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DUNSTABLE  
TOWN COUNCIL

Paul Hodson Town Clerk and Chief Executive

Date: 1 September 2023

Dear Councillor,

A meeting of the Council's Planning Sub-Committee will be held on **Tuesday 12 September 2023 at the Council Chamber, Grove House commencing at 7.00 pm**. Members of the public and press are welcome to attend, either online via MS Teams or in person. Anyone wishing to attend is asked to notify their intention to attend by emailing [democratic@dunstable.gov.uk](mailto:democratic@dunstable.gov.uk) by Friday 8 September 2023.

### AGENDA

1. Apologies for Absence.
2. Specific Declarations of Interest.
3. Planning Applications -
  - a) to consider applications submitted to Central Bedfordshire Council since the last meeting of the Sub-Committee (see page 2)
  - b) to note recent decisions of The Planning Authority (see page 3)
4. Licensing Applications –
  - a) to consider applications submitted to Central Bedfordshire Council since the last meeting of the Sub-Committee - none received.
5. Central Bedfordshire Council Planning note (see page 4)

Yours faithfully

Paul Hodson  
Town Clerk and Chief Executive

To: All Members of Plans Sub-Committee; Councillors Liz Jones (Town Mayor), Louise O'Riordan (Deputy Town Mayor), Trevor Adams, Richard Attwell, Robert Blennerhassett, Matthew Brennan, Nick Kotarski, and other Members of the Council for information. **If unable to attend, Members are reminded to appoint a substitute from any other Member of the Council**. All Members of the Council are welcome to attend and speak but not vote at meetings of this Sub-Committee.

**DUNSTABLE TOWN COUNCIL**

**PLANS SUB-COMMITTEE**

**12 SEPTEMBER 2023**

**PLANNING APPLICATIONS RECEIVED FROM CENTRAL BEDFORDSHIRE COUNCIL**

**SINCE THE LAST MEETING OF THE SUB-COMMITTEE**

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- 1      CB/23/02400/FULL:** 9 Wingate Road  
**Proposal:** Erection of a single-storey rear extension / orangery. Rear rooflights and changes to fenestration.

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- 2      CB/23/02700/FULL:** 23 High Street North  
**Proposal:** Installation of retractable louvre pergolas with glass screening, acoustic fencing, and bar area to form part of commercial roof top terrace.

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**DUNSTABLE TOWN COUNCIL**

**PLANS SUB-COMMITTEE**

**12 SEPTEMBER 2023**

**COMPLETED PLANNING APPLICATIONS**

<b><u>Application No</u></b>	<b><u>Location and Proposal</u></b>	<b><u>Town Council View</u></b>	<b><u>Planning Authority Decision</u></b>
<b>CB/23/02249/FULL:</b>	<b>15 Kingsway</b> Demolition of outhouse and garage. Erection of single storey rear and side extensions.	No Objection	Granted
<b>CB/23/02138/FULL:</b>	<b>78 West Hill</b> Oak orangery to replace existing conservatory, and replacement windows.	No Objection	Granted
<b>CB/23/02139/FULL:</b>	<b>19 Loring Road</b> Erection of first floor rear extension	No Objection	Granted
<b>CB/23/02066/FULL:</b>	<b>2 Ennerdale Avenue</b> Render to external walls	No Objection	Granted
<b>CB/23/01782/FULL</b>	<b>70 Katherine Drive</b> Erection of single storey rear extension and front porch	No Objection	Granted
<b>CB/23/01379/FULL</b>	<b>MUGA, Kingsbury Recreation Ground</b> Installation of a Kick-About MUGA within a fenced area.	No Objection	Granted
<b>CB/23/02161/FULL</b>	<b>13 Monks Close</b> Erection of a part single, part two storey rear extension. Conversion of garage and first floor side extension. Front porch and alterations. Additional car parking spaces and new crossover.	No Objection	Granted
<b>CB/23/02272/FULL</b>	<b>16 Langdale Close</b> Demolition of conservatory and erection of part two storey and part single storey rear extension. Front extension to garage, and pitched roof over existing garage and front projection.	No Objection	Granted
<b>CB/23/02223/FULL</b>	<b>4 Garrett Close</b> Rear and side two storey extension	No Objection	Granted

22 August 2023

## Planning Note

### 1. Addressing Central Bedfordshire Council's Development Management Committee

Planning applications are routinely decided by a Planning Officer. However, applications can be called in to be discussed by CBC Members of the Development Management Committee. Reasons for calling in an application include:

- A CBC ward member requests a call-in
- It is proposed to grant planning permission to a major development AND a material planning representation has been received from a town or parish council which has not been resolved by CBC through negotiation with the applicant and/or through the implication of conditions
- The application is a departure from the Development Plan <sup>1</sup>

Central Bedfordshire Council's Constitution outlines the arrangements for representations being made to the Management Development Committee by town and parish councils.<sup>2</sup> CBC require that:

*"3. The total time allowed for speeches in respect of each of the following groups of speakers will not exceed three minutes:-*

*3.1 Parish/town council representatives for each parish/town council that may have been consulted on an application **who will be authorised, in writing, to speak by the clerk or Chair of the parish/town council on that council's behalf;**"*

As Members are aware, Members are not able to speak or represent the Council unless a meeting of the Council has resolved that they do so. Chairs may speak on behalf of a committee where a committee has made a decision, they are not able to guess or assume the Committee's view on any matter where a discussion and vote has not taken place.

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<sup>1</sup> Part 3E page 44, 4.3.141.2,  
<https://centralbedfordshirecouncil.sharepoint.com/:b:/s/Communications/EUTaBcySLjJLrxKcwPJWJTABKjQ84eGG4hilydDDXGYO5g>

<sup>2</sup> PART 4G - Public Participation Procedure, Annex 3: Procedure For Public Participation In Development Management Committee Meetings When Determining Planning Or Other Applications  
<https://centralbedfordshirecouncil.sharepoint.com/:b:/s/Communications/EXi51dchwvdHulDO7FX82gUBSHHSaPHEJngHWRJgpO2AQA> (page 15).

It is not usually possible to know for certain whether an application will be called in until after it has been discussed by the Town Council's Plans Sub-Committee. It has been the Council's practice to decide whether or not to send a representative to the Development Management Committee at the time of deciding the Town Council's view, pending confirmation that the DMC will consider an application.

A review of Town Council minutes has shown that a decision to send a representative to the DMC has not been routinely recorded in the Committee's minutes.

It may be possible for Town Councillors to address the DMC in another capacity, which they are quite entitled to do.

## 2. Planning Sub-Committee Minutes

It has been the Council's practice for the Finance and General Purposes Committee to receive a copy of the Plans Sub-Committee minutes, but not for these to be provided to the next meeting of the Plans Sub-Committee or to be agreed as an accurate record. Whilst decisions made by the Plans Sub-Committee are largely enacted immediately, to meet CBC's deadlines for planning responses, it would be helpful for members of the Plans Sub-Committee to receive the minutes of each previous meeting. It would also be good practice for the minutes of each meeting to be agreed as an accurate record at the next meeting. This would enable Members to ensure the accuracy of recording of decisions.

The Council's practice is that the Chair or Vice Chair of Plans Sub would represent the Council. However it would be possible for another Member, or the Town Clerk & Chief Executive, to represent the Council, for example if another representative was available in holiday time, or had particular knowledge. This would be agreed in liaison with the Chair of Plans Sub. Anybody representing the Council is always required to restrict their comments to reasons for objection agreed by the Plans Sub-Committee.

## 3. Changes Being Made

- a. Whenever Members decide to object to a proposal, Members will be asked whether they would like to send a representative to CBC's Development Management Committee to represent the Town Council's view should the application be called in. Any decision to send a representative will be minuted.
- b. Where the Sub-Committee decides to send a representative to the DMC, the Town Clerk & Chief Executive will provide a written brief including the concerns identified by the sub-committee and any relevant information to support the representative.
- c. Plans Sub-Committee will receive a copy of the previous meeting's minutes to agree as an accurate record, in line with other Council committees.

Paul Hodson

Town Clerk & Chief Executive