



**DRAFT MINUTES OF FLITWICK TOWN COUNCIL MEETING
HELD ON 16TH FEBRUARY 2021
AT 7:30PM VIA VIRTUAL ACCESS**

Present:

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

Cllrs G Mackey, C Gomm & N Bunyan – Central Beds Ward Members

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk
Members of the public - 4

5072. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillors Dann and Earles (both unwell).

5073. 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 - Councillors Roberts and Mackey declared an interest on item 12f ii) regarding Town Council Office Space.

5074. TOWN MAYOR'S ANNOUNCEMENTS

The Chairman requested that Councillors send meeting apologies by email to the Chairman of meetings and copy in the Town Clerk and Deputy Town Clerk.

The Chairman advised there were public present wishing to speak on the ARG policy and these would be taken under item 8b with Council's agreement. Members agreed to this as there was a relevant item under Matters Arising.

5075. REPORTS FROM WARD MEMBERS

The former Leisure Centre site consultation events for the Care Village development had been well attended virtually and the main feedback related to the building being imposing. Councillor Mackey advised that the artistic impressions were not giving a full view. Trees were not going to be removed.

Councillor Mackey had requested for more regular updates regarding the climate change emergency however Councillor Dixon (CBC) had responded to say these would be given annually.

Councillor Bunyan asked if the Town Council wanted to organise an Extraordinary Council meeting to discuss the Station Interchange and Steppingley Road Care Village projects as CBC Officers were willing to give updates. A discussion took place, but the Council decided this matter should be kept with the Planning Committee and other interested Councillors could attend. There was a meeting scheduled for 18th February where both projects were itemised on the agenda. Councillor Dodds advised that the project updates would be given bi-monthly at Planning.

Councillor Gomm entered the meeting at this time.

5076. PUBLIC OPEN SESSION

Heather Campbell had attended the meeting to speak as a Health & Beauty Industry representative in relation to the newly released ARG2 Policy from CBC. Since the previous meeting, she had attended several meetings with relevant Council representatives and MPs, had articles published and taken part in radio interviews. She had been feeling optimistic; however CBC published the ARG2 Policy online without any announcements and was disappointed with the contents. She gave her reasons, which included some exclusions for business owners. She asked why CBC were not following the discretion other local authorities were doing to help support those in her industry who were perhaps working from home salons and other similar circumstances that CBC were excluding.

Councillor Bunyan advised that the Leader of the Group Ms Campbell was a part of would be speaking at the CBC Overview & Scrutiny Committee and that it would be appropriate to wait until after this to see the outcome.

Former Councillor Michael Ashton had attended the meeting to say congratulations to the Rufus Centre for their efforts in facilitating the vaccination hub. He advised that it was well organised and staff were friendly. Mr Ashton wanted to thank the Council for the work they had been doing in response to the pandemic and to also publicly thank the staff who had published an article in Flitwick Papers promoting his newly created *Stroke Survivors, Partners & Carers Group*. Mr Aston also asked if the Council could give an update on the local organisations' leases.

The Chairman advised that the leases had been on hold whilst the Asset Review was carried out which was a significant undertaking. He mentioned that this matter was due to be discussed under the Exempt Section but advised that leases had been offered to the Royal British Legion and the Sea Cadets, but terms needed to be drafted. Officers were in contact with the Guides and relevant discussions were being held to sort out their lease, with an outcome expected shortly. The Chairman advised that this matter was a top priority for the Council and it was hoped the leases would be completed in time for the Annual Town Meeting.

Jon Culman asked if the Council had permission for utilising the space outside Barclays. He was informed that events were due to be held in the spring, which the Council hoped

would be a regular feature. Mr Culman asked if there were still plans for a market at the site and he was told there was no plans for this. The Chairman advised that big events had been cancelled for this year but the team were looking at ways to bring the community together after the pandemic.

The Deputy Town Clerk left the meeting at this time.

Mr Culman had noticed the application for the Station Road build and he wondered what the Council were doing regarding funding for the building. He also asked about what plans there were for Manor Park gates and the lake. The Chairman advised that there was a lot of work being done behind the scenes for Manor Park and there would be some proposals coming forward. Mr Culman asked if the new burial ground and country park site had been flooded in areas and what the Council would do about this for future burials. The Town Clerk had noticed an area of flooding and ground water issues were mentioned in the planning conditions which the Council would need to mitigate.

The Deputy Town Clerk re-entered the meeting at this time.

The Chairman advised that specialists had assessed the ground water.

Mr Ashton stated that when he was a Councillor, the Burial Ground was near to being full and asked for an update. The Chairman advised that regular updates on this were given at Community Services Committee and that there was enough space at the current burial ground.

5077. MEMBERS QUESTIONS

Councillor Dodds advised that he had not yet had a response from Environmental Health regarding the late night working at Tesco. Councillor Mackey commented that he had contacted the relevant department at CBC and was waiting for a manager's response. Councillor Gomm commented on the difficulties CBC faced with communicating with Tesco and stated there were concerns that there were no negotiating powers.

Councillor Toinko raised several comments:

- He was surprised and disappointed with the update regarding the climate change emergency declared by CBC and that this would only be reviewed annually. He believed the subject of climate needed to be within all councillors' remits at CBC.
- He referred to the update Ward Members gave on the trees at the Steppingley Road Care Village Development and asked if the retention of trees included the cherry trees near the entrance.
- He commented that it would have been helpful if the Ward Members' suggestion of an Extraordinary Meeting had been sent in writing.

Councillor Mackey suggested that Councillor Toinko should attend the upcoming Planning Committee meeting to get an answer on his cherry trees question. Councillor Mackey commented that if the information received was not sufficient, he would be happy to take this forward with CBC. Councillor Mackey advised that the Ward Members did not feel written reports were the right course of action and stated he would be happy for the Town Clerk to circulate the Ward Members' reasons for this. The Chairman requested that the Town Clerk share the email with Members.

Action: Town Clerk

Councillor Blazeby advised that the detail of the Care Village Development would not be known until the second part of the Planning application is done, which would include the trees on site. Councillor Dodds questioned why CBC never tell residents what full projects

include. The development was also being carried out by two companies – CBC's Development Company and another.

5078. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 19th January 2021**, 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 19th January 2021 via virtual access.

- b. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Monday 25th January 2021**, this meeting was held via virtual access (**Chairman will move this item to Exempt**).

Members noted the **resolutions** of the Personnel Committee Meeting held on **Monday 25th January 2021** via virtual access.

- c. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 26th January 2021**, this meeting was held via virtual access.

Members received and approved the **recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 26th January 2021** via virtual access.

- d. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Thursday 28th January 2021**, this meeting was held via virtual access.

Members noted the **resolutions** of the Planning Committee Meeting held on **Thursday 28th January 2021** via virtual access.

- e. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 2nd February 2021**, this meeting was held via virtual access.

Members noted the **resolutions** of the Community Services Committee Meeting held on **Tuesday 2nd February 2021** via virtual access.

- f. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on **Thursday 11th February 2021**, this meeting was held via virtual access.

Members noted the **resolutions** of the Business Services Committee Meeting held on **Thursday 11th February 2021** via virtual access.

- g. Members are asked to note the Planning Committee decisions from 28th January 2021.

Members noted the Planning Committee decisions from 28th January 2021.

Councillor Gomm advised that the East/West Rail Company had £760m from the Government and a consultation was coming up for the Bedford to Cambridge route. He asked if the Council would like to attend a joint meeting with Ampthill Town Council to hear a presentation from the East/West Rail Company and this was agreed.

Action: Councillor Gomm to progress

Councillor Shaw commented that there was a campaign to protect rural England and raised concern about the level of house building associated with the Oxford-Cambridge Arc in North Bedfordshire and the associated destruction of wildlife and green space. The campaigners supported the southern route for East/West Rail which had a significantly lower impact. He believed it was important to understand CBC's input.

5079. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 19th January 2021.

Councillor Dodds asked for an update on the approved contractors list and he was advised there was no update at this time.

Councillor Badham asked for the figure breakdown on the ARG grants from Councillor Mackey. Councillor Mackey advised that these were expected on 18th February.

- b. Members to receive any updates from Officers: **Response to the request for a letter to be sent to CBC on the Restrictions Grants** (see supporting papers).

Members noted the response letter from CBC.

Councillor Mackey advised that the Ward Members were disappointed with the draft policy in terms of the income support exclusions. The number of professions eligible were widened but they felt the exclusions were worse than ARG1. Councillor Mackey reminded Members that the policy was a draft document and he would be addressing the amounts and exclusions as CBC had just followed the basic Government advice. He said discussions were to follow.

Councillor Badham expressed his opinions on the letter and stated it did not follow Government policy. He took objection to some of the phrases used in the letter because he found them insulting to the businesses and individuals most affected by the exclusions. He knew of people who had not received a reply from the CBC team working on this and was delighted that Ward Members would take this policy query forward. Councillor Mackey would be asking the Leader to encourage staff to engage faster and he was disappointed to hear some members of the public had not received a response at all. Ms Campbell advised that she had only received an acknowledgement and not a response to her application.

It was **resolved** for Councillor Badham to assist the Town Clerk with writing another response to CBC on the restrictions grant.

Action: Councillor Badham/Town Clerk

Councillor Mackey offered to relay any Members' comments on this if they sent him the information.

5080. ITEMS FOR CONSIDERATION

- a. **Annual Town Meeting**

Members were asked to consider holding an Annual Town Meeting (ATM) via Zoom in April and to discuss whether there will be a focus on the environment (as per previous arrangements for the 2020 meeting, which was cancelled due to Covid-19).

Councillor Blazeby asked if the ATM needed to be held in April and he was informed that there it was necessary prior to the 7th May due to Government rules.

Councillor Toinko suggested moving the environmental focus into each of the Chairmen's Reports and believed significant progress had been made on projects since the last ATM so this should be the Council's main focus.

Councillor Dodds asked about purdah implications of holding the meeting close to the election and he was advised that the Annual Statutory Meeting would be held after the election.

Councillor Blazeby requested for the ATM date to be in late April so that work could be done on the corporate strategy prior to the meeting. Councillor Toinko asked if the date could be left open in case legislation allowed for the meeting to be held later in the year.

It was **resolved** to organise a virtual ATM on Zoom, at a later point in the year than prior to 7th May (if possible) under Government rules.

b. Statutory Declaration

Members were asked to consider agreeing to the submission of a Statutory Declaration to Central Beds Council relating to land at Flitwick Leisure Centre. The supporting papers contained a draft version of the Declaration and a report explaining the background and context of this matter.

The Chairman gave some additional background on this and Members discussed the matter in detail. Members asked if there was an alternative way in which the bridge project could progress, and they were informed that the CBC Legal Team would give advice on this if the Council did not agree to the Declaration. Councillor Mackey admitted that he had not thought about the potential conflict of interest this matter was for him as a CBC Ward Member. Councillor Mackey also stated that he would expect CBC to indemnify him from legal recourse should there be a future problem related to the declaration.

It was **resolved** for Councillor Mackey not to make the Statutory Declaration regarding the ditch ownership being FTC's in the land transfer (2014) as there was insufficient Land Registry/legal documentation evidence.

c. Rural Market Town Group

Members considered becoming a member of the Rural Market Town Group and were in favour of utilising the free trial opportunity to see what benefits there were to become a member. It was thought it could assist with the Oxford Cambridge Arc and an Officer would be asked to report back prior to September.

It was **resolved** for the Council to take up the free trial opportunity for the Rural Market Town Group with a view to an Officer reporting back to the Council on its appropriateness for FTC in advance of making payment to become a member.

5081 ITEMS FOR INFORMATION

a. Planning Approval

Members noted that the planning application CB/19/01652/FULL for land south of Station Road has been approved with conditions.

b. Councillor Surgeries/Public Enquiries Feedback

Members noted that there are no further updates since the previous Council meeting.

Councillor Surgeries on Zoom have been arranged for 19th February and 24th February with two Members hosting each. Going forward, there will be one virtual Surgery per month until restrictions allow for in-person sessions. Currently, there are no Surgeries

being held at Flitwick Market because it is a non-essential stall. Councillor Williams stated that she was still attending Flitwick Market each Friday to hold her regular surgery. The Chairman reminded members that Council cannot endorse or advertise any face to face surgeries because of Coronavirus restrictions.

Councillor Mackey agreed to host the Surgery with Councillor Thompson on 19th February as the Mayor was unwell.

Councillor Dodds referred to the Hornes End Road bridleway issue on the feedback form and explained that a resident who used a mobility scooter was unable to use the bridleway – this issue had been taken up by Ward Members and Councillor Mackey advised that more information on this would be presented at the next Highways meeting.

5082. PUBLIC OPEN SESSION

Mr Ashton requested for a link to the next Council meeting to be sent to him.

Action: Deputy Town Clerk

Ms Campbell thanked the Council for their support and advised Councillors that she had plans to set up a community group in Flitwick which helped homeless people and asked how she could link up with the community services team. Councillor Badham advised that this was in hand.

Mr Culman explained that he should have raised the issues regarding Manor Park at this point in the meeting rather than earlier and the Chairman explained the new agendas allowed two opportunities for the public to speak at meetings.

5083. 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.

12a) Personnel Committee Resolutions & Recommendations

Members noted the **resolutions** of the Personnel Committee Meeting held on **Monday 25th January 2021** via virtual access.

12b) Local Organisation Lease – for consideration

Members discussed the report and associated paperwork circulated.

It was **resolved** to insert a clause into the local organisation leases to allow the Council the option to charge rent based on the annual rental income achieved by each organisation, with an expected rebate of said monies being made as part of the current Community grants process, subject to the properties being adequately maintained to an agreed specification.

It was **resolved** to offer the local organisation discussed a 15-year lease on the understanding that the terms are to be decided.

It was **resolved** to instruct the Property Lawyer to work on drawing up draft leases for three local organisations up to the value of £5,500, which would also accommodate for any amendments above the quoted fee.

It was **resolved** for the Council to start maintaining the area of unregistered land nearby.

12c) Local Organisation Proposal – for consideration

Members discussed the proposal.

It was **resolved** to agree in principle to the revised proposal, but they were not in favour of one element of the plan.

12d) Asset Review Update – for information

There were no updates on outstanding matters of the Asset Review.

12e) Corporate Strategy – for consideration

Members discussed that Corporate Services Committee had recommended this item for Full Council to consider.

It was **resolved** to progress with the online workshops with a view to producing a Corporate Strategy at a cost of £4,500+VAT+expenses.

12f) Town Council Office Space – for consideration

Members discussed the reports circulated and considered the proposal.

It was **resolved** to accept moving Council and Committee meetings into the Davis Suite and to not have a dedicated Council Chamber at the Rufus Centre.

It was **resolved** to surrender the lease for the FTC Library Office with a view to receiving a significant Statutory Compensation Payment and benefit from subsequent annual savings on a space that is no longer required by FTC.

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 9:51pm

Recommendations and resolutions of the Community Services Committee 2nd March 2021

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

809a The Hub Refurbishment Rolling Capital Fund Request

It was **RESOLVED** to spend up to £20,000 from the rolling capital fund to refurbish the Hub. (Vote – all in favour)

809b Country Park

It was **RESOLVED** to ask the Public Realm Team to conduct a feasibility study looking at different methods of securing the land at the Country Park and Officers to liaise with the sewerage site to see if they will work with the Town Council on this matter. (Vote – all in favour)

809c Manor Park Rolling Capital Fund Request

It was **RESOLVED** to match fund 20% of the CBC Planning Obligation funding bid to carry out works within the Manor Park at a cost of £23,000. An additional £5,000 would be available for non-capital costs. Costs would be allocated from the Rolling Capital fund. (Vote – All in Favour)

809d Emotional Wellbeing Drop-In Session

It was **RESOLVED** accept the quote supplied from 4YP to deliver an emotional wellbeing drop-in session once a week. (Vote – all in favour)

809f Outdoor Gym Equipment

It was **RESOLVED** to approach the companies who submitted quotations for Outdoor Gym Equipment to see what packages would be available with the revised budget.
(Vote – all in favour)

809g Community Engagement Policy

It was **RESOLVED** to defer the Community Engagement Policy to the next meeting once the Corporate strategy sessions had taken place. (Vote – All in favour)

809h Bench Request from WI

It was **RESOLVED** to install the WI bench within Manor Park once options for suitable locations had been identified by the Public Realm Team. (Vote – all in favour)

**Recommendations and resolutions of the Business Services Committee
11th March 2021**

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

1253 Invited Speaker

It was **Resolved** to defer item 5 – invited speaker on investment strategies for Councils – to the next meeting.

1257 Standing Orders for Contracts

It was **Resolved** to adopt the Standing Orders for Contracts document circulated.

Date :- 19/02/2021

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;

20/04801/ADV

28/01/2021	Katie Dowling	Tesco Stores	Coniston Road Flitwick Beds MK45 1LX
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Proposal : Advertisement: Install 1 X 42" LCD Media Screen and 3 X 1250x700mm Flag Pole Signs (hanging)

Observations : FTC - Support
Vote: 6 in favour, 1 abstention

21/00168/REG

28/01/2021	Stuart Kemp	Central Bedfordshire Council	Flitwick Railway Station Steppingley Road Flitwick MK45 1AJ
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Proposal : Revised Application of CB/20/02736/FULL The redevelopment of land adjacent to Flitwick Railway Station to provide a new transport interchange hub, including the demolition of a standalone premises comprising A5 use; the provision of a new bus interchange area with associated bus shelters; a new drop-off/pick-up layby; re-arranged layouts of existing cycling, motorcycle and car parking facilities, revised vehicular and pedestrian access; landscaping works; and revisions to the existing Tesco access. Changes to the bus stop alignment, cycle stands, separate cycle access, highlighting surface for crossing, Tesco entrance/exit moved to the West, widening of footway and pedestrian crossing.

Observations : FTC - Support
Vote: 6 in favour, 1 abstention

21/00199/REG

28/01/2021	Stuart Kemp	Central Bedfordshire Council	Site of former leisure centre Steppingley Road Flitwick MK45 1TH
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Proposal : Hybrid Planning Application seeking Full planning permission for Care Facility comprising of 88 Independent Housing Apartments, a residential care home consisting of 72 bedrooms, an 8 bed short breaks facility, with associated ancillary uses including community, hair salon, cafe, and health and Outline planning permission with all matters reserved for the construction of 32 dwellings (use class C3).

Observations : FTC - Support
Vote: 7 in favour

21/00431/FUL

28/01/2021	Elenor Keep	TBC	28 Churchill Drive Flitwick Beds MK45 1FZ
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Proposal : Grey hardie cladding to approved dormer

Observations : FTC - Support
Vote: 7 in favour

Signed _____ Date _____

Rob McGregor Mr

Date :- 10/03/2021

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>
Support on the following applications;				
20/00405/FUL	18/02/2021	Sarah Fortune	Mr & Mrs Johnson	5 Airedale Close Flitwick Beds MK45 1PA
Proposal : Part single and part two storey rear extension and 2 storey side extension and detached garage with room over extension.				
Observations : FTC - Support (Vote: all in favour)				
20/04505/VOC	23/02/2021	William Comber	Mr M Dunn	9 Hinksley Road Flitwick Beds MK45 1HH
Proposal : Variation (or removal) of condition number 4 of planning permission CB/19/03397/FULL (Conversion of a single dwelling house into two flats). Retrospective change to front elevation to install entrance, alterations to fenestration and alterations to internal floor layout from original permission.				
Observations : FTC - Support Vote: all in favour				
21/00050/TRE	18/02/2021	Pat Longland	Robert Baker	13 Princess Close Flitwick Beds MK45 1FH
Proposal : Works to a tree protected by a TPO: MB/04/00017/T1, trim sycamore tree, shortening back of overhang, deadwood removal and canopy raising.				
Observations : FTC - Support (Vote: all in favour)				
21/00484/FUL	01/03/2021	Nicola Stevens	Mac & Burg Developments	48 Elmwood Crescent Flitwick Beds MK45 1LH
Proposal : Demolish existing garage and erection of single storey 1 bedroom bungalow with associated parking, garden amenity space and dropped kerb.				
Observations : FTC - Support (Vote: all in favour)				
21/00496/ADV	01/03/2021	William Comber	Star Pubs & Bars Ltd	The Crown Station Road Flitwick MK45 1LA
Proposal : Advertisement: 2 fascia signs, A2 sign with new trough light and A1 illuminate by floodlights. Hanging sign B with new double sided, illuminate signs to existing totem. Sign C, 3 amenity boards, 1 to building and 2 to totem post, non illuminated. 1 new car park disclaimer sign E non illuminated				

Date :- 10/03/2021

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>
Observations : FTC - Support (Vote: 2 in favour, 1 abstention)				
21/00770/FUL	01/03/2021	Annabel Robinson	Heritage National Properties	1 The Russell Centre Coniston Road Flitwick MK45 1QY
Proposal : Conversion of the roof space to form an additional 2 no new apartments C3 dwellings with front and rear facing dormer windows.				
Observations : FTC - Support (Vote: all in favour)				
21/00782/FUL	01/03/2021	William Comber	Mr S Ball	Windmill Lodge 56a Windmill Road Flitwick MK45 1AU
Proposal : First fload side and rear extension.				
Observations : FTC - Support (Vote: all in favour)				
21/00783/FUL	01/03/2021	Sarah Fortune	TBC	75 Kings Road Flitwick Beds MK45 1EJ
Proposal : Single storey side and rear extension.				
Observations : FTC - Support (Vote: all in favour)				

Signed_____ Date_____

Rob McGregor Mr

Date :- 10/03/2021

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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Object on the following applications;

21/00497/LB

01/03/2021	William Comber	Star Pubs & Bars Ltd	The Crown Station Road Flitwick MK45 1LA
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Proposal : Listed building - erection of illuminated and non-illuminated signs and floodlighting to the exterior of the building.

Observations : FTC - Object - no plans available on CBC planning portal.
(Vote: all in favour)

Signed _____ Date _____

Rob McGregor Mr

PART 3D - DELEGATIONS TO JOINT COMMITTEES

The Terms of References for Biggleswade Joint Committee, Dunstable Joint Committee, Houghton Regis Joint Committee and Leighton Linshire Joint Committee are set out as follows: -

Purpose

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Town Joint Committee.

Objectives

3. Help improve the economic, social, environmental, and cultural vitality of the town.
4. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
5. Opportunities to delegate funding decisions to the Town Joint Committees should be explored, such as Section 106 received to spend on community facilities.
6. The Town Joint Committee will make decisions on any joint funding allocated to it.
7. Influence and help shape strategies / plans that impact on the future viability of the town.
8. Provide a forum for briefing Members of the Town Joint Committee on all key issues affecting the town, at the discretion of the Chair and Vice-Chair.
9. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
10. Develop and maintain joint branding of communication, agendas and minutes.
11. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered.
12. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.
13. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
14. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

Membership

15. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
16. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).

17. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
18. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee). Who must be elected representatives of the wards.
19. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Town Joint Committee and vice versa.
20. Substitutes for Central Bedfordshire Council Members on the Town Joint Committee must be a ward councillor in the town in the first instance or if not available, a substitute must be an Executive Member. Substitutes for the Town Council Members of the Town Joint Committee will be a Ward town councillor.
21. Members are appointed annually.
22. All Members of the Town Joint Committee should have the interests of the town as a priority, not their own wards.

Meetings and Quorum

23. At least three Members from each Council must be in attendance for the meeting to be quorate.
24. Meetings will be held a minimum of once per year and up to four per year and take place at venues in the area.
25. The Town Joint Committee may also organise extra ordinary meetings at the discretion of the Chair and Vice-Chair.
26. In addition to the Committee meetings, the Town Joint Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Joint Committees in Central Bedfordshire.
27. All meetings will be open to the public unless exempt items are discussed.

Chair and Vice-Chair

28. The Chair and Vice-Chair shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.
29. The appointed Chair and Vice-Chair will hold their post for a period of one year, after which they may stand for re-election.
30. The Vice-Chair will preside in the absence of the Chair. If neither is present, the Committee members in attendance will appoint a Chair from amongst them for the duration of that meeting.
31. The Chair and Vice-Chair will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Town Joint Committee.

Secretariat

- 32. Either Council can administer the Town Joint Committee, according to their own Standing Orders. The Committee will decide annually which Council is to administer the Committee.
- 33. Agendas, minutes and press releases will be issued under joint branding.
- 34. The secretariat will prepare, monitor, and keep up to date an annual work plan to set the broad direction and priorities for the Town Joint Committee.

Decision making arrangements.

- 35. Only members of the Town Joint Committee can vote. Co-opted Members have no voting rights.
- 36. The Town Joint Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
- 37. The Town Joint Committee will reach decisions by a simple majority. The Chair will have the casting vote in the case of a tie.

Co-option

- 38. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Committee and the decision to remove can either be taken by the whole Town Joint Committee or by joint agreement of the Chair and Vice-Chair, depending on each Town Joint Committee's preference.
- 39. The list of Co-opted Members should be reviewed annually by the Town Joint Committee.

Governance

- 40. The Minutes and action log for the Town Joint Committee will be presented both to the relevant Town Council and to Central Bedfordshire Council. The detail of where this will be presented will be determined by the Councils and reported back to Town Joint Committees.



FLITWICK TOWN COUNCIL

Report to Community Services 2nd March 2021: Manor Park Gates – Power Supply

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Application to the rolling capital fund.

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

The Town Councils Community Services Committee decided and in accordance with planning conditions to install electronic gates at the entrance to the car park, Manor Park in Flitwick.

It was hoped that a power supply could be sourced from a nearby lamp column and discussions with CBC have taken place.

Introduction

CBC have advised that the lamp column nearest the park was not owned or maintained by CBC and that it was a private supply, therefore FTC were unable to source power from this column.

UKPN have submitted a quotation to install a feeder pillar on site to service the gates.

The company installing the gates have also been asked to submit a quotation for a heavy-duty solar pack to operate the gates.

Recommendations

1. To install a solar power pack at a cost of £2,700 plus vat to service the electronic gates.
2. To commission UKPN to install a feeder pillar on site at a cost of £20,040 plus vat.

Stacie Lockey
Environmental Services Manager