



**DRAFT MINUTES OF THE EXTRA ORDINARY FLITWICK TOWN COUNCIL MEETING
HELD ON 22ND DECEMBER 2020
AT 7.45PM VIA VIRTUAL ACCESS**

Present:

Cllr J Dann (Chairman)
Cllr A Snape
Cllr A Lutley
Cllr M A Williams
Cllr I Blazeby
Cllr C Thompson
Cllr P Earles
Cllr R Shaw
Cllr P Dodds
Cllr J Gleave
Cllr J Roberts
Cllr D Toinko
Cllr K Badham

Also present:

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk
Stacie Lockey – Environmental Services Manager

5049. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Mackey – personal commitment.

Apologies were received from Councillor Badham – work commitment – he joined the meeting at item 8c – Grounds Team Lease Vehicles.

No apologies were received from Councillor Halligan or Councillor Platt.

5050. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – none.
- (b)** Non-Pecuniary interests in any agenda item – none.

5051. TOWN MAYOR'S ANNOUNCEMENTS

The Chairman mentioned the following:

- Welcomed Councillor Gleave to his first Council meeting.
- Thanked staff and Councillors for their hard work this year.
- Thanked Councillors for staffing the Surgeries which had been a positive development. He had hosted a Zoom Surgery the previous week, but no public attended. The Council had offered/publicised several Surgeries.

- Planters had been installed outside Barclays that day, but temporary barriers were yet to be removed. The Mayor would officially 'open' the planters the following day.
- He wished everyone a happy Christmas.

5052. **PUBLIC OPEN SESSION**

There were no members of the public present.

5053. **MEMBERS QUESTIONS**

The Chairman was aware that a couple of Members had missed notification of this meeting as it was initially mentioned within an email regarding electrical works for the Rufus Centre kitchen. He requested for all future meeting notifications to be sent separately.

5054. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the **minutes** of the Town Council meeting held on **Tuesday 17th November 2020**, this meeting was held via virtual access.

Members received and approved as a true record; the minutes of the Town Council meeting held on Tuesday 17th November 2020 via virtual access.

- b. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Thursday 19th November 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Planning Committee Meeting held on Thursday 19th November 2020 via virtual access.

- c. For Members to receive and consider **recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 24th November 2020**, this meeting was held via virtual access.

The recommendations from the Corporate Services Committee Meeting held on Tuesday 24th November 2020 would be deferred to the next meeting as paperwork had not been circulated.

Members received and approved the recommendations of the Corporate Services Committee Meeting held on Tuesday 15th December 2020. These included the adoption of the Delegation of Committees document and associated Heads of Terms. The Chairman requested for the Committees to have sight of all the Scheme of Delegations documentation.

Action: Deputy Town Clerk/Town Clerk

- d. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 1st December 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Community Services Committee Meeting held on Tuesday 1st December 2020 via virtual access.

- e. For Members to receive and consider **recommendations** of the Business Services Committee Meeting, held on **Thursday 10th December 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Business Services Committee Meeting held on Thursday 10th December 2020 via virtual access.

- f. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Thursday 17th December 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Planning Committee Meeting held on Thursday 17th December 2020 via virtual access.

The Chairman updated Members on the recent concern regarding advertising and the legitimacy of banners, particularly those that previously were displayed to promote the Rendezvous café at the Millennium Park railings. He had hoped the paper that went to the Planning Committee would cover this point and Councillor Dodds explained that the paper covered every banner on a highway needing planning permission. Members were advised that the A-Frame style banners were not covered in the document.

- g. For Members to receive and consider **recommendations** of the Personnel Committee Meeting, held on **Monday 21st December 2020**, this meeting was held via virtual access **(Chairman to move item to Exempt)**.

Members received and approved the recommendations of the Personnel Committee Meeting held on Monday 21st December 2020 via virtual access.

5055. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 17th November 2020.

The Chairman had hoped Councillor Mackey would be present to answer a question from the Minutes of 17th November, but he was not in attendance.

5056. Items for Consideration

- a. **Meetings Calendar 2021**

Councillors were advised that the meeting dates had been re-drafted with changes to the Business Services and Planning meetings. Business Services would be held on a Thursday and Planning was predominantly Thursdays, with a few dates being moved to either a Tuesday or a Wednesday depending on other meetings scheduled for the same week.

It was **resolved** to approve the re-drafted Calendar of Meeting Dates for 2021.

- b. **Co-option Process**

Members had an extended discussion on the document circulated. Councillors raised a variety of questions relating to the process to seek clarification on what would happen for a future co-option.

Members were advised that the process presented was no different to the opportunity given for the co-option that occurred at the November meeting. Recommendations could be made from the interview panel however any other Member could propose an alternative candidate. Some Councillors did not feel they had this opportunity for the previous co-option.

Some Councillors did not feel the new process was democratic, but this was disputed by others. The Chairman explained that the process was more robust because it allowed the interview panel to assess the candidates' commitment and skills. Councillor Toinko raised

a suggestion, which was largely supported, for any candidate with the highest number of votes and therefore 'first past the post' be co-opted. He also commented that it was important to restore numbers on the Council for vacancies whilst Councillor Williams stated that it was not a requirement.

Councillor Thompson shared her view as she had recently been co-opted under the new process. Some Councillors believed all Members should have the opportunity to be involved in the interviews but Councillor Thompson felt this would be too intense and suggested a 'meet and greet' for all Members in addition to the interview when Covid-19 restrictions allowed.

It was **resolved** to amend the Co-option Policy to reflect that the successful candidate would be co-opted via a 'first past the post' process via a Council meeting vote.

It was **resolved** to accept the Co-option Policy as drafted with the amendment above and minor grammatical changes to be sent to the Town Clerk by the Chairman.

It was proposed and seconded for all interested Councillors to be involved in the Co-option interview process but after a vote, this was not carried.

Councillor Badham entered the meeting at this time.

c. Grounds Team Lease Vehicles

Councillors asked a few questions regarding the quotations circulated. The Environmental Services Manager advised that:

- The leases were up for renewal in February
- There had been issues for the companies sourcing the vehicles due to Covid-19
- She had not looked at rolling lease or purchasing options as this had not been requested
- Gave background on why the vehicles were leased previously
- She recommended the Mitsubishi as the package was good and the Team were pleased with their service

Councillor Toinko advised that the Ford Ranger was more efficient and that the low mileage on the current vehicle might mean a balloon payment would be better value for money. The Environmental Services Manager would look into this but advised that there was no guarantees this could happen because the current vehicle was not on a hire-purchase basis. She would investigate if the current lease could be extended but this might be a higher cost.

It was **resolved** for the Environmental Services Manager to make further enquiries based on the discussion and report findings back to the January Council meeting.

The Chairman advised that if matters became more urgent in the interim period then discussions could be had in advance of the Council meeting.

d. Standing Orders for Contracts

Councillor Thompson questioned whether some of the elements of the document were necessary, including number of people in attendance, and stated there were also some inconsistencies in the document. She, and other Councillors, agreed to send comments to the Town Clerk. The revised document would be discussed at the next Business Services meeting.

Action: All Members/Town Clerk

Councillor Dodds asked if the Council had an approved list of contractors and mentioned this was a necessity. The Town Clerk advised that this was being worked on.

5057. Items for Information

a. Kitchen Works

Members noted the emergency works and costs (£7,500) associated with the Rufus Centre kitchen.

b. Planning Decisions

Members noted Planning Committee decisions from 19th November and 17th December.

Councillor Dodds advised that the station development was discussed at the Planning meeting on 17th December as a CBC Officer was in attendance giving an update on the scheme. The project was going back through the Planning process as new plans had been created to accommodate realignment of bus stops, alterations to the layout, and more. Draft drawings of the new scheme would be attached to the Planning Minutes from 17th December. Completion was aimed for December 2021 therefore the Committee had asked about the Christmas Lights Switch On event for next year. Unfortunately, the site would not be ready however Officers agreed to look at this and to include plans for a Christmas tree.

Councillor Shaw mentioned step-free access being linked to the new scheme and that SEMLEP could join the Committee meetings. Everything was to be approved by Network Rail and regular updates would be provided to the Council.

5058. PUBLIC OPEN SESSION

There were no members of the public present.

5059. EXEMPT ITEMS

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

11a Asset Review – for consideration

Members discussed the report circulated.

It was **resolved** that the Town Clerk and Deputy Town Clerk continue to work with CBC regarding burial provision and how best to utilise land.

It was **resolved** that the Town Clerk continue discussions with developers on a conditional agreement on land at Steppingley Road.

It was **resolved** to offer an organisation a 15-year lease at the cost of the Council including the adjoining FTC space at the cost of the organisation. This was based on the organisation covering the cost of health and safety (including legionella) matters.

It was **resolved** to set up a Task & Finish Group to discuss outstanding matters relating the organisations involved in the Asset Review. All Members would be invited to attend.

The Deputy Town Clerk and Environmental Services Manager left the meeting at this time.

11b Personnel Committee Recommendations

The recommendations were approved.

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

Meeting closed at 9:25pm.

Recommendations and resolutions of the Corporate Services Committee 24th November 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Corporate Services Committee

618a Action Log / Progress Updates

It was **RECOMMENDED** to approve the recommendations with the report:

1. To progress with the Planner tool within Office 365 and set up the systems required
2. For Officers to update Councillors under 'Matters Arising' at future meetings
3. For Managers to deal with target dates (when appropriate) for the implementation of Council decisions which may mean using the 'List' app within Office 365

Recommendations and resolutions of the Community Services Committee 5th January 2021

The Town Council are asked to consider and **approve** the **Resolutions** of the Community Services Committee

788b. Foodie Friday's

It was **RESOLVED** to hold the Flitwick Foodie Fest on the last Sunday of the Month from April – September 2021, with the additional December date using the Hub Car Park. (vote – all in favour)

788c. Burial Space

It was **RESOLVED** to utilise the allocated Muslim Burial space within the Burial Ground for additional grave space. (vote – all in favour)

788d. Proposed Budget 2021/2022

It was **RESOLVED** to accept the proposed budget 2021/2022. (vote – all in favour)

788e. Manor Park Expenditure

It was **RESOLVED** to accept an expenditure of approximately £3600 - £4800 to match fund the condition assessments to replace the main entrance gate piers and associated metal railings and repair the ornamental bridge. (vote – all in favour)

Recommendations and resolutions of the Planning Committee 7th January 2021

The Town Council are asked to consider and **approve** the **Resolutions** of the Planning Committee

2773. Street Trading Licence

It was **RESOLVED** to object to the street trading licence in relation to the location within Flitwick. (Vote: all in favour)



TERMS OF REFERENCE – Planning Committee

Approved by Council: December 2020 [Review Date: Under 12 Months Review]

? Members of the Committee **Quorum = 5**

Meetings: Meetings are held every three weeks.

All non-committee members may attend meetings of the Committee and speak at the Chairman's discretion but are unable to vote.

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1. To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.	- Planning Committee <ul style="list-style-type: none"> Town Clerk after consultation with Members, if there is not time for reference to Planning Committee, subject to reporting the matter to the next meeting.
2. Referring any Planning enforcement issue to the principal Council.	-Planning Committee <ul style="list-style-type: none"> Town Clerk or Environmental Services Officer
3. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	-Planning Committee <ul style="list-style-type: none"> Town Clerk after consultation with Members, if there is not time for reference to Planning Committee, subject to reporting the matter to the next meeting.
4. To comment on Tree Preservation applications or the making of Orders.	Planning Committee <ul style="list-style-type: none"> Town Clerk after consultation with Members, if there is not time for reference to Planning Committee, subject to reporting the matter to the next meeting
5. To make observations on Planning consultation documents from the Principal Council or other bodies.	- Planning Committee
6. Produce a Neighbourhood Plan.	- Production of Neighbourhood Plan, delegated to Planning approved by Council.
7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	- Planning Committee.
8. To make observations on Hazardous Substance applications.	- Planning Committee.
9. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and	-Planning Committee.

other related consents issued by the Principal Council.	
10. Making observations on applications and other actions in relation to hedge rows.	<ul style="list-style-type: none"> - Planning Committee. • Town Clerk after consultation with Members, if there is not time for reference to Council, subject to reporting the matter to the next meeting.
11. Making observations on applications and other matters under the Licensing legislation.	- Planning Committee.
12. Making observations on Street naming or numbering.	- Planning Committee.
13. Making observations on highway or transportation consultations.	- Planning Committee.
14. Consent for ending maintenance at public expense or stopping up or diversion of highway.	- Planning in Consultation with Community Services Committee.
15. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	- Planning in Consultation with Community Services Committee.
16. Making observations on any matter relating to gaming or gambling.	- Planning Committee.
17. To liaise with the Principal Council on any matter relating to building control.	- Planning Committee.
18. To request a Central Bedfordshire councillor to "call in" applications to be determined by the Development Control Committee.	- Planning Committee.



FLITWICK TOWN COUNCIL

Report to Town Council Grounds Team Vehicle Leasing Part 2

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Community Services Budget – Core Services

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

The Town Council made a resolution three years ago to lease the groundsteam vehicles instead of purchasing outright which had been done previously.

Due to nearing the end of the current agreement, quotes were presented at the November 2020 Town Council meeting however further options were requested before making any decisions.

Additional options including different manufacturers were presented to Members at the December Town Council meeting, but no decisions were made, and alternative options were requested.

Below are the running costs for the vehicles quoted for if new leases were taken out.

Ford emissions rating EU 6.2, Diesel 2.2, 6 speed, crew cab, combined fuel consumption, 36.7 miles per gallon.

Nissan emissions rating EU 60, Diesel 2.2, 6 speed, crew cab. Combined fuel consumption, 36.7 miles per gallon.

Mitsubishi emissions rating EU 60, Diesel 2.2, 6 speed, crew cab. Combined fuel consumption, 29.1 miles per gallon.

Options (all prices below are subject to VAT)

Take out new 3-year leases:

Mitsubishi L200 Diesel Double Cab Warrior with maintenance package based on a 3-year contract

Shogun Leasing (current provider) – £348.99 per month, per vehicle (due to nearing the end of our current agreement we have been issued with a cashback card which can be redeemed upon renewing contract. Cashback cards worth at least £250.00 each)

Shire Leasing – £372.54 per month, per vehicle

Drivestyle Flitwick – company unable to source quote

Nissan Navara Double Cab N-Connecta with maintenance package based on a 3-year contract

Shire Leasing – £477.67 per month, per vehicle

Drivestyle Flitwick – company unable to source quote

Ford Ranger Double Cab ECOBL with maintenance package based on a 3-year contract

Shire Leasing – £356.93 per month, per vehicle

Drivestyle Flitwick – £365.92 per month, per vehicle

Extend current leases:

(Members to note that the maximum time you can extend the lease is for 2 additional years)

Mitsubishi L200 Diesel Single Cab Di-D

KM67 YBJ - £258.23 per month

KM67 YBK - £275.38 per month

Purchase current vehicles:

KM67 YBJ – £14109.12

KM67 YBK - £14109.12

Stacie Lockey

Environmental Services Manager

Report on changes to Health & Safety Policy for Flitwick Town Council

Following on from the recommendations from the staff review and new management structure, the Business & Facilities Manager has taken on the responsibility for all areas of Health & Safety for Flitwick Town Council, with Managers being responsible for their own areas.

This has resulted in a requirement for the Business & Facilities Manager to attend a NEBOSH course and other Managers to attend the IOSH course.

The Business & Facilities Manager has consulted with Ellis Whittam to ensure that our policy has been updated, which we will circulate to all staff once finalised.

The advice from EW is that there is not a requirement to have a H&S panel, as the responsible people (Managers) would discuss H&S items during their Manager meetings. Each Manager would then report any H&S issues to the Committee they are responsible to.

Jon Barkat

Business & Facilities Manager

Date :- 12/01/2021

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Support on the following applications;

20/04532/FUL

17/12/2020	Sarah Fortune	Miss Natasha Human	65 Willow Way Flitwick Beds MK45 1LN
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Proposal : Loft conversion with dormers and single storey rear extension including alterations to roof.
Observations : FTC - Support
 Vote: all in favour

20/04534/FUL

17/12/2020	William Comber	Mr & Mrs Tieu	The Minh 12 Kings Road Flitwick MK45 1ED
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Proposal : Single storey rear extension.
Observations : FTC - Support
 Vote: all in favour

20/04539/FUL

17/12/2020	Fenella Hackney	TBC	131 Millwright Way Flitwick Beds MK45 1BZ
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Proposal : Single storey rear extension with lean to roof connecting with existing ridge over existing garage.
Observations : FTC - Support
 Vote: all in favour

20/04637/FUL

21/12/2020	Katie Dowling	Mr & Mrs Williams	6 Dew Pond Road Flitwick Beds MK45 1RT
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Proposal : Loft conversion with front and rear dormers and roof lights to rear roof slope.
Observations : FTC - Support
 Vote: all in favour

Signed _____ Date _____

Rob McGregor Mr

Date :- 12/01/2021

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Object on the following applications;				
20/04209/FUL	17/12/2020	Sarah Fortune	Mr Jonathon Hodgson	56a High Street Flitwick Beds MK45 1DX
Proposal : Enlargement of garden amenity space and erection of outbuilding with fence surrounding enlarged garden. Observations : FTC - Object Members supported the comments made by the Highways Officer on this application. Vote: all in favour				
20/04484/FUL	17/12/2020	Fenella Hackney	TBC	46 The Paddocks Flitwick Beds MK45 1XF
Proposal : Single storey front extension. Observations : FTC - Object Overdevelopment of the plot and not would effect the street scene. Vote: 4 in favour, 1 against				

Signed _____ Date _____

Rob McGregor Mr

This document is to be completed by Councillors when they speak with residents

[illegible]



WAYLEAVE AGREEMENT (B-16146)

THIS AGREEMENT is made pursuant to the electronic communications code set out in Schedule 3A to the Communications Act 2003 (as amended and as may be further amended modified replaced or re-enacted) ("the **Code**") between:

VIRGIN MEDIA LIMITED (company number 2591237) whose registered office is at Media House 500 Brook Drive Reading RG2 6UU ("the **Company**") which is an operator (as defined in the Code) to whom the Code has been applied pursuant to the Communications Act 2003; and

Name: Flitwick Town Council
Address: [of The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire MK45 1AH](#)
Registered company number (if applicable):
("the **Owner**" which shall include its successors in title to the Property)
RE: ("the **Property**")

- 1 It is hereby agreed that in consideration of the Company's obligations contained in this Agreement the Owner hereby grants the Company the rights ("the **Rights**") to:
 - 1.1 install electronic communications apparatus (as defined in the Code and together "the **Apparatus**") on, under or over the Property shown for the purposes of identification only on the plans attached hereto as amended by agreement from time to time;
 - 1.2 execute any works on the Property in connection with the installation, operation, use, inspection, maintenance, adjustment, alteration, repair, replacement, renewal, upgrade, addition to, connection to, or removal of the Apparatus;
 - 1.3 keep, operate, maintain, adjust, alter, repair, upgrade and inspect any Apparatus so installed;
 - 1.4 connect to a power supply;
 - 1.5 interfere with or obstruct any means of access to or from the Property on a temporary basis to the extent reasonably necessary to execute any works to the Apparatus and in accordance with the Owner's reasonable access requirements;
 - 1.6 lop or cut back or ask the Owner to lop or cut back any tree or vegetation that interferes with the Apparatus; and
 - 1.7 enter the Property for the purposes of exercising the Rights subject to the giving of notice in accordance with clause [4.1] below.
- 2 The Owner hereby warrants that it is entitled to grant the Rights set out in this Agreement.
- 3 The Owner consents to the grant of the Rights and to be bound by the terms of this Agreement.]

Signed for and on behalf of _____
the Owner

Signed for and on behalf of _____
Virgin Media Limited

Date: _____

- ~~17.4~~ The Company shall in the exercise of the Rights:
- ~~17.14.1~~ give the Owner reasonable prior notice of its intention to enter the Property before installation of its Apparatus and reasonable notice of its intention to enter the Property to maintain, adjust, alter, repair, replace, renew, add to, connect to, upgrade or remove Apparatus except that the Company shall not be required to give any notice before entering the Property where emergency works (as defined in paragraph 51(9) of the Code) are required;
- ~~17.24.2~~ carry out all works in a proper and workmanlike manner and take all reasonable precautions to avoid obstruction to or interference with the use of the Property and damage or injury to the Property or any structures thereon or drains or other services thereunder;
- ~~17.34.3~~ make good to the Owner's reasonable satisfaction any damage to the Property occasioned in the exercise of the Rights;
- ~~17.44.4~~ maintain its Apparatus installed on, under or over the Property in as good and safe condition as is reasonably practicable in all the circumstances;
- ~~17.54.5~~ remove or make safe the Apparatus within a reasonable timeframe after the termination of this Agreement pursuant to clauses ~~[12][13] or [13][14]~~ (except where the Agreement continues under paragraph 30 of the Code);
- ~~17.64.6~~ exercise the Rights and use the Apparatus in accordance with all applicable legislation; and
- ~~17.74.7~~ maintain insurance with a reputable insurer against public liability in connection with the negligent exercise of the Rights causing death or injury or loss or damage to the Property.
- ~~185~~ Subject to clause ~~[5][6]~~, the Company shall indemnify the Owner against liability for all third party claims, costs, proceedings or demands (each a "Claim") arising out of any act, error or omission of the Company, its employees, agents or contractors in breach of this Agreement or in the negligent exercise of the Rights save to the extent that any act or omission of the Owner, its employees, agents or contractors has caused or contributed to any Claim PROVIDED THAT the Owner shall promptly notify the Company of any Claim, shall not compromise or settle any Claim without the prior written consent of the Company or its insurers (which shall not be unreasonably withheld or delayed) shall use reasonable endeavours to mitigate its losses and shall permit the Company to defend the same in the name of the Owner at the Company's expense.
- ~~196~~ The Company:
- ~~19.16.1~~ does not restrict or limit its liability to the Owner for negligence causing death or personal injury; and
- ~~19.26.2~~ shall have its maximum liability to the Owner arising under or in connection with this Agreement limited to £10,000,000 (ten million pounds) in relation to any event or series of connected events.
- ~~207~~ The Owner shall not knowingly do or cause or permit to be done on the Property anything which causes or is likely to cause damage to or destruction of the Apparatus, or interferes or is likely to materially interfere with the operation of the Apparatus or materially interferes with the exercise of the Rights.
8. If the Owner reasonably requires the relocation of the Apparatus to enable the Property or any part of it to be repaired, renewed, redeveloped, refurbished, altered, improved, added to or the use of it changed then:
- 8.1 the Company agrees to relocate the Apparatus on not less than six months' written notice from the Owner;
- 8.2 following receipt of the notice referred to in clause ~~[7.1][8.1]~~:
- (i) the Owner and Company shall immediately consult and use reasonable endeavours to agree upon an alternative location for the Apparatus which is reasonably satisfactory to both parties taking into account the Company's reasonable requirements for operation of the Apparatus and the cost of works to relocate the Apparatus and any impact on the exercise of the Rights; and
- (ii) the Company shall then relocate the Apparatus at its own cost and the provisions of this Agreement will continue to apply to the Property and the Apparatus in the altered location;
- provided that if the parties are unable to agree on an alternative location before expiry of the Owner's notice made pursuant to clause ~~[7.1][8.1]~~ then either party may refer the matter for determination by an arbitrator appointed by the President of the Royal Institution of Chartered Surveyors on the application of either party and in accordance with the ~~[Arbitration Act 1996]~~ (as amended from time to time).
9. The Apparatus shall remain the property of the Company at all times and the Owner shall not encumber or charge or otherwise deal with it.
10. The Company may assign this Agreement or share the benefit of this Agreement (in whole or in part) and any of the Rights with an operator (as that term is defined in Schedule 3A of the Communications Act 2003) and references in this Agreement to the Company shall, where the context so requires, include any assignees or successors of the Company.
11. Any notice given by either party hereto shall be in writing and shall be deemed to have been made to the other if such notice is served by hand (in which case service shall be deemed effective immediately) or if such notice is sent by ordinary first class post and addressed to the last known address of that party, in the case of the Company to its registered office marked for the attention of Legal Affairs, in which case service shall be deemed effective 48 hours after posting.
12. The Owner may terminate this Agreement by giving the Company not less than 18 months' notice in writing in the event:
- 12.1 of a persistent and material breach by the Company which has been previously notified to the Company and which remains unremedied after a reasonable time; or
- 12.2 if it has an intention to redevelop the Property subject to the prior termination of the Supply Agreement,
- but nothing in this clause ~~[12][13]~~ will prejudice the Company's rights under the Code.
13. The parties agree that no relationship of landlord and tenant is created by this Agreement.
14. This Agreement is governed by English law and disputes will be decided in the ~~[English]~~ courts.
15. Unless expressly stated and save as permitted by the Code nothing in this Agreement will create any rights in favour of any person pursuant to the Contracts (Rights of Third Parties) Act 1999.
15. In the event of any inconsistency between this Agreement and any provision of the Code, the Code will prevail.

Signed for and on behalf of
the Owner

.....
.....

Signed for and on behalf of
Virgin Media Limited

Date:

Registered Office: Media House, Bartley Wood Business Park, Hook RG27 9UP
Registered in England and Wales Company No: 2591237

H3G Site - MBE017
I.I.IONICA COUNCIL ALLOTMENTS
Station Road,
Bedford
MK45 1JT

Virgin Media
Way Leave Cover Sheet

Works Order Reference Number:

1283539-2365417

Type of works:

Business Installation

Date of Issue:

13/08/2020

Franchise:

Winnersh

Work ID:

494308

Customer Site Details

Customer Name:

H3G - MBE017

Site/Building Name:

H3G - MBE017

Address:

I.I.IONICA COUNCIL ALLOTMENTS, Station Road, , Bedford, , Bedfordshire

Primary Contact:

WPD Telecoms

Contact Number(s):

0330 1235510

Secondary Contact:

Contact Number(s):

VM Planner:

Andy Merritt

Contact Number(s):

Brief Description of Civils Works(If Required)

Approx 75m 1w 96mm & 17m 1w 54mm ducy in verge and build FW2 (Prefab)

Civil Contractor:

Morpheus (Kelly-Home Counties & E.Anglia) V1.1 06.07.20

Brief Description of Cables Works(If Required)

Approx 655m 12f to cell and associated splicing

Cable Contractor:

Morpheus (Kelly-Home Counties & E.Anglia) V1.1 06.07.20

Landlord Details

Name:

Company Name:

Address:

Primary Contact:

Contact Number(s):

Additional Comments

Internal Use ONLY

Cost Centre Code:

1034-21000-630658 / BBC06501017

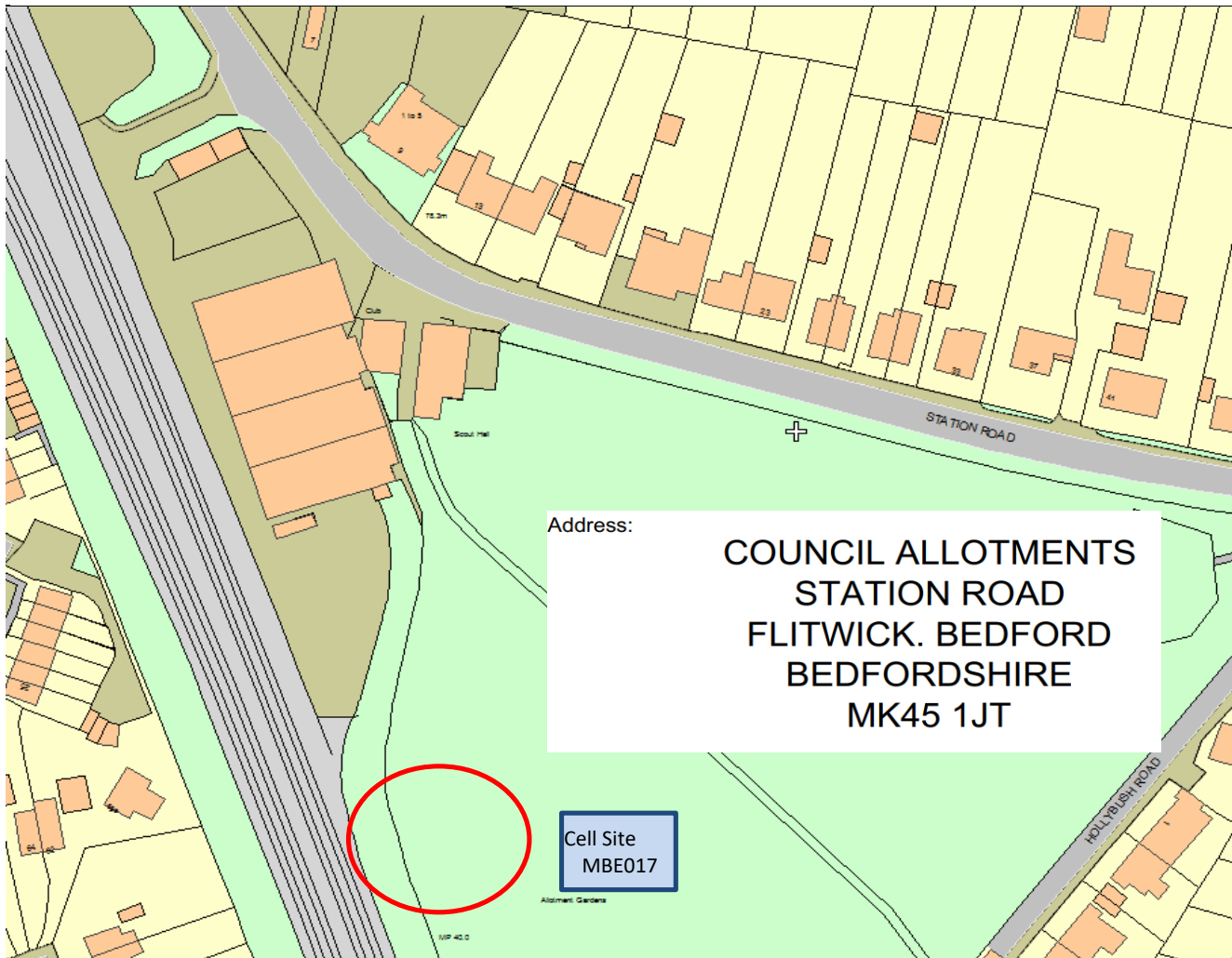
For Internal Use Only

Sheet Base Details

Enter details to populate required elements to ALL sheets (except Utility reference details)

Reference Number:	1283539-2365417
Type of Works:	Business Installation
Customer Name:	H3G - MBE017
Works Address:	I.I.IONICA COUNCIL ALLOTMENTS, Station Road, , Bedford, , Bedfordshire
Originator:	Andy Merritt
Contact Number:	
Issue Date:	
Office:	Winnersh
Line Manager:	Dave Gilbert
Planning Region:	
VM Partner:	Morpheus (Kelly-Home Counties & E.Anglia) V1.1 06.07.20
VM Partner Representative:	

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PAGE



Our Reference:	1283539-2365417
Customer:	H3G - MBE017
Works Address:	FLITWICK COUNCIL ALLOTMENTS, Station Road, , Bedford, , Bedfordshire

Address:

**COUNCIL ALLOTMENTS
STATION ROAD
FLITWICK. BEDFORD
BEDFORDSHIRE
MK45 1JT**

**Cell Site
MBE017**

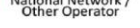
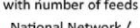
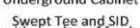
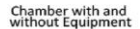
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Planned
1w



CIVILS
Duct Path
with number of ways



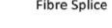
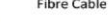
As-Built
1w



Planned
XXX



FIBRE
Fibre Cable



As-Built
XXX



Planned
XXX



FIBRE
Fibre Cable



As-Built
XXX



Planned
XXX



FIBRE
Fibre Cable



As-Built
XXX



Planned
XXX



FIBRE
Fibre Cable

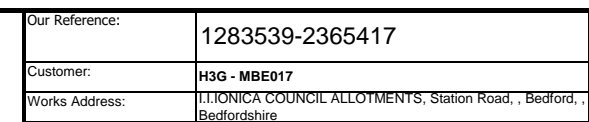



























As-Built
XXX



Virgin Media
280 Bartley Way
Bartley Wood Business Park
Hook
Hampshire
RG27 9UP

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A photograph showing a gravel driveway leading to a house. A red dashed line is drawn along the right edge of the driveway, indicating its boundary. The driveway is made of light-colored gravel and leads towards a house with a dark roof. To the right of the driveway is a dense line of trees and bushes. In the background, a tall metal tower is visible against a cloudy sky.

Work Point Reference Details

No.	Description of exactly what activities should be carried out
1	Connect on to existing network and lay 75m of 1w 96mm duct towards cell site
2	Continue to lay 1w 96mm duct along verge to cell site
3	Build FW2 (Prefab). Lay 1w 54mm duct around boundary of cell site
4	Lay 1w 54mm duct around cell site to inside of compound and fir 90deg upright bend adjacent to base of cable management support post

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				<div>Our Reference:1283539-2365417</div> <div>Customer:H3G - MBE017</div> <div>Works Address:ILLIONICA COUNCIL ALLOTMENTS, Station Road, , Bedford, , Bedfordshire</div>																											
				<div>Work Point Reference Details</div> <table><tr><td>No.</td><td>Description of exactly what activities should be carried out</td></tr><tr><td>5</td><td>ASSA KEY REQUIRED</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>		No.	Description of exactly what activities should be carried out	5	ASSA KEY REQUIRED																						
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<div>5</div> <div></div>		<div>6</div>																													
<div>7</div>		<div>8</div>																													
<div>Any modifications to the drawing or use of alternative items to those specified must be agreed with Virgin Media's local planning department</div> <div>Reproduction from the Ordnance Survey map by Virgin Media with permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown Copyright Virgin Media (100019209)</div>		<div><div><div>Planned</div><div>1w</div><div></div><div>Chamber with and without Equipment</div></div><div><div>Overground and Underground Cabinet</div><div></div></div><div><div>Swept Tee and SID with number of feeds</div><div></div></div><div><div>NN</div><div>OO</div><div>National Network / Other Operator</div></div></div> <div><div>As-Built</div><div>1w</div><div></div><div>Chamber with and without Equipment</div></div> <div><div>Overground and Underground Cabinet</div><div></div></div> <div><div>Swept Tee and SID with number of feeds</div><div></div></div> <div><div>NN</div><div>OO</div><div>National Network / Other Operator</div></div>																													

Planned

XXX



National Network Fibre Cable

As-Built

XXX



National Network Fibre Cable

Planned

XXX



National Network Fibre Splice

As-Built

XXX



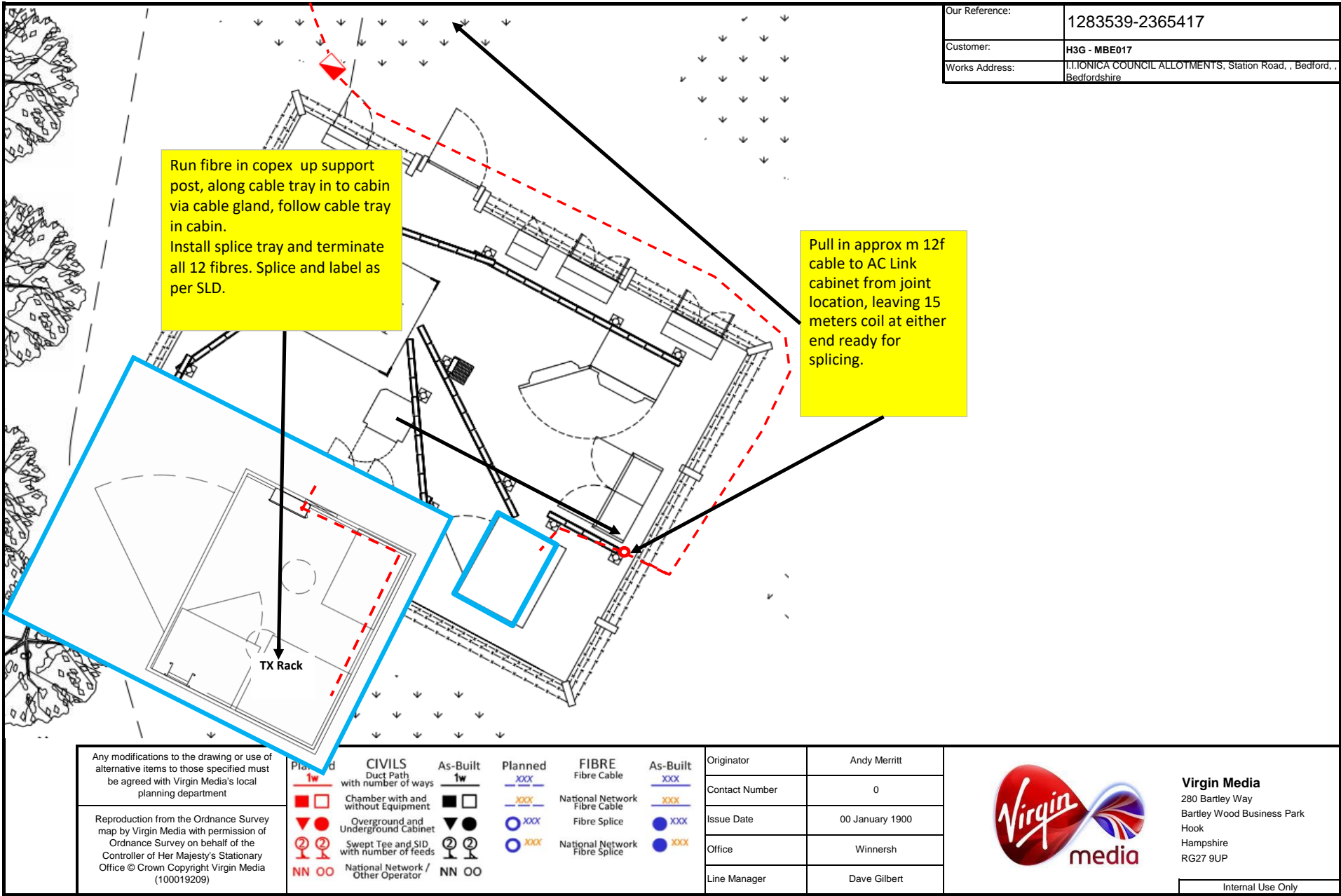
National Network Fibre Splice

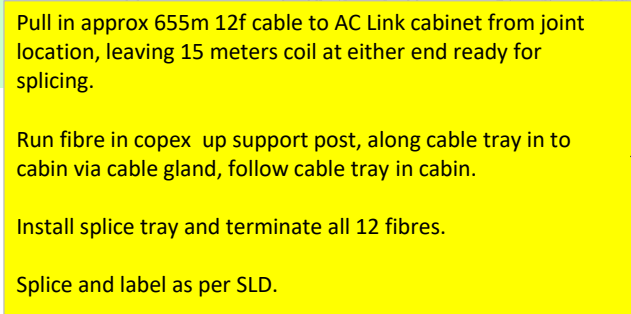
Sheet Base Details






















Enter details to populate required elements to ALL sheets

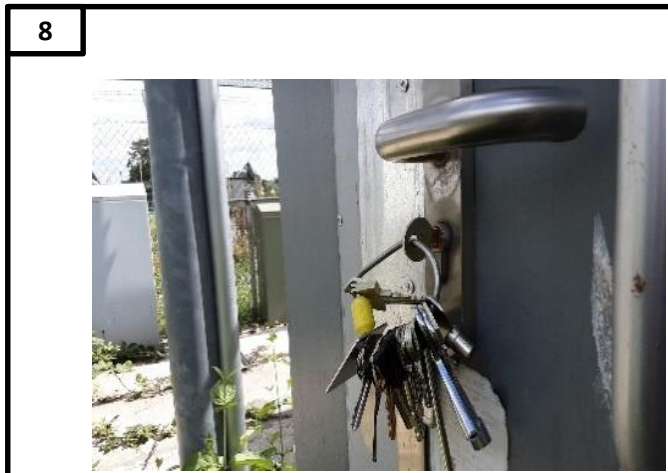
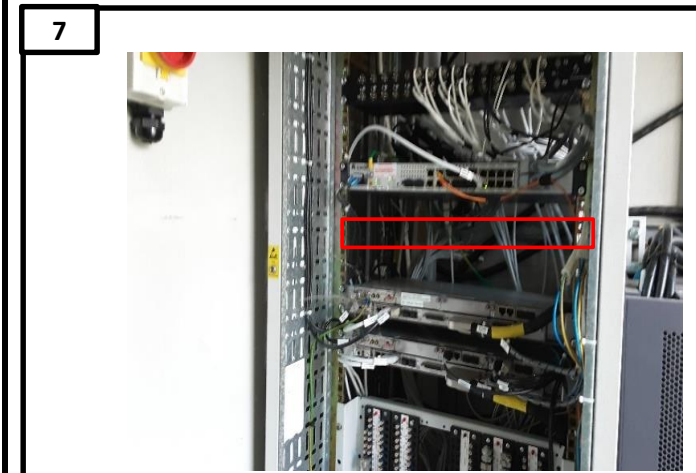
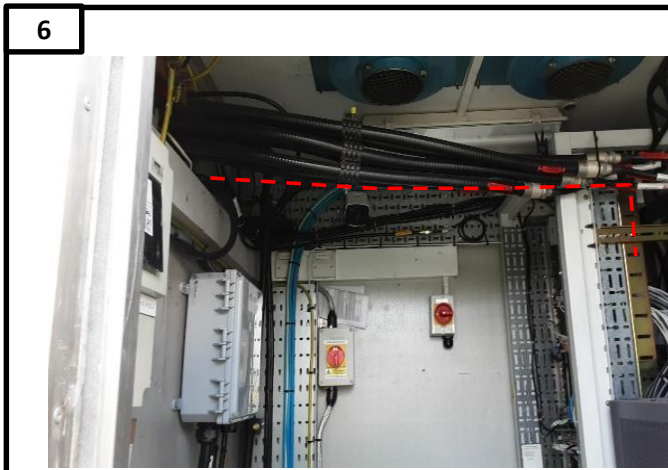
Reference Number:	1283539-2365417
Type of Works:	Business Installation
Customer Name:	H3G - MBE017
Works Address:	I.I.IONICA COUNCIL ALLOTMENTS, Station Road, , Bedford, , Bedfordshire
Originator:	Andy Merritt
Contact Number:	
Issue Date:	
Office:	Winnersh
Line Manager:	Dave Gilbert
Planning Region:	
VM Partner:	Morpheus (Kelly-Home Counties & E.Anglia) V1.1 06.07.20
VM Partner Representative:	

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Our Reference:	1283539-2365417
Customer:	H3G - MBE017
Works Address:	I.I.IONICA COUNCIL ALLOTMENTS, Station Road, , Bedford, , Bedfordshire
Work Point Reference Details	
No.	Description of exactly what activities should be carried out
5 to 6	Run fibre in copex up support post, along cable tray in to cabin via cable gland, follow cable tray in cabin.
7	Install splice tray and terminate all 12 fibres. Splice and label as per SLD.
8	ASSA KEY REQUIRED

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Planned 1w	CIVILS Duct Path with number of ways	As-Built 1w	Planned xxx	FIBRE Fibre Cable	As-Built xxx
■ □	Chamber with and without Equipment	■ □	— xxx	National Network Fibre Cable	— xxx
▼ ●	Overground and Underground Cabinet	▼ ●	○ xxx	Fibre Splice	● xxx
② ②	Swept Tee and SID with number of feeds	② ②	○ xxx	National Network Fibre Splice	● xxx
NN OO	National Network / Other Operator	NN OO			

Originator	Andy Merritt
Contact Number	0
Issue Date	00 January 1900
Office	Winnersh
Line Manager	Dave Gilbert



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