

RESPONSE FORM

Luton Local Plan Community Involvement Paper - Summary Booklet

What is the purpose of this consultation?

We are producing a new Local Plan for Luton. As part of this process, we are asking for your views in order to shape the new Local Plan. We have produced a Luton Local Plan Community Involvement Paper – Issues & Options (Regulation 18 Document) as well as a shorter summary booklet to help you make your response.

What is the Luton Local Plan Community Involvement Paper – Summary Booklet?

The Luton Local Plan Community Involvement Paper - Summary Booklet is a shorter summary of the main document and includes some of the key issues (and poses questions) facing the future growth of the town over the next 15 years and beyond (e.g. what type of homes and jobs are needed where, how people should travel, what community facilities, open spaces are needed and how to protect our natural and built environment in the face of development and risks of climate change).

How can I comment on the Community Involvement Paper – Summary Booklet?

This Response Form is your opportunity to give feedback on summary booklet. Please use the **Response Box** below to answer any of the 30 questions raised in the summary booklet.

To assist you, we have included a list of questions in the summary booklet, numbered and listed under **List of Headings with Questions** after the **Response Box** in this response form.

You need to put the heading and question number in the **Response Box** where shown - so we know which topic and question you are answering.

Please use a separate **Response Box** for each numbered question.

Printed copies and forms are available for inspection at the Town Hall, libraries and other places, see details online at: www.luton.gov.uk/newlocalplan. You can also email us at localplan@luton.gov.uk or call 01582 548528 and we can email or post response forms to you.

We prefer that you use our online Objective portal for making responses directly on the full **Luton Local Plan Community Involvement Paper - Issues & Options**

(Regulation 18) document and other consultation documents here: luton.objective.co.uk/kse. This method of receiving responses, directly in your own words improves accuracy and speed of analysis.

If you are unable to or do not have time, please download this form, complete and return your **Response Box** for each question and return it via email or post it in.

However, before sending your response, it is important that you review and agree to the **Privacy Notice** (shown at the end of this document) by ticking the mandatory question in the **Your Details Form** (otherwise we cannot process your responses or legally hold your name and address on our database). You must ensure that your **Response Box** answers are bundled together with at least one copy of a completed **Your Details Form** so we know who is responding and that you have reviewed and agreed to the **Privacy Notice**.

You can also, optionally, choose (tick) to be kept updated as work on the new Local Plan for Luton progresses by being added to our database.

Once completed, please use the envelope provided to return your feedback to:

Freepost Luton Borough Council
Planning Consultation

Or email a scanned copy to: localplan@luton.gov.uk.

You can also drop the form off at the Council Offices at the town hall.

Please note: If you wish to see the main 'Luton Local Plan Community Involvement Paper - Issues and Options (Regulation 18 Document)' and other related documents (Sustainability Appraisal Scoping document, Statement of Community Involvement (SCI), 'Call for Sites' and Local Green Spaces), printed copies are available at inspection points mentioned above or see above new Local Plan web site link for details.

How we will use your information

Your information will be processed and handled in accordance with the council's [Privacy Notice](#) and Planning Service specific [Privacy Notice](#).

All comments submitted, via the online portal or otherwise, will be publicly available.

Information provided, including the names of those making submissions, will also be made publicly available. Submissions cannot be made and will not be accepted anonymously. Personal information such as addresses, phone numbers and email addresses will not be made publicly available in accordance with the Privacy Notice (see at the end of this Response form). You are expected to review and agree to the Privacy Notice in order to submit a response.

YOUR DETAILS FORM

To make a valid response, please fill in the details below.

Your name and title (Required):	
Organisation (Optional):	
Address including post code (Required):	
[Redacted]	
[Redacted]	
[Redacted]	
Email address (Optional):	
[Redacted]	
[Redacted]	
Please tick if you wish to be added to our database to be updated on the progress of the new Local Plan (Optional).	<input checked="" type="checkbox"/>
Please review the Privacy Notice and tick that you agree to it in order for us to process and publish your responses and hold your contact details privately which won't be published (Required).	<input checked="" type="checkbox"/>

Response Box

Topic Heading:	Town Centre retail
Question Number:	1 more clothes shops
Answer:	more clothes shops big make and re location of shopping centre look at other shop places like brent cross they got 2 floors of watford or get options by surveys people are going to milton keynes or shopping in Luton point

LIST OF HEADINGS WITH QUESTIONS

Developing our Vision and Objectives

1. What do you think of our draft Vision?
2. What do you think of our draft Objectives?
3. Do you have any views on what our future strategy should look like, where we should identify new sites for development and what factors and information we should consider?
4. What time period do you think our Local Plan should cover?
5. Tell us what you think the issues are in Luton? How can these issues be addressed and what should the policies in the new Local Plan do?

Providing suitable and sustainable homes

6. Are there any housing issues that you want to tell us about?
7. What do think new Local Plan Policies should do?

Supporting economic development

8. Are there any economic issues that you want to tell us about?
9. What do you think new Local Plan policies should do?

Town centres & retail

10. Are there any town centre and retail issues you want to tell us about?
11. What do you think the new Local Plan policies should do?

Health and Wellbeing

12. Are there any health and wellbeing issues that you want to tell us about?
13. What do you think new Local Plan policies should do?

Addressing and adapting to Climate change

14. Are there any issues relating to addressing and adapting to climate change that you want to tell us about?
15. What do you think new Local Plan policies should do?

Protecting and enhancing our natural environment

16. Are there any issues relating to the natural environment that you want to tell us about?
17. What do you think new Local Plan policies should do?

Community Facilities and Indoor Sport

18. Are there any issues relating to community facilities, indoor sport and recreation you want to tell us about?
19. What do you think new Local Plan policies should do?

The Historic Environment

20. Are there any issues relating to Luton's historic environment you want to tell us about?
21. What do you think new Local Plan policies should do?

Placemaking and design

22. Are there any public realm and design issues you want to tell us about?
23. What do you think new Local Plan policies should do?

Connectivity and transport

- 24. Are there any connectivity and transport issues you want to tell us about?
- 25. What do you think new Local Plan policies should do?

Sustainable infrastructure and funding

- 26. Are there any infrastructure issues you want to tell us about?
- 27. What do you think new Local Plan policies should do?

Planning policies

- 28. Do you have any views about our existing policies and what local development management policies we need?

Evidence for the Local Plan

- 29. What information do you think we should collect to inform the Local Plan?

General Comments

- 30. Is there anything else you would like to tell us about?

PRIVACY NOTICE

We are committed to protecting your privacy when you use our services. This privacy notice explains how we use your information you and how we protect your privacy.

A planning service specific privacy notice is also included below and explains what we do with your data within the planning service, where it is different to the main policy below. We'll also provide information about who we may share your information with and why.

If you have any concerns or questions about how we look after your personal information, please contact us at dataprotection@luton.gov.uk.

***Please note:** the above email address is for data protection queries and subject access requests only.

Data controller

Luton Council
Luton Council, Town Hall, George Street, Luton, LU1 2BQ

Data protection officer

Donna McLeod
Luton Council, Town Hall, George Street, Luton, LU1 2BQ

Planning Service Privacy Notice

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As the planning department for Luton Council, we deal with:

- planning policy
- planning applications (including minerals and waste, listed buildings, trees and high hedges)
- planning enforcement and appeals

Personal data

Personal data we will hold, include:

- name
- address
- email address
- telephone number
- land ownership/ interest details
- signatures

- special category data (such as health conditions, disabilities, bank statements, tenancy agreements etc.)

We receive application information either directly from the application or via a planning agent on their behalf. Information is provided to us via:

- the Planning Portal
- email
- paper copy
- online form
- direct secure access to our document management system
- consultation portal

We also receive comments, representations, allegations, requests and questions via our online planning register planning consultation portal, email, letter and online forms and payments via the planning portal online payment portal, our own online payment portal, via BACS and cheques. The planning service will also be using a drone to improve our information gathering in the Borough to aid our Planning Enforcement investigations, our assessment of planning applications, our monitoring of developments, existing uses and the survey of sites for the potential for site designation for planning policy purposes.

The planning department your personal data to:

- make decisions and provide advice on planning applications
- make planning policies
- work with neighbouring authorities on strategic policies
- respond to allegations of unlawful development
- monitor development
- enter legal agreements, serve notices and promote the best use of land

Lawful basis

Personal data

Article 6 (c) - processing is necessary for the compliance with a legal obligation to which the controller is subject

Article 6(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Special category data

Article 9(g) – reasons of substantial public interest (with a basis in law). Condition met under paragraph 6 of Schedule 1 of Data Protection Act 2018 – “statutory etc. and government purposes”.

Supporting information

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that public consultation be carried out as part of the decision-making process for planning applications.

The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the procedure for the adoption of a local plan, which too requires various stages of consultation.

To allow us to make decisions, we must be provided with relevant personal data. In a small number of circumstances individuals will provide us with “special category data” in support of their application (e.g. evidence of medical history). Processing of personal data is necessary to allow us to evaluate the impact of any development or policies in the Local Plan when undertaking its planning functions. For example, the address of a representor’s property may be relevant in this context. We are unable to consider the harm or otherwise from a scheme to the representor’s property or amenities where the representation is anonymised and the location of the property is not disclosed.

We are obliged under the regulations to make some information available on our planning register. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

Your contact details and comment are recorded on our secure planning system. If you have requested to be entirely anonymised, only your comment will be recorded. If you have submitted an anonymous comment, we will not be able to inform you of any committee and/or appeal details.

Information on Planning Enforcement cases will be reviewed case by case to see what can be disclosed to the public. Any data or information that may be used in future formal litigation will be retained and not disclosed under legal privilege.

Any personal and private information obtained by drone use will only be used internally and not shared publicly or externally unless consented by the individual.

Please see the [Planning Advisory Service’s Planning and GDPR guide](#) for more information.

Who we share your information with:

- other teams and services within Luton Council where law permits, or it is necessary to do so
- the Planning Inspectorate
- planning committees
- external consultees (e.g. fire service, water companies, the police, the environment agency, natural England, historic England, active travel England etc.)

Why we share your information

We are obliged to consult within the council, with external agencies and with residents depending on the nature of your application.

We will make details of planning applications available online so that people can contribute their comments, this will include the applicant/agent's name and address.

We apply redactions to personal contact details e.g. telephone numbers, email addresses and signatures from public view. However, we will continue to hold the unredacted version on our planning system and this can be viewed by planning staff when necessary.

Please note: agent's details are not normally classed as personal data.


We also redact special category data e.g. supporting statements that include information concerning your health and any information deemed confidential e.g. bank statements, tenancy agreements etc.

We will sometimes need to share the information we have with other teams within the council, to receive comments related to the decision-making process.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please label this appropriately. You can do this by contacting developmentcontrol@luton.gov.uk.

Planning Enforcement

We will keep completely confidential any details received about a planning enforcement complaint, including the details of the person making the complaint.

Further details regarding this is provided in the Council's adopted  [Planning Enforcement Charter](#).

We will update the complainant on process with an enforcement complaint (as per the Planning Enforcement Charter).

Any automated decision making or profiling

None

Transfer of data to another country

No information within planning is transferred to another country. None of the systems we use are hosted abroad.

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system outside of the EU.

We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with any third party who may transfer it out of the EU.

If we need to send your information to an 'unsafe' location we'll always seek advice from the Information Commissioner first.

Retention ('how long we keep your information for')

The data will be kept in accordance with our retention schedule. We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we have to keep information for a specific period of time) or accepted business practice.

Exercising your rights

You have the right to ask us to amend or delete your data as well transfer or limit its use.

Each request will be considered individually. Where we are required to keep your data by law, we may be unable to action your request. In all circumstances we will explain our decision making in writing to you.

Please see our main privacy statement using the green button below if you want more information on how:

- we keep your data safe
- to request a change to the records we hold
- to make a complaint