"> ○ Infrastructure Delivery ○ Transport Impacts • Impact of Growth on the Transportation Network <ul style="list-style-type: none"> ○ Within Central Bedfordshire ○ Outside of Central Bedfordshire 		CBC/CCC	
3.	DtC		CBC / CCC	
4.	AOB		CBC / CCC	

Notes of Meeting

Title of meeting:	CBC & Cambs CC Duty to Cooperate Meeting
Date:	Wednesday 29 th November 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Kevin Collins • Lynsey Hillman Gamble • Pru Khimasia <p>Cambridgeshire County Council</p> <ul style="list-style-type: none"> • Karen Kitchener • Lou Mason-Walsh
Venue:	Leaders Room, Priory House
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • CBC would see a significant increase in housing numbers if the new methodology for calculating OAN is implemented. Annual delivery rate would increase from c1,800 to 2,553 per annum. Meeting Luton's unmet need of 7,350 would be in addition to this. • CBC Plan looking to deliver lower end of range consulted on during Reg18 which is approximately 20,000 new homes which would be in addition to the 23,000 already in the pipeline. That would comprise out SHMA OAN, Luton's unmet need and some contingency. • Jobs numbers in the plan will be 24,000 which is the level identified in the ELR. • A Key reason for moving forward with the LP and submitting before the end of March is to ensure we are maintaining a 5 year Housing land supply. • The plan will include a range of sites sizes - small, medium and large/strategic (in earlier parts of Plan) and larger would be later in Plan Period. Some in the Green Belt but also looking in to the potential to extend the GB to balance this. • Aiming to submit before end of March (Thur 28th). Have been in contact with PINS and DCLG. Hope for examination early summer. Adoption late Autumn. • Updated transport model being used at Reg 19. 	CBC

	<p>General Discussion</p> <ul style="list-style-type: none"> • Cambs CC – stated that the issues haven't changed from Reg18 comments. Need to understand impact on Cambs, particularly in relation to the Tempsford proposals and east of Biggleswade. • CBC confirmed that at this stage it was unlikely that Tempsford would be allocated within this plan due to uncertainty over EW Rail and A1 corridor improvements. Some growth may come forward within this plan east of Biggleswade but only at a scale that wouldn't require new significant infrastructure. • CBC identified that the transport modelling undertaken for the Reg18 consultation used the older model (2009). New model was being built and the sites taken forward in the plan will be run. • CBC have asked AECOM to ensure the plots extend beyond the boundary of Central Bedfordshire. • Cambs CC confirmed that they use a sub regional model which covers Cambs, South Cambs and East Cambs. It extends as far as St Neots. • CBC confirmed that AECOM will be modelling strategic allocations + small & Medium sites and the model will identify hotspots and mitigation for the strategic road network. • Hierarchy is set out in the plan & LTP. Road building will be necessary as very rural authority. • Master planning of sites - more detailed modelling will be undertaken and CBC would encourage site developers/promoters to consult with neighbouring authorities including County Councils • Cambs suggested that if they are comfortable with the modelling and how it has been undertaken, this would lift their concerns. Cambs CC therefore requested to see transport work ahead of the 10th Jan as their response will need to go to committee in January to respond within the 6 weeks. • CBC identified that the impacts identified could be shared but not necessarily the mitigations identified. • Cambs CC confirmed this would be acceptable as just need to know that the impacts are appropriate and have identified everything they think it should have. • Particular concern about impact of any growth on the A1/A428 Junctions around Wyboston - Caxton Gibbet. • CBC confirmed the model includes the improvements to Black Cat and have made assumptions about improvements to A1. Testing both with and without EW Rail. • Cambs CC consider Bedford Borough haven't done sufficient transport modelling and have concerns about combined impact of growth in CBC and Beds Borough on Cambridgeshire. • Atkins run Cambs Model. • Pru to share the assumptions that have been made within the model. • Cambs will confirm if they are happy with the assumptions in writing. 	CBC / CCC
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	AOB <ul style="list-style-type: none"> • Agreed that a brief Statement of Common Ground would be appropriate 	CBC/CCC
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Agenda

Title of meeting:	CBC & Hertfordshire CC Duty to Cooperate Meeting
Date:	Tuesday 28 th November 2017
Time:	10:30am
Venue:	Priory House
Contact:	Lynsey Hillman-Gamble 0300 300 5247

No.	Item	Please tick box below if there is an attachment ↓	Lead Person	Time
1.	Central Bedfordshire Local Plan <ul style="list-style-type: none"> • Timetable • Work Streams Underway 		CBC	
2.	Matters Identified in HCC's Reg18 Response <ul style="list-style-type: none"> • Strategic Sites, particularly along the A1 Corridor • Impact of Growth on the Transportation Network <ul style="list-style-type: none"> ○ Within Central Bedfordshire ○ Outside of Central Bedfordshire • Involvement in Development Proposal Discussions 		CBC/HCC	
3.	DtC		CBC / HCC	
4.	AOB		CBC / HCC	

Notes of Meeting

Title of meeting:	CBC & Hertfordshire County Council Duty to Cooperate Meeting
Date:	Tuesday 28 th November 2017
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Cllr Sue Clark • Lynsey Hillman Gamble • Pru Khimasia • Ashleigh Audley <p>Hertfordshire County Council</p> <ul style="list-style-type: none"> • Roger Flowerday • Anushia Vettivelu
Venue:	Priory House
Contact:	<p>Lynsey Hillman-Gamble 0300 300 5247</p> <p>Lynsey.hillman-gamble@centralbedfordshire.gov.uk</p>

Meeting Minutes

No.	Discussion	Officer
	<p>Update on CBC Local Plan</p> <ul style="list-style-type: none"> • CBC would see a significant increase in housing numbers if the new methodology for calculating OAN is implemented. Annual delivery rate would increase from c1,800 to 2,553 per annum. Meeting Luton's unmet need of 7,350 would be in addition to this. • Hertfordshire whole county's current requirement for 15 year period is 90,000 houses. A number of districts are releasing Green Belt within their area to accommodate this growth. 10 planning authorities in Hertfordshire in total. • CBC Plan looking to deliver lower end of range consulted on during Reg18 which is approximately 20,000 new homes which would be in addition to the 23,000 already in the pipeline. That would comprise out SHMA OAN, Luton's unmet need and some contingency. • Jobs numbers in the plan will be 24,000 which is the level identified in the ELR. • A Key reason for moving forward with the LP and submitting before the end of March is to ensure we are maintaining a 5 year Housing land supply. • The plan will include a range of sites sizes - small, medium and large/strategic (in earlier parts of Plan) and larger would be later in Plan Period. Some in the Green Belt but also looking in to the potential to extend the GB to balance this. • Aiming to submit before end of March (Thur 28th). Have been in 	<p>CBC</p> <p>HCC</p>

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	<p>contact with PINS and DCLG. Hope for examination early summer. Adoption late Autumn.</p> <ul style="list-style-type: none"> Updated transport model being used at Reg 19. 	
	<p>Hertfordshire County Council Update</p> <ul style="list-style-type: none"> Run a county-wide transport Comet Model twice a year and have offered use of the model to local authorities. Strategic model, also have a variety of more localised models. North Herts - currently at examination (started 2/3 weeks ago). Site specific sessions after Christmas. Did have some transport concerns but have had useful discussions as part of examination and will likely result in HCC as Highways Authority being content. Stevenage - Plan went through, well received in Inspector's Report. There were changes made prior to examination. MP has concerns and has gone to SoS, suspect his concerns centre around proposals for station and his assertion that some of the sites aren't deliverable. All his points were considered at examination. St Albans - Change in Portfolio Holder, Leadership, Chief Exec. They've received letter from SoS, failed on DtC. Now looking to do a SoCG and move to be part of housing market area. Very ambitious timeline for progressing plan considering their numbers have doubled with new methodology. Hoping for Reg 18 in Spring. 	HCC
	<p>General Discussion</p> <ul style="list-style-type: none"> HCC transport model - goes into neighbouring authorities to a certain extent. Where don't have committed data, would use TEMPRO growth. Where do have details will update model to include that info. Typically run twice a year, for districts. Districts feed into trajectory and IDP. Look at cumulative impact of growth on district. Everything (Planning apps, strategic routes etc). Model is high level but some A B C roads as well, some areas have more detailed models (e.g. WHaSH Model in this area). Can enhance model in certain areas where feel there is a need to. Used to inform overarching strategic view of whether Plan will have some concerns. Recently gone out to consultation on LTP 4- more hierarchical approach to walking/cycling first with car journeys last. Trying to transition in terms of packages of mitigation HCC secure. Easier in some areas than areas, e.g. Stevenage underused cycle network. CBC's Modelling for Reg 18 document used a historical model but the model was being updated at that time. Did do updates to the existing model to allow us to run the scenarios. That identified hotspots which will be re-tested with new model as soon as it's ready. Now at stage we have asked AECOM to test strategic growth and small/medium development. We have have also asked them to extend our plots as part of this. HCC model considers reasonably far outside HCC, but further you go the less accurate. Both on edges of each other's model. RF advised to not get to caught up in trying to derive solutions that 	<p>HCC</p> <p>CBC</p> <p>HCC</p>

	<p>look at hotspots/ highway capacity. Really important to have transport strategy for CBC as a whole, how you want to get people to travel around. To understand hotspot solutions, you need a strategy above it with packages of measures rather than individual highways options.</p> <ul style="list-style-type: none"> • Need to understand what's causing the issues at hotspots, instead of just jumping to capacity solutions. Create more capacity to stop rat running and then use the window of opportunity to look at other options, to stop people going back to rat running when problem re-emerges they consider train instead. • HCC have LTP which will set out priorities for county and major interventions, then daughter documents which look at localised areas. In an ideal world they would come before local plans. • Creating capacity often provides a 'window of opportunity' to make lives better for people who live in the villages. E.g. More space for a bus lane, to encourage sustainable transport over rat-running, when the capacity is filled again. A LP needs to place as much emphasis on physical infrastructure as on changing hearts and minds. LP focus is dealing with peak period congestion, you can drive but outside of peak. Social media can be very influential and it's inexpensive. Target people in the right way, to encourage mode shifts. Neighbourhood Plans also offer an opportunity. • HCC LTP4 out to consultation until 23rd Jan. • A507 and A505 - HCC concerned about impacts on the network. • Proximity of Arlesey to Hitchin and Letchworth. Need to think about that connectivity. A1 north of J10, considers that HE are struggling to get cost benefit on that. • CBC identified that during recent meetings with HE, the discussions have been about more longer term options, particularly along the A1 corridor. • Cost-benefit model of HE's is based on committed growth, so can't take into account LP growth for example. • Need to be aware of traffic re-routing off the A1 after J10. As people will avoid it due to congestion. • Arlesey into Hitchin. Site by site discussions about mitigation, is HCC supportive of this approach? How would this fit with HCC model runs? • Yes, both have AECOM involved, need to ensure consultants teams are talking to each other. • In the process of running it in Dec/Jan, will have some outputs that can be shared (will be TEMPRO in CBC area). • Could ask for North Herts's growth to be fed in, as they're at examination. TEMPRO normally underplays growth, won't reflect concentrations of growth on corridors like Arlesey for example. Concerns over A507, and potential impact within Hertfordshire. • Longer term thinking over A505 corridor, can be discussed in the future with CBC. • Identified that as sites/applications are submitted as applications, CBC would actively encourage promoters engage with neighbouring 	<p>HCC</p> <p>CBC</p> <p>HCC</p> <p>CBC</p> <p>HCC</p> <p>HCC</p>
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	<p>authorities and Counties.</p> <ul style="list-style-type: none"> • CBC will be undertaking Reg 19 consultation from 10th January 2018. Happy to meet HCC if any issues are identified within the pre-submission document. • HCC happy to work together and will speak to AECOM. 	<p>CBC</p> <p>HCC</p>
	<p>A.O.B</p> <ul style="list-style-type: none"> • Agreed a brief Joint Statement of Common Ground would be appropriate. 	<p>CBC/HCC</p>

Central Bedfordshire Council Local Plan (2015-2035)

Duty to Co-operate Statement

**Appendix C: GO & GB Meeting Notes
(April 2018)**

Minutes

Title of meeting:	Duty to Cooperate with Luton Borough Council – Growth Options and Green Belt Study
Date:	Monday 8 th February 2016
Attendees:	<p>Central Bedfordshire Council:</p> <ul style="list-style-type: none"> • Andrew Davie; • Sue Frost; • Lynsey Hillman-Gamble; • Sue Clarke; and • Andrew Marsh. <p>Luton Borough Council:</p> <ul style="list-style-type: none"> • Kevin Owen; • Troy Hayes;
Venue:	Leaders Room, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5TQ
Contact:	andrew.marsh@centralbedfordshire.gov.uk 0300 300 6624

- Luton's urban capacity - the Growth Options Study (GoS) brief wording would merely reflect our respective positions – that LBC considers its level of unmet need to be 10,800 and evidenced capacity to be 7,000 and that CBC considers that it wants to test this capacity via a separate Urban capacity study (including wider than Luton) however, the GoS itself would not include a capacity study for Luton.
- We discussed the risks of not including AVDC and NHDC in the GoS and the need to invite them to the inception meeting to seek their signing up/governance and this was agreed
- Green Belt – it was agreed that the Green Belt study (GB) will not reassess Luton's Stage 1 Green Belt areas, but instead will review the methodology employed in assessing these to ensure consistency across the study area. Assuming that the Luton GB Stage 1 methodology is consistent with the CBC study, then it follows that sites do not need to be re-examined. It was further agreed that all Luton's Stage 1 Green Belt sites would undergo the stage 2 Green Belt assessment. Luton clarified that they had already engaged and refined their Stage 1 assessment for consistency addressing points with the other LAs and had also invited them to undertake stage 2 but they all declined for various reasons at the time in 2013/14.

- Green Belt Funding – A split of 65(CBC)/35 (LBC) was proposed. Broad agreement with this suggestion. CBC to lead on procurement, but share responsibility for assessing tenders when they come in. LBC stated that they would need to discuss the arrangements with their procurement team as they will be effectively commissioning us to do the work. It was confirmed that this shouldn't be a problem, but would need to be resolved. LBC will investigate the Procurement picture on the studies in signing up to studies commissioned by CBC under their terms.
- We discussed the risks of not including AVDC and NHDC in the GB Study (when they have not fully closed off their GB work) e.g. increased pressure on CBC and Luton's GB and likewise they will therefore, need to attend the inception meeting to confirm their position and this was agreed.
- We discussed the MoU and concluded it was not to be continued and discussed the Statement of Common Ground and agreed that we would engage and sign up to in respective SCG documents being produced (KO to circulate template next few days) being used for other DtC meetings and that this would cover where we agreed on evidence and disagreed and any outstanding matters by topic – it would be a live documents and evolve hopefully to narrow any differences by the time we get to Examination – aim to get Luton's SCG in place by submission
- We discussed the overall timetable and GoS was proposed as outputs by October 2016
- We discussed the GB study and how it integrates with the GoS and the timing implications – needs to be twin tracked – there was uncertainty over the timescale because of consultancy choice/availability (conflicts of interest) scale of GB to be assessed and methodologies etc.

In terms of next steps/outputs :-

- We agreed that a further draft of the GoS would be circulated by CBC by Weds and LBC respond by Friday on amended wording
- Agreed the same for turning around the Green Belt Study
- A ToR for governance purposes covering both these studies would be circulated by TH and include how the Governance would operate – rotating chairs, supporting officer group. Tender selection etc.
- PRB would investigate the Procurement picture on the studies in signing up to studies commissioned by CBC under their terms.



- A GoS and GB study inception meeting with members and senior officers of LBC, CBC, AVDC and NHDC – CBC would try to set this up either next week or before the 25th in order to agree the briefs for sign off at the meeting

Minutes

Title of meeting:	CBC, LBC & AVDC Duty to Cooperate Meeting – Luton HMA Growth Options Study and the CBC and LBC Green Belt Study
Date:	Wednesday 17 th February 2016
Attendees:	<p>Central Bedfordshire Council:</p> <ul style="list-style-type: none"> • Sue Frost; • Lynsey Hillman-Gamble; • Cllr Sue Clarke; and • Andrew Marsh. <p>Luton Borough Council:</p> <ul style="list-style-type: none"> • David Carter • Kevin Owen; • Troy Hayes; • Cllr Paul Castleman <p>Aylesbury Vale District Council:</p> <ul style="list-style-type: none"> • Peter Williams • Cllr Carol Paternostor
Venue:	Leaders Room, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5TQ
Contact:	andrew.marsh@centralbedfordshire.gov.uk 0300 300 6624

DUTY TO COOPERATE MEETING

Brief summary bullet points of above meeting (Luton, Central Bedfordshire and AVDC)
17th February at Chicksands 4 pm

Luton HMA Growth Options Study Brief

- NHDC could not attend – availability and concerns about wording in the brief – CBC would continue to liaise.
- CBC (SF) confirmed that GOS will generate options, possible locations and capacity, but that it will be up to the constituent LPAs through Planning Making to decide where growth goes.
- AVDC are not able to commit to the study at this point but will consider pending amendments to the brief.
- AVDC stated that AV has a capacity of 28,000, but OAN is 34,500.
- AVDC (PW) wanted study to acknowledge that AVDC is already making a contribution to housing needs because AVDCs OAN includes part of the Luton HMA. CBC acknowledge that AVDC is contributing to meeting the HMA's OAN

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(arising from Aylesbury Vale) in the portion of the Luton HMA which falls within AVDC, but clarified that the GOS is about the HMAs unmet housing needs.

- AVDC had comments on the brief – preferred locations instead of identification of sites – to be amended throughout the document AVDC is using SHMA.
- Luton HMA is included within their overall housing figure although they could not advise how much this was – agreed the GoS study would acknowledge and outputs would clarify.
- AVDC wished for the para 2 to include reference “subject to other pressures” to reflect potential competing impact from other authorities seeking unmet need within the HMA
- 2nd sentence deleted from the ‘Aims section’ for clarity to consultants on 2nd stage study as opposed to stage 2 of the study.
- Para 3 - CBC ref to site assessment will be in context of shaping potential locations not sites.
- Para 8 - Reduced NHDC east of Luton contribution – compromise would be to amend figure to ‘approximately 2,000 dwellings’ pending further NHDC clarification.
- Para 11 - AVDC ask for up to date position on the Bucks wide HELA and HEDNA to be recorded – AVDC to provide wording.
- Para 13 - delete last sentence for clarity.
- Para 14 - AVDC prepared to discuss - CBC confirmed – not commissioned the Urban Capacity study yet – just anticipated in this brief by this time.
- Para 15 – take out ‘comprehensively’
- Para 19 – add ref to the Bucks HELA so the consultants can examine it.
- Para 26 -delete list above.
- Add new bullet list wider ref group – Neighbouring authorities 208.
- Para 30 agreed DC’s suggesting wording clarifications.
- Add point about interviewing consultants.
- Para 49 percent staged fee payment schedule – CBC to reconsider.
- LHG to amend the brief as above and liaise with AVDC on their wording.
- AVDC to consider £10k contribution towards GoS.
- ToR will need subsequent approval no time this meeting - can include stage payments and fee contributions.
- SF to pursue NHDC to gain support and commitment to the study.

Green Belt Brief

- Both AVDC and HNDC do not want to be part of this study as already doing the work and about to publish – ref will be removed from the brief. However, ok with the GB brief reviewing their methodologies.
- AVDC doing stage 2 study in-house using HELA methodology – Wycombe and S. Bucks also doing this work – identify the weak land parcel performers then further discounting on delivery etc, and will look at suitable SHLAA sites and already considers cross boundary GB. CBC have not been involved.
- AVDC are interested in being part of the steering group
- [Steering group needs managing as includes GoS and GB functions]

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- Discussion of stage 2 and its relationship with the GoS – CBC consider GoS will look at any GB parcels and determine if exceptional circumstances exist via the SA regardless of the stage 1 GB (fitness for purposes test) CBC to review wording to clarify as not clear what stage 2 GB work does and scope size of GB parcels.
- Para 5 – retain

Agree the GoS and GB briefs for sign off on Wednesday next week

CBC to get revised briefs to LBC Friday.
LBC to respond Monday.

Minutes Luton HMA Growth Options Study



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Purpose Meeting with project Steering Group to report progress and obtain authorisation for approach

Project number 6772

Date 26 May 2016

Names	Organisation	Att.	Dist.
Jon Grantham, Jon Pearson, Josh Allen	LUC	•	•
Stephen Pritchard	BBP Regeneration	•	•
Sue Frost, Lynsey Hillman-Gamble, Andrew Marsh, Connie Frost-Bryant, Stephen Mooring, Cllr Sue Clarke	Central Bedfordshire Council	•	•
David Carter, Troy Hayes, Kevin Owen, Cllr Castleman	Luton Borough Council	•	•
Peter Williams, Cllr Poternastor	Aylesbury Vale District Council	•	•
David Hill, Louise Symes, Cllr David Levitt	North Hertfordshire District Council	•	•

Minute

Action

1 Introduction

2 Terms of reference

Amend ToR to be more positive, add preamble summarising what we understand is meant by the DtC. Add a 'right to disagree'. Amalgamate Steering Group ToR with Study Group ToR.

CBC to amend ToRs and circulate to Luton for their comments

3 Study aim

Discussion over whether the housing capacity to be addressed by the Growth Options Study should be specified in the study aim. Concluded that this was not necessary - the study will identify and assess new (not 'banked' – see below) housing capacity within Luton HMA.

LUC to amend study aim.

LUC to make it explicit that North Hertfordshire and Aylesbury Vale are commissioning authorities

Clear distinction required between this study which is to consider growth options for the Luton housing market area and the formal local plan process which each local authority will need to follow to spatially allocate land.

N.B. The number quoted (3400) for unmet demand for the Luton HMA in the study brief work was based on CBC development strategy which is now superseded.

4 Definition of known sites

LUC requested clarification of which sites should be included in the study and which can be 'banked' (treated as part of the baseline). Agreed that

All 4 commissioning authorities to provide LUC with digital data to indicate which known housing sites meet the 'banked' criteria and which do not. Estimated

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s:\sustainable communities\planning and dev
strategy\shared\development plan\1 new local
plan\dtc\dtc statement\new dtc - april 2018\appendix c -
go and gb mtg notes\3. growth options progress mtg 26
may 2016.docx

Minutes Project Name



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Purpose

Meeting Purpose

Minute

neither site allocations which have been examined (included allocations in examined neighbourhood plans) nor sites which have granted planning permission will be considered for inclusion in 'locations' or spatial options' – these will be banked as part of the baseline.

Noted that CBC approach is that if new settlements are not of a sufficient scale to be self-sufficient i.e. more than 2000 they are excluded. Also CBC exclude sites which have more than 50% of the nationally designated landscape or biodiversity designation.

5 Confirmation of Primary and secondary constraints

Key points discussed

- Only international and national biodiversity designations would be primary, including Ancient Woodland
- Listed Buildings exception to 'national rule' and to be moved to secondary constraints; add scheduled monuments as primary
- Grade 1&2 agricultural land should be a secondary constraint
- Deal with sites containing secondary constraints by adjusting densities
- Add noise limits in North Hertfordshire boundary imposed by Luton Airport

6 Mapping of opportunities / access to services and facilities

Noted various data are missing.

7 Terminology: Sites, locations, spatial options

Large individual sites and/or collections of smaller sites will be reviewed and any gaps/'missing sites' considered to identify approximately 30 'locations' for assessment through the Growth Options study. Up to 10 thematic 'spatial options' comprising different spatial distributions (to be agreed) of locations will also be assessed.

Where sites are amalgamated into a location,

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Action

housing capacity of all banked sites is also required. Deadline: 10 June 2016.

North Hertfordshire to supply LUC with draft copy of PBA study indicating the capacity of the area of NH within Luton HMA.

CBC to supply LUC with flood zone (SFRA) assessment

Local authorities to provide all the information highlighted in the gaps column within appendix 1 of the method statement by 10th June.

NHDC to supply noise contours for Luton Airport by 10 June 2016.

LUC to amend method accordingly

Local authorities to provide all the information highlighted in the gaps column of Table 1.1 of the method statement by 10th June.

s:\sustainable communities\planning and dev strategy\shared\development plan\1 new local plan\dtc\dtc statement\new dtc - april 2018\appendix c - go and gb mtg notes\3. growth options progress mtg 26 may 2016.docx

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Purpose Meeting Purpose
Minute**Action**

cumulative infrastructure requirements would need to be noted and the report make clear that the assessment of viability is based on all constituent sites coming forward.

8 List of spatial options

Noted that a separate growth option likely to be required for Village extensions.

CBC highlighted that there is strong policy resistance to coalescence of existing, smaller settlements – spatial option 'rules' should reflect this.

Questioned whether /how this study could or should assess an urban intensification option. Could make assumptions about increased density or heights.

9 Size of locations

In terms of size of sites locations to be assessed CDC consider sites of 500 plus to be strategic. Accepted that the scope of this study would not allow for large numbers of small sites to be assessed.

Acknowledged that some flexibility in the method should be retained until the sites have been identified and preliminary assessment undertaken.

10 Density assumptions

Unable to describe these during meeting but their existence in the method statement was noted.

11 Framework for assessment of locations

Consideration to be given to minimising these criteria and focusing resources on mapping the constraints and opportunities as part of the options analysis - look at the territory then look at the spatial options and consider how the available sites fit with the spatial options.

Acknowledged that the study should not double count other assessment processes, i.e. SHLAA and SA of site allocation options.

Each local authority is to feed back comments/views on proposed categories of spatial options and how each should be defined, using locations as building blocks. By Friday 10th June.

Commissioning authorities to feed back on size thresholds at para. 1.16 of method statement by Friday 10 June.

Commissioning authorities to feed back on density assumptions in Table 1.2 and Table 1.3 of method statement by Friday 10 June.

Feedback from all 4 authorities by 10 June on whether site by site assessment of sustainability (Appendix 2) and landscape sensitivity (Appendix 3) is required for each location or whether this can be rolled into the HMA-wide mapping of constraints and opportunities.

If so, what enhancements are required to the opportunity and constraint mapping?

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s:\sustainable communities\planning and
dev strategy\shared\development plan\1
new local plan\dtc\dtc statement\new dtc -
april 2018\appendix c - go and gb mtg
notes\3. growth options progress mtg 26
may 2016.docx

Minutes Project Name



Purpose Meeting Purpose

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Minute	Action
12 Required from commissioning authorities by 10th June on: See actions column	

Minutes

Title of meeting:	Growth Options Study Steering Group Meeting
Date:	Wednesday 10 th August 2016
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Sue Frost • Connie Frost-Bryant • Lynsey Hillman- Gamble • Andrew Marsh • Uchenna Eze <p>Luton Borough Council</p> <ul style="list-style-type: none"> • Kevin Owen • David Carter <p>LUC</p> <ul style="list-style-type: none"> • John Grantham • Jonathan Pearson <p>BBP Regeneration</p> <ul style="list-style-type: none"> • Ricky Thakrar <p>North Herts District Council</p> <ul style="list-style-type: none"> • Louise Sykes • David Hill <p>Aylesbury Vale District Council</p> <ul style="list-style-type: none"> • Peter Williams
Venue:	The Working Woodland Centre
Contact:	Lynsey Hillman-Gamble 0300 300 5247

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Meeting Minutes

No.	Item	
	<p>Growth Options Study</p> <p>Delegates discussed the method statement which was circulated to the steering group.</p> <p>It was suggested the density should be changed from 30dph to 35dph dwellings per hectare.</p> <p>Viability Work</p> <p>The study will look at the sites that have been allocated or have been given permission.</p> <p>Two densities have been proposed for viability work with 35dph proposed as the lower density and 55dph proposed as the higher density. CBC has advised they would like to keep the dwellings per hectare as an average as the high densities on greenfield sites would not confirm with their policies.</p> <p>Once locations have been agreed the densities will also need to be agreed.</p> <p>Method Statement</p> <p>LUC will add a method statement to the report.</p> <p>The report at today's study will go back to the reference group post today's meeting.</p> <p>Table document to be dispersed to the reference group.</p> <p>Transport</p> <p>Luton will be focusing on proximity to existing and proposed transport infrastructure.</p> <p>The methodology is being refined to narrow down which transport projects</p>	

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	<p>are likely to be delivered within the specified time frame.</p> <p>North area - detailed analysis going on driven by East West Rail. Once CBC proposals are pinned down, Ricky will start the process with Luton.</p> <p>There are talks of the Oxford to Cambridge expressway extending South towards Aylesbury. It was agreed that this information may need to be referenced in the final GOS report in September.</p> <p>North GOS Study</p> <p>CBC has commissioned LUC to carry out a north GOS which will focus on the North of CBC that is not in the Luton HMA. LBC queried the nature of this study as it suggests that CBC has commissioned a stage 2 which will accommodate the entire OAN.</p> <p>CBC confirmed that LUC have been commissioned to carry out the study for the north area impacting CBC only. This is not a stage 2 however; the study will only look at the other three HMA's if a stage 2 is triggered. CBC has commissioned this piece of work which will form part of their evidence base at Regulation 18 stage in December 2016.</p> <p>LBC and CBC to have a separate meeting with Luton to discuss this in detail. There is also a second SOCG.</p> <p>Proposals Maps</p> <ul style="list-style-type: none"> • 32 locations have been identified in total • Up to half of sites have been found in the green belt. <p>(Please refer to Table 1.6 in the method statement).</p> <p>LUC will circulate the final spreadsheet with all 32 locations.</p> <p>It was agreed that the deadline for comments is Friday 19th August 2016. It was agreed that this document would be kept confidential by all staff.</p> <p>BBP: Viability</p>	
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	<p>LUC are liaising with three dragons to work together and build in the milestones.</p> <p>Ricky explained the methodology (Section 3: The four Burdens).</p> <p>CBC queried the alignment of findings from both Three Dragons and BBP on viability. Individual project plans demonstrate that by late August BBP will have completed the values stage whilst Three dragons may not have their assumptions by then but comparisons will be made.</p> <p>There are two sense checking dates scheduled;</p> <ul style="list-style-type: none"> • Values- end of August 2016 • Assumptions data- Mid September 2016 <p>It was agreed that the viability work requires a caveat which will need to make clear what it has not covered. E.g. Starter homes and transport.</p> <p>Delegates to provide comments on viability work Friday week from the date of this meeting.</p> <p>AOB</p> <p>AVDC and NHDC agree the need for summary briefs which will be in the public domain. This will be a limited release of information for political reasons.</p> <p>Another session is to be held with this group mid September to discuss draft findings. Decision to be made on whether or not members will be invited to this meeting.</p>	
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Actions

No.	Item	Actioned by
1.	Kevin to disperse table document to the ref group	KO
2.	David Carter from LBC would like a revised version of the method statement for clarification to check for clarification.	
3.	LBC and CBC to have a separate meeting with Luton to discuss this. There is also a second SOCG.	
4.	Deadline for comments Friday 19th August, if not done no waiting and will go head.	
5.	Luton to provide Gleades work for BBP to do comparison	

Minutes of Member and Officer Steering Group Meeting: Growth Options study and ~Green Belt Study

Luton Borough Council - Town Hall Cttee Room 3, 10 am 7th November 2016

Attendance:-				
Luton BC	CBC	NHDC	AVDC	LUC
Cllr P. Castleman	Cllr Sue Clark	Ian Fullstone	Cllr Carole Paternoster	Jonathan Pearson
David Carter	Sue Frost	David Hill	Peter Williams	John Grantham
Kevin Owen	Lynsey Hillman-Gamble			
Troy Hayes				
Apologies				

1. David Carter introduced the meeting and outlined a broad agenda which would cover the presentation on the Growth Options Study (GoS) and any remaining comments/questions, arrangements for signing off the study and of the next steps

Item 1 Growth Options Study

2. JP presented the study methodology and key findings in summary form which covered; the effective joint working input; review of call for sites; market assessment of the deliverability of sites including viability and infrastructure. The study focussed on the Luton Housing Market Area and the outputs are summarised in map form and via flow chart.

3. LBC raised points of clarification in relation to table 4.1 page 68 and the column totals for areas without secondary constraints and the tally discrepancy with table 3.1 page 18.

- LUC confirmed that this was a presentational issue which could be overcome (a footnote was already provided) but in line with Cllr Castleman's suggestion, the entries could be amended to Yes/No which would allow totals to be aggregated correctly in table 4.1

4. Cllr Clark questioned how the 'missing sites' excluded had been derived (i.e. sites not within the call for sites list and also without a willing landowner).

- LUC agreed that the site pro forma maps could be given direct to CBC officers in order to review e.g. in recognition that some sites may not have a willing landowner.

5. LBC and NHDC sought clarification that the 'missing sites' and excluded sites had been assessed in the same way?

- This was confirmed by LUC (with the exception of the landowner issue).

6. LBC sought clarification on the affordable housing yield across the Luton HMA (as this was increasingly sought after information by planning Inspectors) and also whether this analysis means that only high scoring sites deliver affordable housing ?

- LUC explained that the total affordable housing yield was not feasible given this depended on individual sites circumstances and detailed proposals (e.g. density assumptions) and other potential infrastructure costs and so in theory affordable housing could arise on moderate/ low scoring sites– any aggregate yield tally would only be indicative and LUC agreed to add some text explanation this this effect. The affordable housing policy assumption for each site relates to the applicable LA policy target i.e. LBC 20%; CBC 30% and NHDC 40% listed in Appendix 2.

7. There was discussion of the presentation of the outputs and the emphasis and weighting on factors such as access to transport and infrastructure.

- LUC confirmed that while this was important for delivery for some schemes, it was not paramount and the other factors have also been factored, including viability and deliverability. The RAG traffic light approach was potentially misleading and a 'red' status did not necessarily mean that it counted as a show stopper in the tables.
- LUC explained that all the policy options are shown and are not mutually exclusive – other hybrids could be considered.
- Green Belt as a 'policy off' constrain was discussed and LUC explained that the GB Stage 1 results had been included and mapped in the Study for reference.

8. The corollary of the work outputs shown suggested that there was sufficient capacity to meet the Luton HMA housing needs +23,300 dwellings (shown in table 1.7) within the HMA.

- LUC agreed with CBC that the figures within para 1.6 and 1.7 should be for context only and that clarification could be added by way of another paragraph. However, broadly the study has identified sufficient capacity and potentially excess capacity.
- Further clarification was given to LBC that the time period in question is 2011 to 2031 but that the study also accommodates reference and capacity for 2015 to 2035.

9. CBC caveated that the study outputs would need to be considered alongside a raft of other evidence studies, not least the Sustainability Appraisal (SA), in preparing a local plan

- LUC acknowledged and agreed that the application of Green belt policy and other hybrid strategies would affect the capacity and this was in the hands of the local authorities.

10. NHDC considered that the capacity figures should be adjusted for the figures quoted in their current Local Plan consultation for east of Luton (i.e. table 4.1 L22 was 100 adrift by 2031).

11. AVDC had already made previous comments on the study and had no other key points to raise other than the point discussed on the affordable housing yield being a matter beyond the scope of this study.

12. Given the presentational issues with the RAG approach in the study including the mapping of strategic options the meeting agreed that there should be consistency with the analysis leading to the outputs but that:-

- an executive summary produced explaining the limitations of the study being subject to other processes
- an amendment to the output table 4.1 to list the options rather than sort by deliverability
- review the colour coding of the maps to remove the RAG assessment which could be misleading
- all the detailed 31 site pro-formas are supplied to the commissioning authorities
- these actions to be completed by LUC and a revised draft circulated by email for sign off

Item 2 Next Steps

13. The matter of engagement with the wider reference group local authorities was discussed arising from para 28 of the study brief.

14. The study brief had been circulated to the reference group authorities but not the study itself. There had not yet been any stakeholder workshop with utilities.

15. CBC considered that the wider reference group could be circulated a copy of the agreed/signed off study in confidence. Because of the time constraints, consultation including with other stakeholders would be via the publication of the study when undertaking the Regulation 18 local plan consultation in January 2017 and formal publication of the supporting evidence base studies. Some limited input had already been accommodated through using infrastructure assumptions set out in the IDPs and further work is ongoing with utilities via the other evidence studies e.g. Water Cycle Study and Strategic Flood Risk Assessment. The HE would also need to be engaged as part of the next stages of the local plan process.

16. It was agreed to ensure sign off of the Study before the end of November (in order to ensure that progress can be reported in accordance with the agreed response to the Inspector's Examination Question 80 for the Luton Local Plan hearings) and could be done via email, subject to the satisfactory amended presentation of the Report as agreed to be addressed by LUC.

17. The officers steering group would then take the study on to a Directors level meeting in December prior to subsequent endorsement by respective committee processes next year. To do this, the authorities need to work up a draft agreement which should be concluded at least by the time the report is published. An office meeting would need to be set up soon to progress this.

AoB

18. CBC clarified that the study GoS outputs would be considered together with the SA and other evidence studies including the northern GoS for the rest of CBC District but that subject to these further processes, the possibility of a stage 2 GoS Study being triggered is looking unlikely.

19. The officer meeting could also pick up the Green Belt study and its publication date– the outstanding actions on this study could also be addressed and signed off via email.

Minutes

Title of meeting:	CBC, LBC, NHDC and AVDC Duty to Cooperate, Steering Group Meeting – Luton HMA Growth Options Study and the CBC and LBC Green Belt Study.
Date:	02.02.2017
Attendees:	<p>Sue Frost (SF) Central Bedfordshire Council</p> <p>Lynsey Hillman-Gamble (LHG) Central Bedfordshire Council</p> <p>Benjamin Tracy (BT) Central Bedfordshire Council</p> <p>Andrew Marsh (AM) Central Bedfordshire Council</p> <p>Cllr Sue Clark (SC) Central Bedfordshire Council</p> <p>Troy Hayes (TH) Luton Borough Council</p> <p>Cllr Paul Castleman (PC) Luton Borough Council</p> <p>David Carter (DC) Luton Borough Council</p> <p>Kevin Owen (KO) Luton Borough Council</p> <p>Peter Williams (PW) Aylesbury Vale District Council</p> <p>Cllr Carole Paternoster (CP) Aylesbury Vale District Council</p> <p>Cllr David Levett (DL) North Hertfordshire District Council</p> <p>David Hill (DH) North Hertfordshire District Council</p>
Venue:	Working Woodlands Centre
Item No. 1	Agree Minutes of the Last Meeting
	<p>Agreement to change title of meeting notes to Steering Group Meeting.</p> <p>No other amendment to first page – contents agreed by all parties.</p> <p>Second page – contents agreed by all parties.</p> <p>CBC raised - minor amendment to the Growth Options Study including amendments in relation to the status of the Oxford-Cambridge Express Way and amendments to the report to be more accessible to non experts (appendix 3 table).</p> <p>AVDC – content as the traffic lighting system has been removed.</p> <p>LBC raised that spelling for the village of Caddington within the</p>

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	<p>Growth Option Study needs to be checked.</p> <p>Third page of minutes – contents agreed.</p> <p>Minutes to meeting agreed by all parties subject to amended title.</p> <p>LUC to be contacted for amendments to the study.</p> <p>LBC to circulate amended minutes.</p>
Item No. 2	Growth Options Study
	<p>SC (CBC) raised page 32 para 3.18 of the GoS makes direct reference to Upper Gravenhurst, and states that this could cause public concern. DC (LBC) commented that we all need to come at the status of the document from the same direction, whereby the document is a technical report, which is one of a suite of documents that support an overall strategy and the document should not be taken in isolation as identifying allocations or forming a strategy for growth.</p> <p>SC (CBC) agrees but states that if the document is read in isolation it could cause alarm as they may or may not have the same technical understanding.</p> <p>PC (LBC) commented that there may be minor issues that haven't been picked up. The document is what it is, and when published it should be clarified that the document should not be read in isolation and does not allocate or provide a strategy for development.</p> <p>SC (CBC) agrees that the document should not be overplayed as it is a technical document and should not be read in isolation.</p> <p>NHDC suggest swapping bullet points around within paragraph 3.8. Amendment agreed by all parties; LUC to be contacted by CBC for amendments to the study.</p> <p>Subject to minor amendments, all parties confirm agreement of final study as a technical piece of evidence.</p> <p>Discussion on arrangements for publication of the Study.</p> <p>SF (CBC) provided an update in relation to the position of CBC's Local Plan and the pause in publication to await the Housing White Paper. CBC are currently working to a Late Spring publication.</p> <p>CBC would prefer to publish Growth Options Study along with the publication of the draft development plan and technical supporting documents as the document, as acknowledged by LBC, should not be read in isolation. The publication of the document in</p>

	<p>isolation could result in undue concern and a feeling of uncertainty from residents within CBC which could be avoided and could be easily addressed if published alongside other technical supporting documents.</p> <p>LBC and NHDC would prefer to publish the Growth Options Study, in the context that their plans are at a more progressed stage. LBC currently in examination and NHDC are looking to go to Executive Committee in May 2017.</p> <p>CBC stated that they are not in the position to confirm a publication date.</p> <p>LBC, NHDC and AVDC have expressed concern over an open end date which could lead to the document not being published at all.</p> <p>AVDC suggested that CBC could consider publishing the study alongside other technical work such as Site Assessment findings so it is not published in isolation but allows others to publish it.</p> <p>CBC considered this as a possibility but would need to look at the timescale of that project.</p> <p>CBC agreed to consider a timetable for publication by 23rd February 2017. The White Paper may have been published at that time which would help to provide certainty.</p> <p>LBC are happy for report to be published straight away. However all four authorities agreed to a publication timetable to be confirmed on or before the 23rd February 2017.</p> <p>CBC to draft minutes of what was discussed.</p> <p>Other matters.</p> <p>LBC tabled the Examination Matter 7 Question 80 statement as well as a draft note to the Planning Inspector in respect of Housing numbers from the Luton HMA split by LPA's provision.</p> <p>CBC, NHDC and AVDC state they are not in the position to agree this within this steering group session. LBC advise all other LPA's to draft their own versions and to discuss this at the next meeting. All parties agree to draft their own version, raising concern for the wording within the LBC version. Date of the next meeting in March is to be confirmed.</p> <p>NHDC and AVDC are not party to Item No. 3 of the agenda and as such depart.</p>
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Item No. 3	Green Belt Study
	<p>LBC and CBC agree they are happy with the detail of the final study. Sign of sheet to be produced by LBC.</p> <p>SC (CBC) Member has requested time to read the final draft of document prior to confirming agreement.</p> <p>Green Belt Study to be published with Growth Options Study, timescale to be confirmed by CBC on or before 23rd February 2017.</p> <p>Any update to the SHMA that may be required following the Housing White Paper is agreed to be undertaken in partnership between CBC and LBC.</p>

Central Bedfordshire Council Local Plan (2015-2035)

Duty to Co-operate Statement

**Appendix D: GO's Position Statement
(April 2018)**

Position Paper on Luton HMA Housing Distribution
Luton Housing Market Area & Distribution of Unmet Housing Need
from Luton

**Between Luton Borough Council, Central Bedfordshire Council, North Herts
District Council and Aylesbury Vale District Council.**

This Position Paper forms the basis for the joint local authority “draft agreement” to set out how the potential distribution of growth could be met within the Luton HMA following publication of the Joint Growth options Study.

The Position Paper sets out the framework for further ‘Duty to Cooperate’ discussions between the local authorities and the review and updating of Statements of Common Ground (SoCG) and / or Memoranda of Understanding (MoU), in order to translate the outcomes of the Joint Growth Options Study into respective evidence and plan-making processes and differing timescales including processes for monitoring and review.

The process and impetus for formulating the Position Statement is set out in clauses i) to v) of the submitted Q80 response (issued on 26th September 2016 – Examination document ED062) to the Planning Inspector examining Luton’s Local Plan. The Q80 response was agreed and signed by all four authorities within Luton’s wider HMA.

This Position Statement is proposed by the Officer Group reporting to the Steering Group and once agreed, will be put for consideration to a Director level meeting for agreement in order to form a joint MoU.

1. This Position Paper sets out the agreed position on the distribution of housing needs of the Luton HMA and unmet housing needs from Luton. The Luton Housing Market Area includes all of Luton a significant area of CBC and smaller areas of AVDC and NHDC.

4. The agreed proposed housing distribution arising from the Luton HMA for the period of 2011 - 2031 are as listed below and it will be for each Council to determine and justify any site allocations in their respective local plans.
 - LBC: 8,500
 - CBC: 20,750 (13,400 CBC need + 7,350 Luton unmet need)¹
 - NHDC: 2,150 (200 NHDC need +1,950 Luton unmet need)
 - AVDC: 400
 - HMA Total = 31,800

5. This Position Statement is intended to demonstrate the extent of joint working and cooperation that has been undertaken by the commissioning authorities whose representative signatures appear below and which has resulted in an agreed position as a Memorandum of Understanding as follows:
 - The joint SHMA with Luton identifies a requirement for 17,800 additional dwellings in the Borough between 2011 and 2031.
 - Luton have identified in their Local Plan that a minimum of 8,500 dwellings will be accommodated within Luton's administrative area during this period.
 - The remaining balance of housing need generated within Luton up to 2031, is a further 9,300 dwellings, which should be located as close to the boundary of Luton as possible. Of this, 1,950 dwellings are planned to be met within North Hertfordshire to the East of Luton adjacent to the Borough boundary, as detailed within the North Hertfordshire Submission Local Plan (May 2017). The balance of 7,350 homes will be accommodated within Central Bedfordshire in the Luton HMA². The Central Bedfordshire Local Plan 2015 to 2035 will seek to identify locations as close to the Luton and Dunstable conurbation as far as possible where this can be accommodated.

¹ This will be tested through the Central Bedfordshire Local Plan process.

² This will be tested through the Central Bedfordshire Local Plan process.

COMMISSIONING AUTHORITY : STEERING GROUP SIGNATURES**Central Bedfordshire Council**

Cllr Mrs Sue Clark

Deputy Executive Member for
Regeneration

24/04/2018

.....

.....

(Signature)

(Date)

Luton Borough Council

Cllr Paul Castleman

Planning Portfolio Holder



24/04/2018

.....

.....

(Signature)

(Date)

North Hertfordshire District Council

Cllr David Levett

Executive Member for Planning &
Enterprise

27/04/2018

.....

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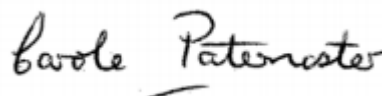
(Signature)

(Date)

Aylesbury Vale District Council

Cllr Carole Paternoster

Cabinet Member for Growth Strategy



26/04/2018

.....

.....

(Signature)

(Date)

Central Bedfordshire Council Local Plan (2015-2035)

Duty to Co-operate Statement

**Appendix E: Other Meeting Notes
(April 2018)**

Notes of Meeting

Title of meeting:	Review of EA's representation to the Pre-Submission Local Plan
Date:	24 April 2018
Attendees:	Central Bedfordshire Council <ul style="list-style-type: none"> • Pru Khimasia • Alys Bishop Environment Agency <ul style="list-style-type: none"> • Emma Stainer – EA PSO team • Neville Benn – EA Sustainable Places team • Laura Kitson – EA hosted Strategic Flood Risk Planning Advisor
Venue:	EA Offices, Bromholme Lane, Brampton
Contact:	Pru Khimasia 0300 300 4473

Meeting Minutes

	Issues	Actions
1.	<p>Intro:</p> <p>CBC thanked the EA for their Regulation 19 representation and set out the timescales for submission of the LP. CBC ran through the EA's representation.</p>	None
2.	<p>CC3 - Flood Risk Management</p> <p>EA raised inconsistencies between the national flood risk policy and the approach set out in the Policy. The EA recommended some text changes to address this. CBC confirmed that the changes suggested have been added to the Proposed Modification table.</p> <p>EA asked for clarity in policy regarding the normal design standard. Wording was amended following the Regulation 18 consultation to remove reference to the normal design standard, see below. CBC and EA agreed additional information on this could be included in the scope of future guidance on Flood Risk Management and updates to SUDS guidance and the Design Guide.</p> <p>Amended wording that was included in the Reg 19 LP: <i>16.4.17 - Any proposed development located within</i></p>	<p>None – EA satisfied with CBCs amended wording.</p> <p>CBC consider need for updating existing guidance documents or preparing a Flood Risk Management guidance document. CBC can discuss scope and timescales with EA PSI and Sustainable Places teams at the relevant time.</p>

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	<i>an area protected by flood defences should identify the condition of these defences. Where they are in a 'fair' or 'poor' condition, or where the level of protection is not to the required standard, the flood defences should be improved to an agreed standard</i>	
3.	<p>SA4 East Biggleswade:</p> <p>EA raised need for consistent wording with other site-specific policies regarding betterment of discharge rates. CBC discussed changes to pre-submission LP that incorporate this.</p>	None – EA satisfied with CBCs amended wording.
4.	<p>Level 2 SFRA:</p> <p>EA raised concern during Reg19 that they had not been consulted on the final SFRA L2. The EA has since reviewed SFRA L2 and have not identified any major issues/objections – where comments have been made, JBA (the consultants preparing the SFRA for CBC) have made amendments or explained their approach.</p> <p>CBC explained that CBC are considering the inclusion of the SFRA L2 data on the web platform GISMap hosted by JBA (if technically possible) to enable better access for members of the public, developers and their consultants and CBC planners.</p>	None – EA satisfied.
5.	<p>HA1 – Small and Medium Sites:</p> <p>CBC and EA agreed that there are sufficient measures in the LP to secure flood risk that will be considered by new allocations.</p> <p>EA and CBC discussed need for site specific requirements for small and allocated sites. The Proposed Mods refer to making the addition of specific flood risk management requirements for allocated sites in 7.8. However CBC also commented that this is covered in detail by the SFRA L2 templates (i.e. access/egress, fluvial and pluvial risk, SUDS suitability etc). EA supported this approach.</p> <p>Laura Kitson mentioned that she has worked with AB to identify site specific opportunities for betterment, and CBC will use this, together with SFRA information and input from the LLFA team to inform CBC's approach to providing advice after the local plan</p>	<p>CBC will include additional wording or footnote in the table in section 7.8 to reference results of SFRA L2.</p> <p>CBC green infrastructure team to make a matrix of planning issues for HA1 to inform internal responses to allocated sites re. technical disciplines (flood risk, SUDS, amenity, recreation, ecology, landscape, trees).</p>

	submission/approval.	
6.	Policy H8 & H9 – Gypsy and traveller policy: EA asked for reference to flood risk management requirements for these sites, i.e. sites follow sequential design. No traveller sites are allocated in LP so this policy would be used on an adhoc basis. CBC outlined that HQ9 does make reference to other LP policies but amends will be made to the policies as requested.	EA are satisfied that CBC will amend policy wording to include reference to flood risk. CBC to ensure there are sufficient internal triggers for consulting EA on these sites.
7.	Section 11.3 – Supporting an Ageing Population The EA want CBC to consider the sequential test and guidance in the NPPF and PPG. CBC say CC3 supports this and they want to avoid the repetition of national guidance.	None – EA satisfied.
8.	T2, T3, 16.4.4, 16.4.13 & 16.4.20 CBC have suggested that the EA's comments on these reps can be addressed in guidance documents, by updating the Design Guide, SuDs guidance and by preparing a Flood Risk Management Guidance document. CBC thought work on these could commence in early 2019 but could not be sure of timescales at this stage.	None – EA satisfied.
9.	16.7 – Water Supply and Sewerage Infrastructure: The EA recommended the addition of some wording. CBC has add this proposed addition to their Proposed Modifications.	None – EA satisfied.
10.	EA asked for more information on CBC proposed partial review. Pru gave an estimation of when this is likely to take place.	CBC to consider how consult Laura Kitson in new role for strategic planning on pre-apps (to deliver flood betterment from new developments)
11.	EA and CBC agreed it would be beneficial to both parties to organise some training in FRM and the planning system.	CBC and EA to organise training session to cover: <ul style="list-style-type: none"> • Securing betterment through new development • Sequential and exception test • Floodplain compensation (level for level) • Voids, stilts and undercroft parking • Ground flood accommodation and

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		vulnerable uses/flood risk, access & egress <ul style="list-style-type: none"> • SUDS • Groundwater and contamination • General arrangements for consultation, commenting and conditions • Pre-application advice
12.	AOB – None	None

Notes of Meeting

Title of meeting:	Part 1 CBC and Highways England Duty to Cooperate Meeting (Also see Part 2 of meeting when Milton Keynes Council and Bedford Borough Council Join)
Date:	Thursday 8 th March 2018
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Connie Frost-Bryant • Jodie Colclough • Ann Rowlands • Pru Khimasia-John • Benjamin Tracy <p>Highways England</p> <ul style="list-style-type: none"> • Penny Mould
Venue:	FE2, Priory House
Contact:	Connie Frost-Bryant 0300 300 4329

Meeting Minutes

1.	<p>CFB - Update on Central Bedfordshire Local Plan</p> <ul style="list-style-type: none"> • CBC Draft Local Plan Reg.19 has now Closed. Representations from Highways England have been received. It is considered that the comments within that representation were a fair representation of the context that we are planning within and the infrastructure needs that relate to the scale of development planned. • The purpose of this meeting is to address the matters raised and to look at the next steps in respect of transport and mitigation of impacts.
2 and 3	<p>PK - CBC Overview of the transport model to date</p> <ul style="list-style-type: none"> • Reg 18 Transport model appraised growth scenario using 2009 transport model to highlight hotspots on the road network at a strategic level; • For Reg 19 CBC used a new 2016 transport model to reassess impacts at a strategic level using actual allocations and tested suggested mitigation to improve capacity and waiting times at junctions; • Now the Council is working with AECOM to test mitigation against the model as the previous model highlighted the need for additional mitigation. Again this is to be tested at a strategic level, this model run and report will be available for submission of the plan for examination; • CBC are considering site specific modelling but this work may not be available for submission for examination. <p>BT – CBC Strategic Site Allocations Overview. Summarised Policy requirements for</p>

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	<p>Strategic Sites as outlined in policy.</p> <p>PM (HE) – there may be a need to look at some of those mitigation schemes in far more detail than the strategic model.</p> <p>CFB –</p> <ul style="list-style-type: none"> • additional modelling work will unlikely be available for the submission of the plan for examination but would be available for examination hearings. • CBC are discussing the possibility of Site specific modelling with promoters but these require more discussions with promoters. The Council may take an alternative approach. <p>PM (HE) –</p> <ul style="list-style-type: none"> • Concerned that not many promoters are talking directly with Highways England. • Concerned M1 Junction 13 mitigation needs looking at in more detail with a scheme that mitigated impacts in the interim, before the expressway is implemented due to phasing. • Highways England needs a pre-examination hearing to thrash-out what is going to happen to mitigate developments around M1 Junction 13. • Although there have historically been discussions with some site promoters with HE, these have mostly gone dead in the last year or so. <p>JC-</p> <ul style="list-style-type: none"> • Modelling work undertaken by Marston Valley to date has been from their own bespoke model and they have based a Transport Assessment on those assumptions; • CBC's position has and is that the site needs to be modelled using the new CBLMT model (2016) to support a planning application; • AECOM (as CBC consultants) are looking at their Validation reports for the modelling that the promoters have done; • Site specific modelling for Marston Valley won't be available at submission. <p>AR – Highlights need for a strategy for developers to engage with Highways England.</p> <p>It was agreed that it was abnormal for promoters not to engage directly with Highways England in any instance.</p> <p>PM (HE) – concerned that this is too late if it is not discussed before examination hearings as this will lead to a complex examination.</p> <p>AR – we need to be clear on what the developers are expected to do at this stage. The level of detail at a planning application stage is different to that of a Local Plan allocation.</p> <p>CFB – CBC Transport Model 2c report will be available at examination and includes Marston Valley and a M1 Junction 13 improvement scheme. CBC are considering undertaking site specific modelling for the Marston Valley site which may also be</p>
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	<p>available at examination hearings which could provide a more detailed modelled mitigation scheme from M1 Junction 13. The Council may take an alternative approach.</p> <p>PM (HE) – we need a model to demonstrate how much development that we can get away with prior to Strategic mitigation works so that we can understand development phasing and impacts on viability of sites.</p> <p>CFB – A clear message needs to be sent that promoters will need to engage with Highways England.</p> <p>JC – site promoters will engage with Highways England when a site-specific model run is undertaken to support a planning application.</p> <p>PM (HE) – Query in relation to phasing of A421 improvement works?</p> <p>JC – A421 duelling is imminent with a new date for completion 2020.</p> <p>CFB – other than M1 Junction 13 are there any other concerns for Highways England that needs to be discussed?</p> <p>CFB – is the Council's approach to 2c strategic modelling work appropriate detail for examination at this stage?</p> <p>PM (HE) – yes HE will be interested to review it. We would like to meet with you when this is available.</p> <p>CFB – due to Local Plan timescale we have 1 month to meet and action.</p> <p>Infrastructure Delivery Plan</p> <p>PM (HE) – Highways England would like to express the importance for the IDP to feature Strategic Transport projects and funding.</p> <p>BT – outlined that the IDP will be updated to take a site by site approach to infrastructure delivery and will identify strategic highway projects at a district scale, however it will be difficult to highlight contributions required for off-site mitigations, on a site by site basis as this requires detail modelling. The 2c transport model report will have an indicative cost range for mitigation, however these mitigation schemes will not be directly reflected in the IDP as they are subject to change when more detailed modelling is undertaken. It will be for more detailed modelling at planning application stage to agree the appropriate actual contribution at that stage.</p>
4	<p>A1/A507:</p> <p>PM (HE) –</p> <ul style="list-style-type: none"> • CBC should note that North Herts have mitigations for A1-A507 (Baldock Roundabout) Junction, which is proposed by the East of Baldock planning

	<p>application that needs to be considered.</p> <ul style="list-style-type: none"> HE, CBC and NHDC/HCC, used AECOM models. Query if we can use those model outputs to feed into a more detailed junction model at Baldock. <p>JC – We will need to talk to AECOM and NHDC/HCC to see if this is possible, but first we must do our 2c modelling, however it is noted that this is a piece of work that needs to be done.</p> <p>PM (HE) – it is worth getting on and doing this as it is not a quick job.</p> <p>CFB – NHDC have made representations to the Local Plan in relation to transport and we will get this in train now. We will get this work ready for examination hearings.</p> <p>PM (HE) – AECOM will advise what type of model is needed for the junction modelling.</p> <p>Ann Rowland – we need to talk to NHDC/HCC to get access to this information.</p> <p>CFB – what is the update in relation to the studies for A1 improvements from Highways England, timescales?</p> <p>PM (HE) - no update Highways England are awaiting the Spring Statement announcement for the Oxford – Cambridge Corridor and see what government comes out with.</p>
	<p>Actions from Part 1 meeting:</p> <ul style="list-style-type: none"> Additional meeting with North Hertfordshire District Council and Hertfordshire County Council required. Additional transport modelling for strategic junction improvements needs more detailed modelling prior to examination hearings. CBC and HE need modelling to outline when mitigation is required (triggers for mitigation). Infrastructure Delivery Plan and Viability work needs to consider highway mitigation cost, including specific projects where possible or broad descriptions. Further meeting to discuss 2c report with Highways England.
	<p>Break – See Part two Minutes Milton Keynes Council and Bedford Borough Council to Join.</p>

Notes of Meeting

Title of meeting:	CBC, Highways England, Milton Keynes Council and Bedford Borough Council Duty to Cooperate Meeting (Part 2 of 2 - Part 1 of meeting relates to CBC and Highways England only)
Date:	Thursday 8 th March 2018
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Connie Frost-Bryant • Jodie Colclough • Ann Rowlands • Pru Khimasia-John • Benjamin Tracy <p>Highways England</p> <ul style="list-style-type: none"> • Penny Mould <p>Milton Keynes Council</p> <ul style="list-style-type: none"> • Andrew Turner • James Povey <p>Bedford Borough Council</p> <ul style="list-style-type: none"> • Melanie MacLeod
Venue:	FE2, Priory House
Contact:	Connie Frost-Bryant 0300 300 4329

Meeting Minutes

	Part 2 meeting – Bedford Borough Council and Milton Keynes Council Join.
5.	<p>CFB - Update on Central Bedfordshire Local Plan</p> <ul style="list-style-type: none"> • CBC Draft Local Plan Reg.19 has now Closed. Representations from Highways England have been received. It is considered that the comments within that representation were a fair representation of the context that we are planning within and the infrastructure needs that relate to the scale of development planned. • The purpose of this meeting is to address the matters raised and to look at the next steps in respect of transport and mitigation of impacts. <p>PK - CBC Overview of the transport model to date</p> <ul style="list-style-type: none"> • Reg 18 Transport model appraised growth scenario using 2009 transport model to highlight hotspots on the road network at a strategic level; • For Reg 19 CBC used a new 2016 transport model to reassess impacts at a

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	<p>strategic level using actual allocations and tested suggested mitigation to improve capacity and waiting times at junctions;</p> <ul style="list-style-type: none"> Now the Council is working with AECOM to test mitigation against the model as the previous model highlighted the need for additional mitigation. Again this is to be tested at a strategic level, this model run and report will be available for submission of the plan for examination; CBC are considering site specific modelling but this work will not be available for submission for examination. <p>BT – CBC Strategic Site Allocations Overview. Summarised Policy requirements for Strategic Sites as outlined in policy.</p>
6 and 7.	<p>M1 Junction 13 and A421</p> <p>CFB – CBC previously in contact with Bedford Borough Council in relation to M1 Junction 13. Bedford Borough have significant existing commitments which load onto A421 however most of new local plan growth is further to the north of the authority area.</p> <p>MM (BBC) – Bedford Borough Council's main shared interest in relation to transport with CBC Local Plan are additional growth at Wixams, Marsh Leys Roundabout (A421) and M1 Junction 13.</p> <p>MM (BBC) – main growth in BBC relevant to this meeting includes, Wixams, Great Denham (Biddenham Loop), Bedford Meadows, west of Kempston, Wooton and employment sites in that area.</p> <p>BT – queries the employment site to the north of Marsh Leys Roundabout currently under constructions, contribution requirements in relation to that junction.</p> <p>MM (BBC) – confirmed that the employment site to the north of Marsh Leys Roundabout does not provide improvements to that junction but uses the remaining capacity.</p> <p>AT (MK) – Milton Keynes growth includes existing allocations including Brookland and Broughton sites, residential land to the south of the A421 and employment land to the north of the A421. There are also two new strategic allocations for employment and housing close to the A5 at Woburn Sands/Bow Brickhill.</p> <p>AT (MK) – the Plan MK also includes a reserve site to the east of the M1 – 3000 homes and 5000 jobs, primarily B8 uses. The trigger for that site relates to funding being secured for new bridges across the M1 and potentially social infrastructure. At present, the MKC is preparing a submission to the Housing Infrastructure Fund to enable this. The main routes through that site are largely known and the impacts of that development relate to M1 Junction 14.</p> <p>AT (MK) – transport modelling work for Plan:MK has three scenarios:</p> <ol style="list-style-type: none"> Scenario 1 – 4620 homes within the urban area; 1000 homes to the

	<p>north of Woburn Sands; 4254 jobs (principally B8) next to the A5/Bow Brickhill</p> <ol style="list-style-type: none"> 2. Scenario 2a – as above, plus a further 2000 homes between Woburn sands and Bow Brickhill 3. Scenario 2 – as 2a plus 3,000 homes and 6330 jobs (principally B8) East of the M1. 4. Scenario 2b – as Scenario 2, plus a further 2000 homes East of the M1 (total of 5000 homes and 6330 jobs) <p>MK consider the overall capacity of east of M1 to be 8000 – 10000 homes that could be delivered after the plan period.</p> <p>AT (MK) – HIF Bid modelling included two technical notes not published but can be shared. This included a new bridge over the M1. The model has shown no significant additional issues, but further work is being done to define and test a package of mitigation measures to be implemented in addition to the new bridge</p> <p>CFB – when considering growth in CBC, MK and BB, there are significant cross boundary impacts on the road network that will need to be addressed at all our examinations. There is a need to consider joint modelling though AECOM for M1 Junction 13. Are Highways England looking for improvements at this junction or just mitigation?</p> <p>PM (HE) – Highways England are not looking for improvements but want to improve safety at M1 Junction 13. The Marston Gate CBC employment site is currently looking for proposals to address that. AECOM have flagged that there would be a 2000 vehicular movement increase at that junction as a result of planned developments. We need to undertake a joint model or junction model to look at solutions at M1 Junction 13. We need to model that junction in a more detailed way.</p> <p>CFB – what is the appetite for doing a joint model?</p> <p>AT (MK) – MKC would support under the duty to cooperate, however we need to look first at comparing our models which is a separate piece of work.</p> <p>PM (HE) – the impacts outlined was identified by a Highways England model by AECOM.</p> <p>AT (MK) – we need to look at comparing our models first to see if they can speak to each other, they may not be able to. Therefore we need to do a comparison piece of work. Is there any Oxford – Cambridge Expressway work that we can piggyback on as we may be doing work which is being undertaken elsewhere already.</p> <p>MM (BBC) – Highways England are constructing a model for the south east?</p> <p>PM (HE) – that model is more strategic and we need a more detailed model.</p> <p>MM (BBC) – Bedford Borough Council would support a junction model but it is</p>
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	<p>questionable how much loading Bedford Borough Council's Plan loads onto that Junction.</p> <p>CFB – we need to produce a scope or note of direction of travel to give to an inspector at submission and do work before examination hearings.</p> <p>It is agreed by the group that this is a cross boundary issue. CBC are to produce a draft scope to send to all attendees.</p> <p>AT (MK) – Query relating to A421 duelling progress.</p> <p>JC – A421 duelling business case sent to DfT which was received positively. It is anticipated that work will start Summer 2018 and will be approx. 2 years until completion.</p> <p>AT (MK) – MK are confused as to what the scheme includes, is it going to include a priority free flow lane on the roundabout or is that not part of the project? MK's model includes a free flow lane.</p> <p>JC – this query will be taken to the project manager for clarification.</p> <p>PM (HE) – this route and junction is crucial and Highways England thought that was also part of the scheme.</p> <p>JC – this query will be taken to the project manager for clarification.</p> <p>AT (MK) – query relating to the CBC Aspley Triangle (Hayfield Park) planning application and its status.</p> <p>CFB – confirmed that this site was not an allocation in the Local Plan and would not be support by CBC at this time.</p> <p>AT (MK) – MK are looking to submit their plan for examination by 29th March 2018 and have a MoU with Highways England. MK keen to get a note of joint work to be undertaken before that date.</p> <p>CFB – CBC will do a draft note on what joint working will be undertaken.</p>
	<p>AOB</p> <p>PM (HE) – Bedford Borough and Milton Keynes can we clarify your models.</p> <p>AT (MK) – - SATURN model, incorporating a Public Transport model</p> <p>MM (BBC) – SATURN Model</p> <p>JC – what MK's East-West rail assumptions?</p>

	<p>AT (MK) – increased barrier down times, but the model struggles to model a wholly new service, which likely underplays positive modal shifts.</p> <p>JC – CBC modelled additional train times, we need more modelling on barrier down times.</p> <p>AT (MK) – are any bridges being proposed over level crossings? MK are having difficulty with Network Rail's Shared Value policy which would expect a share of the development value if a bridge over the railway is delivered as part of a development. There is uncertainty under what circumstances this policy would be applied.</p> <p>CFB – it is a difficult negotiation.</p> <p>AT (MK) – MK are taking this up with DfT who will raise this with Network Rail, under the narrative of delivery of homes.</p>
	<p>Actions:</p> <ul style="list-style-type: none"> • CBC to circulate scope for joint modelling and a direction of travel statement to provide to inspectors at submission outlining the work which will be undertaken; • CBC to feedback scope of A421 works. • MK to share outcome of DfT and Network Rail level crossing outcome. • MK to share modelling work undertaken to support HIF bid.

Notes of Meeting

Title of meeting:	CBC & Historic England Duty to Cooperate Meeting
Date:	Wednesday 14 th March 2018
Attendees:	Central Bedfordshire Council <ul style="list-style-type: none"> • Andrew Marsh • Hannah Firth Historic England <ul style="list-style-type: none"> • Natalie Gates • Debbie Mack
Venue:	Historic England East of England Office, Brooklands, Cambridge
Contact:	Lynsey Hillman-Gamble 0300 300 5247 Lynsey.hillman-gamble@centralbedfordshire.gov.uk

Meeting Minutes

No.	Discussion	Officer
	<p>Background</p> <p>Historic England were invited to respond and responded to both Regulation 18 (July – August 2017), and Regulation 19 (January – February 2018) Local Plan consultations. A face-to-face meeting was arranged following Regulation 19 (Wednesday 14th March) to discuss issues raised in relation to the soundness of the pre-Submission Local Plan, and to identify what measures could be undertaken to resolve these.</p> <p>HE - Issues not insolvable</p> <p>Strategic sites – lists. Assets of importance “including....”</p> <p>Statement of common and uncommon ground</p> <p>Hannah – summarised approach. Strategic sites looking at landscape and topography as well. Bespoke based on context. HE approve. Mental desk based assessment. Consider things cumulatively where possible. We didn’t make any presumptions – so regardless of what was said re: open space, take into consideration, but if they’re saying 5000 houses they mean 5000 houses. If they’re within the boundary of the site they’re in the site. Monuments within the setting.</p> <p>Marathon Valley as a case study.</p>	

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<p>Allocation has to be right for the rest of it to go right. Key thing is to be more precise about where development can go to preserve heritage, and the quantum of development. Getting right quantum and the right density is critical in getting these sites. What is achievable here given the landscape features.</p> <p>In essence what HE want for each of the Strategic Sites is:</p> <ul style="list-style-type: none"> • a high level Heritage Impact Assessment identifying the historic assets (Listed Buildings, Scheduled Monuments, Registered Parks and Gardens) which could be affected by the Sundon RFI proposal • the significance of these; • an assessment of the contribution that the setting of those assets makes to their significance (inc consideration of historic landscape assessment); • an assessment of the impact development is likely to have on these; and • what mitigation might be required; and • How this affects design / layout / densities and therefore numbers • To include a consideration of the cumulative impacts of development with other proposed strategic allocations. <p>HE - Any tech work already done? AM to discuss with site promoters.</p> <p>Strategic Sites</p> <p>HIA - See E Herts and Wellings – look at for example. Like lists, on and off site, list mitigation measures.</p> <p>SP3 – generic high level, preservation and enhancement, and submission of HiA. Provided before the EiA.</p> <p>Hannah – who will pay for this? HE - developers</p> <p>HE - HIA before EiP – submit alongside plan alongside the relevant mods that arise.</p> <p>Alternative – strong criteria in site specific policies, this is our bottom line.</p> <p>HE – way forward on less tricky sites, but HiA for strategic sites. Proportionate evidence base.</p> <p>Detailed policy but lack of supporting text. Not doing us any favours.</p> <p>List designated, wording for non designated. Calculation should be done to show the capacity we've identified is sustainable and achievable if we</p>	
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	<p>take the area around drains ditches and sundown park out.</p> <p>Right numbers at right densities in the right place.</p> <p>Strategy diagram – mark where there might be a heritage buffer.</p> <p>HE - HiA should be holistic, should cover landscape. Landscape in historic environment terms. Topography. And mitigation.</p> <p>Which sites? HE suggests only for MV inc employment site because of cumulative impact, N Luton inc Sundon RFI, E Biggleswade, Henlow – Policy might need strengthening, and also the SA detailed appendix. HE report on Henlow – see rev 18 rep for links.</p> <p>Inform the extent and design of development</p> <p>Assesses the capacity of the Site for Development with particular reference to the significance of heritage assets.</p>	
	<p>Actions</p> <p>Request high level HIAs from Strategic Site promoters (AM)</p> <p>Amend policies where appropriate to address HE concerns (AM)</p> <p>Circulate to HE (AM)</p> <p>Draft Statement of Common Ground establishing areas of agreement etc – circulate with amendments to policies. (AM)</p>	

Notes of Meeting

Title of meeting:	Central Bedfordshire Council meeting with Network Rail
Date:	Thursday 27 th March 2018
Attendees:	<p>Central Bedfordshire Council</p> <ul style="list-style-type: none"> • Connie Frost-Bryant, Head of Strategic Growth (CFB) • Benjamin Tracy, Planning Officer (BT) • Jodie Colclough, Principal Strategic Transport (JC) • Pru Khimasia-John, Principal Planning Officer (PKJ) • Ashleigh Audley, Senior Planning Officer (AA) • Adam Maciejewski, Senior Definitive Map Officer (AM) • Andrew Gwillam, Rights of Way Officer (East) (AG) <p>Network Rail</p> <ul style="list-style-type: none"> • Diane Cragg, Network Rail (DC) • Vincent Briggs, Network Rail (VB) • Johnny Amadi-Auhama, Network Rail (JAA)
Absence (Apologies)	<ul style="list-style-type: none"> • Martin Hartley, Network Rail
Venue:	Rufus Centre, Flitwick, Bedfordshire
Contact:	Benjamin Tracy 0300 300 4775

Meeting Minutes

1.	<p>Introductions and Apologies</p> <p>CBC Local Plan Update</p> <p>CFB - Update on Central Bedfordshire Local Plan</p> <ul style="list-style-type: none"> • CBC Draft Local Plan Reg.19 has now Closed. Representations from Network Rail have been received. • CFB outlines development needs within CBC and Draft Local Plan targets. • Local Plan timetable is to submit the plan for examination on 30th April 2018 and CBC are expecting examination hearings to begin in September 2018 (dependent on the availability of inspectors). • The purpose of this meeting is to address the matters raised and to look at the next steps in respect of level crossings and train stations.
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2.	<p>Overview of Major Development Locations and Allocations close to railway level crossings and stations.</p> <p>BT – CBC Strategic Site Allocations Overview.</p> <ul style="list-style-type: none"> • Marston Valley • East of Biggleswade • East of Arlesey • North of Luton • Sundon RFI (Employment) • Marston Gate (Employment) • West of Biggleswade (Employment) • RAF Henlow (Specialist Employment) <p>52 small to medium scale sites throughout the area (some sites up to 600 homes).</p>
3.	<p>Outcomes of the East Coast Mainline Level Crossing Feasibility Study – explanation of conclusions.</p> <p>DC – Outcome of study – Existing level crossings across the East Coast Mainline are acknowledged as needing to be improved. Network Rail looked at the possibility of removing all level crossing along the ECML but found the overall cost to be prohibitive and concluded that the level crossings would need to be reviewed on a case by case basis. We would like to work with Developers to secure improvements to level crossings as part of developments. We cannot however support additional pedestrian and bridleway movements over crossings that are already pose concerns for safety.</p>
4.	<p>East Coast Mainline Crossings</p> <p>Lindsells Crossing</p> <p>DC and VB – outline concern for the safety of the crossing at Lindsells (North of Biggleswade). This crossing will be increasingly used due to the new development proposed to the north of Biggleswade and to a lesser extent the East of Biggleswade site, which links to the Biggleswade Green Wheel, which this crossing is part.</p> <p>BT and AG – agree that this crossing is dangerous and will require a bridleway bridge. The funding for this bridge could in part come from the proposed developments which would increase usage of this crossing. The north of Biggleswade site could provide land and a financial contribution, East of Biggleswade could provide a contribution to be calculated by modelling movement at the planning application stage.</p> <p>DC – this will require policy wording amendments to secure the removal of the level crossing. Network Rail will be looking for the crossing removal to be delivered before the occupation of dwellings on North of Biggleswade. Network Rail raised concerns that the need to remove the level crossing would mean that the scheme north of Lindsell may not be viable and suggested that the viability be reviewed. Netowrk Rail would be able to provide a costing for the level crossing removal and we would need to</p>

	<p>establish the land take for a fully accessible bridge; such land to be safeguarded within the allocation.</p> <p>BT – CBC are concerned that if this infrastructure is required to be delivered before occupation of dwellings or commencement of development, Network Rail could hold the site to ransom under the Network Rail policy for shared value.</p> <p>DC – (this comment is not relevant to Lindsell crossing but to wider proposals in CBC and adjacent authorities) there is a policy on shared-value but it depends on the circumstances. Unsure of Network Rails position for Shared Value on this site. Action DC to check with colleagues their position on Shared Value</p> <p>BT – the Council would be able to require land and an appropriate contribution which is commensurate in scale and kind to the development proposed. It would be down to Network Rail or CBC contractors to deliver the project. This would ensure that development is not stalled and the site is not made unviable by Shared Value/ ransom strips, ensuring other infrastructure and policy requirements can be delivered, in the public interest. Action CBC will look at careful wording of policy and shall share with Network Rail. This requirement will be reflected in the IDP. What is the approximate cost of the crossing? And is there money available from Network Rail to contribute?</p> <p>DC – the crossing is likely to cost in excess of £2 million however this will be checked and relayed back to CBC, there should be costs from the feasibility study undertaken by Network Rail.</p> <p>Langford Crossings</p> <p>AG – CBC in accordance with their representation to the Feasibility Study are happy to close level crossings and create one single vehicular crossing for all users.</p> <p>VB – network rail agree that this is the most appropriate approach. VB is surprised nothing has been done to close these crossings to date, they are extremely dangerous.</p> <p>DC – to coordinate funding towards a single crossing solution CBC will need a document that links to local plan policies, which will in future identify the scheme. Network Rail may be able to get funding and a project together if there is a local ambition to close crossings.</p> <p>BT and CFB – the Council would look into how best to refer to this in the Local Plan</p> <p>DC and VB – Network Rail outline that it may be possible to secure some funding for the closure of level crossings which could be used towards the new bridge.</p> <p>AG – interesting to here that the closure of crossings is a method of getting funding for projects. How much would Network Rail be able to get from this to put towards the new vehicular bridge for new users?</p>
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	<p>VB – we can ask colleagues at Network Rail and feedback funding available for this project. Action – network rail to feedback funding available to close crossings at Langford and for the new bridge.</p> <p>BT – the Councils IDP could make reference to this project in the context of Langford developments although the amount of funding to be expected would only be determined at planning application stage as this would require a study relating to increased use arising from development, to calculate a reasonable contribution. However this would require indicative costings of infrastructure from Network Rail.</p> <p>DC – policies T1 and T4 would require amendments to refer to level crossings and train station improvements.</p> <p>BT – the Council will consider this.</p> <p>BT – what would the approximate overall cost of the new bridge to the north of Langford for all users be?</p> <p>DC and VB – approx. £4 million. We can work with you to get costings of this bridge.</p> <p>BT and AG – it is essential costings and specifications are known so that we can seek contributions towards the project and make a plan to remove these crossings.</p> <p>DC and VB – we are happy to work with you to work towards the closure of crossings. We can check if there is any existing work with costings to share.</p> <p>DC and VB – closure of crossings which relate to rights of way may have additional complications if the RoW is to be closed rather than diverted. We need to work with public rights of way officers to secure diversions where possible</p> <p>AG – yes there is a maximum distance for a diversion, this will need to be considered but RoW closure is not insurmountable.</p>
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5.	<p>Marston Valley Level Crossings</p> <p>JAA – EW rail will increase train movements from 2 trains per hour to 4 trains per hour. The line will be 100 mph and electrified. EW rail includes new road bridges at Marston Road, Lidlington and Green Lane, Stewartby. EW rail also includes a pedestrian bridge between Bye Road and Hurst Grove, Lidlington, to enable access the lower school. EW Rail will close the</p> <p>JC – EW rail does not include a road bridge at Church Street, Lidlington (Lidlington Station) or Station Lane (Millbrook Station).</p> <p>DC – concerned about safeguards if EW rail doesn't happen or is delayed and development proceeds. Currently there is no direct reference in the Marston Valley policy that would enable the Authority to secure level crossing closures.</p> <p>CFB – the current message we are receiving from Government is that this project is going ahead. We will consider you concerns in relation to this site further.</p>
6.	<p>Train Stations</p> <p>Network Rail seek for developments in close proximity to train stations to deliver improvements to those interchanges.</p> <p>CBC agree and clarify that the development management policy for transport interchanges includes train station improvements. The Infrastructure delivery plan will include requirements for these sites to deliver improvements to transport interchanges.</p>
7.	<p>Other matters</p> <p>Network Rail seek Aspley Guise site to include level crossing scheme, but this would likely be signage due to the scale of development.</p> <p>CBC agree to include Aspley Guise site requirements in the IDP.</p> <p>Network Rail are supportive of Sundon Rail Freight interchange.</p>
	<p>Actions:</p> <ul style="list-style-type: none"> • CBC to amend local plan policies and IDP to allow for the closure of Lindsells Level crossing at Biggleswade. Policy wording not to require pre-commencements delivery but financial contributions and land. This additional requirement will be tested with a new viability assessment to ensure deliverability. • CBC to ensure Local Plan policy relating to transport interchanges includes train station improvements

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| | <ul style="list-style-type: none">• CBC to ensure that Aspley Guise site allocation include a requirement within the IDP for signage or similar scheme to improve safety at level crossing.• CBC to include an aspiration in the Local Plan to close level crossings at Langford and a scheme for a single crossing for all users. The IDP will also reflect this.• CBC IDP to include broad projects for interchange improvements which includes train stations.• CBC to consider whether to include a revision to Marston Vale villages site allocation policy to include a requirement to deliver removal of level crossings, that would otherwise be delivered by East-West Rail, in the event this infrastructure project does not progress to implementation. |
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