



FLITWICK TOWN COUNCIL

Ref: Agenda/Council-27/04/2021- 422

22nd April 2021

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 27th April 2021 via Virtual access**, commencing at **7.30 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5.

Please register in advance for this Zoom meeting:

After registering, you will receive a confirmation email containing information about joining the meeting.

6. INVITED SPEAKER

7. MEMBERS QUESTIONS

8. MINUTES AND RECOMMENDATIONS OF MEETINGS

- There were no resolutions or recommendations.*

- Members to agree the applications to the Rolling Capital Fund.**

- 2 Council/270421

9. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 16th March 2021.
- b. Members to receive any updates from Officers.

10. ITEMS FOR CONSIDERATION

a. Councillor Surgeries

Members are asked to consider the options and recommendations in the report circulated regarding Councillor Surgeries from the Community Services Officer.

b. Committee Choices & Senior Roles

Members are asked to consider the contents of the report circulated and discuss the recommendations regarding Committee Choices and Champion roles.

Members are asked to note that Committee Choices and Senior Role paperwork will soon be circulated for the ensuing year. The Annual Statutory Meeting (previously known as the Annual General Meeting of the Council) will be held on Tuesday 18th May at 7:30pm and will take a hybrid format with some Councillors attending in person, with the remaining Councillors joining virtually. Officers are investigating how the voting process will work with this set-up.

b. Management & Retention of Documents Policy

Members are asked to approve the Town Councils Management and Retention of Documents Policy.

c. Flitwick Town Council Strategy

Members are asked to consider and approve the draft Flitwick Town Council Strategy circulated.

Members are asked to consider and approve the Resident FTC Strategy Feedback Questionnaire circulated.

d. IT Tender

Members are asked to consider the IT tender contracts.

Quotation A £33,782.80 – score 54

Quotation B £24,517.20 – score 93

Quotation C £39,828.95 – score 61

e. Lockdown Car Show

Members are asked to consider a request from a resident to use Millennium Park and The Hub car park for a 1 day event.

11. ITEMS FOR INFORMATION

a. Annual Town Meeting

Members are asked to note that the Annual Town Meeting will be held on Thursday 6th May 2021 at 7:30pm via Zoom.

b. Councillor Attendance Record

Members are asked to note the Councillor Attendance Record circulated. This document will be included as part of the pack produced for the Annual Town Meeting.

c. Local Plan Consultation

Members are asked to note the information circulated regarding the Local Plan.

d. Welcome Back Fund

Members are asked to note the information circulated regarding the Welcome Back Fund (supporting paper from CBC to follow).

e. Councillor Surgeries/Public Enquiries Feedback

Members are asked to note the form circulated.

Members are asked to note any verbal updates given at the meeting that are not on the form.

12. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

13. 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.

13a) Minutes and Recommendations of Meetings

13b) Building Lease – for consideration

13c) Projects – for consideration

13d) Site discussion – for consideration

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.

PINK PAPER ITEMS

13. EXEMPT ITEMS

a) Minutes and Recommendations of Meetings

STRICTLY CONFIDENTIAL – papers been sent by email.

8c. For Members to receive and consider **resolutions and recommendations** of the Appeals Committee Meeting, held on the **Wednesday 31st March 2021**, this meeting was held via virtual access

8e. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on the **Thursday 15th April 2021**, this meeting was held via virtual access.

b) Building Lease

Members are asked to consider the information provided in the circulated report which relates to the Dance Studio. Initial investigations have been undertaken as agreed, and now Members are to decide what action Officers should take to progress matters further.

c) Projects

Members are asked to discuss the formation of a Position Statement regarding the outstanding major projects in preparation for an announcement at the Annual Town Meeting.

The projects that require explanation relate to Market Towns, the Country Park, and the new Burial Ground.

d) Site Discussion

Members are asked to consider if the Council would be willing (in principle) to let part of the land at Maulden Road for a crematorium.

This item is on the agenda because of a meeting that CBC Cllr Mackey held on 20th April with other Ward Members, Steppingley Parish Council Chairman, FTC Mayor and Deputy Mayor, Steppingley Parish Clerk and FTC Deputy Town Clerk.

A verbal update to give more information will be given on the night.



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

Present

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

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

5082. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Badham – unwell. Councillor Snape updated Members on Councillor Badham's recent admission to hospital and that he hoped to return to meetings in April. The Town Mayor sent the good wishes of the Council to Councillor Badham.

5083. 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.

5084. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor thanked the Deputy Town Mayor for chairing the previous meeting whilst he had Covid-19. He advised that an effect of having the virus meant that there were some gaps in his memory from this time and he asked for the Council's understanding on this.

The Town Mayor had attended the Lord Lieutenant's online meeting for the commissioning of new Deputy Lord Lieutenants.

Members and staff were thanked for their input into the corporate strategy sessions. The next meeting was on Thursday 18th March at 9:30am.

Mr Chacko entered the meeting at this time.

The Town Mayor updated Members on the electoral position. The more recent vacancy would be filled by co-option as 10 signatures had not been received to call a by-election. As the Council still had to fill the earlier vacancy through a by-election and the two vacancies could lead to confusion regarding the dates for submitting and withdrawing nominations, it had been decided to await the result of the by-election, then fill the other vacancy by co-option at a later date. A candidate is entitled to stand for both by-election and co-option. If the co-option was undertaken first, and the successful candidate also won the by-election, it would void the election and the Council would incur further election costs.

5085. REPORTS FROM WARD MEMBERS

Councillor Dixon at Central Beds Council (CBC) was due to give an update on sustainability on 18th March at the Corporate Resources Committee. He and a CBC Officer had offered the Town Council an opportunity to hear a presentation on this. The Chairman indicated that he thought this would be beneficial, and asked Members to let the Deputy Town Clerk know if they were interested.

The annual consultation for highways was out. Councillor Mackey had met with the new Director the previous week where he raised several issues including ongoing works to Greenfield Road and Pipet Close. Ward Councillors were disappointed at the extent of the program for Flitwick, but encouraged that the highways team were looking at these issues and they would continue to push for action.

Aldi supermarket had put forward a new plan which had just gone live – Ward Councillors encouraged the Council and residents to make comments on it.

Regarding the Additional Restrictions Grant, the initial response had been poor (300 applicants, 40 successful) and this increased slightly. CBC had re-thought their approach and increased the amounts given to businesses to £4,000. There was still some contention as the self-employed sector were still not eligible.

The CBC budget had been approved and residents would soon receive their bills.

The Ward Members had met with the CBC Officer in charge of the station interchange project. Comments previously raised by the Council were being listened to and a WhatsApp group would be set up to report noise/disruption concerns etc. Names and email addresses of responsible Officers would be known.

5086. PUBLIC OPEN SESSION

There were no items.

5087. INVITED SPEAKER

The Chairman advised that 'Invited Speaker' would be a standing item for all agendas to allow for short notice speakers. It stopped the Council from being precluded from having a speaker if the agenda had already been published. Agendas would include the details of the speaker if known prior to the agenda being issued.

There was no invited speaker for this meeting.

5088. MEMBERS QUESTIONS

There were no questions.

5089. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 16th February 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 16th February 2021 via virtual access.

- b. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Thursday 18th February 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations of the Planning Committee held on Thursday 18th February.

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

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

- d. For Members to receive and consider resolutions and recommendations of the Personnel Committee Meeting, held on Thursday 4th March 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 Thursday 4th March 2021 via virtual access.

- e. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Tuesday 9th March 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations of the Planning Committee held on Tuesday 9th March.

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

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

- g. Members are asked to note the Planning Committee decisions from 18th February and 9th March 2021.

Members noted the Planning Decisions from 18th February and 9th March 2021. Councillor Dodds asked Members to note that the Speedwatch programme was being progressed.

5090. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 16th February 2021.

The Chairman noted that a member of the public present at the February meeting had been referred to as a former Councillor in the minutes. It was agreed that in future, former Councillors would not be referred to as such, but instead their title and surname would be minuted in the same way as other residents.

Councillor Mackey provided an update regarding the overnight works at Tesco. The Pollution Team had written to Tesco to remind them that works at night was only permitted in emergency situations and they were obliged to inform neighbouring residents.

The Chairman commented that at the recent Community Services Committee, it had been agreed to secure the land at Maulden Road. He mentioned that the minutes detail speaking to the Sewage Works but he had advised to speak with Anglian Water and CBC.

- b. Members to receive any updates from Officers – no updates.

5091. ITEMS FOR CONSIDERATION

a. Joint Committee

Members were asked to consider forming a Joint Committee for FTC and CBC Councillors to discuss matters relating to Flitwick. Three Councillors and Officers from both organisations would attend these meetings. The supporting papers circulated contained the Terms of Reference for Joint Committees.

The Ward Members and several FTC Councillors were in favour of the Joint Committee to improve relationships and interaction between the two authorities. The fact that CBC personnel were obliged to attend was also positive for these Members.

Some Councillors had reservations about forming a Joint Committee and Councillor Snape asked if the terms of reference could be customised. The Town Clerk advised that he had previously been involved in setting the terms of reference as previously, the towns involved had their own and this did not work. It was originally agreed for the terms to be used for one year and then reviewed and it was unknown if the review had occurred but there could be scope there.

The Chairman had concerns regarding the integrity of Committees structures and decisions, as the delegations of power had been allocated and he was unconvinced on the need or benefits for a Joint Committee.

Some Councillors did not think the Joint Committee should have a budget and the Town Clerk advised that they did not have a budget or decision making powers. The minutes would come back through the Committee Structure. Members were advised that the Joint Committee would allow Councillors to influence CBC on any matters relating to Flitwick. Some Members felt that this should be possible without a Joint Committee.

Councillor Snape was in favour of building a closer relationship between FTC and CBC and suggested a 'light' version of a Joint Committee and build on this as confidence grew.

Councillor Williams mentioned that the Council had a Joint Committee in the past to discuss the interchange but CBC had stopped inviting Town Council Members. The Deputy Town Clerk advised that the Council did have an informal version previously which worked well for a while but the Officers were not obliged to attend.

Some Councillors had concerns about the ability to spend Section 106 funds, the infrequency of meetings and potential political interests.

Some Councillors were in favour of the idea of a Joint Committee but thought the terms of reference needed work.

It was **resolved** to delay a decision on whether or not to form a Joint Committee and for the Council to have further discussions on the terms of reference.

b. Electric Gates – Manor Park

Members received a report from the Environmental Services Manager and considered the recommendations within the report.

Members were advised that UKPN had taken a long time to get back to Officers.

Councillor Dodds mentioned that the Council should not just decide on the solar power pack because it was cheaper and asked Members to consider the long-term effects of the decision. He advised that there were issues with batteries going down and that there were limited options with solar power, particularly if the Council wanted to install charging points for vehicles for example, in the future.

Councillor Toinko believed that the difference in cost was so high and advised that batteries had a predictable lifespan. He added that solar was resilient. Councillor Snape thought the premise of what Councillor Dodds was saying about thinking long-term was good but for this decision, he supported the solar power pack option as the Manor Park was unlikely to need electric.

It was **resolved** to install a solar power pack at a cost of £2,700+VAT to service the electronic gates at Manor Park (financed from the Rolling Capital Fund).

5092. ITEMS FOR INFORMATION

a. Councillor Surgeries/Public Enquiries Feedback

Members were asked to note that there are no further updates since the previous Council meeting.

Members noted that the Surgery previously advertised for 9th March was cancelled and Surgeries would resume at the market from 12th April (on the 1st and 3rd Friday of the month).

Councillor Mackey advised that he had hosted a Surgery with Councillor Thompson recently and found it very useful.

Councillor Toinko had previously agreed to host a Surgery on 30th March and Officers would check if this were still happening.

Action: Deputy Town Clerk

5093 PUBLIC OPEN SESSION

There were no items.

5094. 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.

13a) Asset Review Update – noted.

13b) Correspondence Received – noted and the Town Clerk given a decision to act upon.

The Deputy Town Clerk left the meeting at this time.

13c) Personnel Committee Recommendations & Resolutions – for consideration

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.

EXEMPT

Date :- 06/04/2021

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;				
21/00219/FUL	16/03/2021	Nicola Stevens	Wireless Infrastructure Group	Flitwick STW Maulden Road Amphill MK45 2NU
Proposal : The installation of new headframe accommodating new and relocated antenna and ancillary radio equipment on existing monopole mast, upgrade to feeder cables and upgrades to cabinets in existing compound and ancillary development thereto. Observations : FTC - Support (vote - all in favour)				
21/00534/FUL	16/03/2021	Sarah Fortune	F/W Community Football Centre	Amphill Road Flitwick Beds MK45 1BA
Proposal : Installation of 2no. waterproof canopy structures which are case into the ground, has a galvanised frame and waterproof roofing fabric. Observations : FTC - Support (vote - 4 in favour, 1 abstention)				
21/00822/FUL	16/03/2021	Katie Dowling	Mr Gilbert Demkes	4 Denel Close Flitwick Beds MK45 1BJ
Proposal : Single storey infill extension with pitched roof to extend over garage. Observations : FTC - Support (vote - all in favour)				
21/00835/FUL	16/03/2021	William Comber	Mr M Dunne	9 Hinksley Road Flitwick Beds MK45 1HH
Proposal : Erection of a two storey side extension to create 3 bedroom dwelling. Observations : FTC - Support (vote - all in favour)				
21/00918/FUL	16/03/2021	Katie Dowling	OMM Trust Corporation Ltd	19 Kestrel Road Flitwick Beds MK45 1RB
Proposal : Single storey, orangery style rear extension. Observations : FTC - Support (vote - all in favour)				

Date :- 06/04/2021

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>
21/01073/FUL	23/03/2021	Fenella Hackney	Mr Corin Fitch	53 Conway Drive Flitwick Beds MK45 1SS

Proposal : First floor front extension
Observations : FTC - Support
 (vote - all in favour)

21/01153/FUL	24/03/2021	Fenella Hackney	Burgoine	8 Windmill Road Flitwick Beds MK45 1AT
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Proposal : Erection of a single storey bungalow with associated off street parking, amenity space and new point of access from Ashton Gate. Sub division of the existing garden amenity.
Observations : FTC - Support
 (vote - all in favour)

Signed _____ Date _____

Rob McGregor Mr

Date :- 06/04/2021

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;**21/00673/FUL**

16/03/2021	Annabel Robinson	White & Company	7 Station Square Flitwick Beds MK45
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Proposal : Part conversion of the ground floor, first floor and part second floor from use class E to use class C3 to create 5 residential units. External alterations to the building and immediate surrounds comprising bicycle storage, refuse storage, creation of amenity space, landscape and associated works.

Observations : FTC - Object
(vote - all in favour)
1. Access/ingress from proposed development
2. Parking arrangements

Signed_____ Date_____

Rob McGregor Mr

Recommendations and resolutions of the Community Services Committee 6th April 2021

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

821c Flitwick Class Car & Bike Show

It was **RESOLVED** to cancel The Classic Car & Bike Show, held annually at The Rufus Centre. FTC will support the Lockdown Car Show in ways of promotion. (Vote – all in favour)

821d Grant Applications

It was **RESOLVED** to pay Flitwick Cricket Club the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Bedford Daycare Hospice the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick Golden Age the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick Library the sum of £300 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Respite at Home Volunteers the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick District Guides the sum of £300 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay The Jigsaw Club the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Carers in Bedfordshire the sum of £1,242 from the Grant Application 2021 budget

It was **RESOLVED** to pay Mid Bedfordshire NCT Branch the sum of £1,216 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick Community First Responder Group the sum of £500 from the Grant Application 2021 budget (Vote – All in favour)

It was **RESOLVED** to pay Kingsmoor Lower School the sum of £250 from the Grant Application 2021 budget (Vote – All in favour)

It was **RESOLVED** to pay Flitwick Village Hall the sum of £1,800 from the Grant Application 2021 budget (Vote – 8 in favour, 1 Abstention)

821e Public Art Project

It was **RESOLVED** to not work with CBC on the Public Art project at the new interchange in Flitwick. (Vote – 7 in favour, 1 against)

821f Wildflower Corridors

It was **RECOMMENDED** to hire a stone burrier at the cost of £525.00 to aid with the planting of the wildflowers. An application for the amount of £525.00 from The Rolling Capital Fund is requested. (Vote – All in favour)

It was **RECOMMENDED** to purchase 22 kilos of wildflower seeds, at a cost of £715 for the Wildflower corridors, being placed in Flitwick at 5 different locations. An application for the amount of £715 from The Rolling Capital Fund is requested. (Vote - All in favour)

821g Scarecrow Festival

It was **RESOLVED** for the Scarecrow Festival to be a free community event. The competition aspect of the Scarecrow Festival is to be withdrawn. (Vote – all in favour)

821h Community Agent

It was **RESOLVED** for the Community Services Team to undergo training to deliver a Community Agent service from The Hub or The Rufus Centre. The Community Agent Service will offer a drop-in session 1 day a week, with other appointments available when pre-arranged. (Vote – All in favour)

Date :- 26/04/2021

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;				
21/00129/TRE	19/04/2021	Pat Longland	Mr Mark Browne	Lnd to rear of 3&5 Warwick Cl Flitwick Beds MK45 1RS
Proposal : Works to trees protected by a Tree Preservation Order: MB/TPO/76/00007/G2 Repollard Lime Trees (T16 - T20) to previous points, remove basal and epicormic growth				
Observations : FTC - Support Vote - all in favour				
21/00145/TRE	19/04/2021	Pat Longland	Mr Charles Talbot	26 Hampden Road Flitwick Beds MK45 1HX
Proposal : Works to trees protected by a Tree Preservation Order: Crown reduction by 2.5/3m of Horse Chestnut (T1) . Reduce overall crown of the Sycamore (T2) by 3m and decay at base. Prune to remove hanging & low limbs & deadwood on the Ash (T3) To prune & remove deadwood & low limbs by 2m Sycamore (T4)				
Observations : FTC - Support Vote - all in favour				
21/00151/TRE	19/04/2021	Pat Longland	Mrs Chantelle Smith	26 Petley Close Flitwick Beds MK45 1XP
Proposal : Works to trees Protected by Tree Preservation Order MB/01/00012/T11: Trim back Yew Tree and removed dead and damaged wood.				
Observations : FTC - Support Vote - all in favour				
21/00168/TRE	19/04/2021	Pat Longland	Mr Tony Underhill	10 Burghley Close Flitwick Beds MK45 1TF
Proposal : Works to trees protected by a Tree Preservation Order: MB/76/00007/G1 Reduce crown back to previous cut points or existing point of reduction as previously done to 5 Lime trees.				
Observations : FTC - Support Vote - all in favour				
21/00819/FUL	19/04/2021	Lucy Baxter	Mr Chris Stokes	13 Pevensey Grove Flitwick Beds MK45 1SD
Proposal : Retrospective garage conversion to form a new study, bedroom and bathroom.				
Observations : FTC - Support Vote - all in favour				

Date :- 26/04/2021

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>
21/00885/FUL	19/04/2021	Nicola Stevens	Mr Mike Cocke	F/W & Amp Lawn Tennis Club Astwood Drive Flitwick MK45 1EN
<p>Proposal : The construction of a single skin air dome over 2 tennis courts for use during the winter months from October to March each year.</p> <p>Observations : FTC - Support Members were in agreement that further investigation should be given to the noise generated from the Dome and providing the Noise and Pollution Officer felt satisfied with the outcome were happy to support the application. Members also felt that Network Rail should have been consulted given the close proximity of the Dome to the railway line. Vote - all in favour</p>				
21/01170/FUL	19/04/2021	Katie Dowling	Mrs Claire Mansfield	5 Canterbury Road Flitwick Beds MK45 1TY
<p>Proposal : Single storey front extension and garage conversion with new patio doors to existing rear extension.</p> <p>Observations : FTC - Support Vote - all in favour</p>				
21/01282/FUL	19/04/2021	Fenella Hackney	Mr L Fehr	10 Tythe Close Flitwick Beds MK45 1LE
<p>Proposal : Extend and convert the existing dwelling into two dwellings.</p> <p>Observations : FTC - Support Vote - all in favour</p>				
21/01302/REG	19/04/2021	Fenella Hackney	CBC	Kingsmoor Lower School Kingsmoor Close Flitwick MK45 1EY
<p>Proposal : Retention of one double classroom temporary unit.</p> <p>Observations : FTC - Support Vote - all in favour</p>				
21/01387/FUL	19/04/2021	Eleanor Keep	Mr Peter Alcock	5 Hawes Close Flitwick Beds MK45 1NF
<p>Proposal : Rear single storey extension</p> <p>Observations : FTC - Support Vote - all in favour</p>				

Date :- 26/04/2021

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>
21/01424/FUL	19/04/2021	Sarah Fortune	Burgoine	8 Windmill Road Flitwick Beds MK45 1AT
Proposal : Single storey side/rear extension and alterations to front entrance. Infill rear first floor balcony, render dwelling and part extension of garage.				
Observations : FTC - Support Vote - all in favour				

Signed_____ Date_____

Rob McGregor Mr

Date :- 26/04/2021

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;				
21/01214/FUL	19/04/2021	Sarah Fortune	Mr Tim Davies	40 Church Road Flitwick Beds MK45 1AE

Proposal : Proposed 1st floor front extension and associated alteration works
Observations : FTC - Object
 1. Not in keeping with the current street scene
 Vote - all in favour

21/01323/FUL	19/04/2021	Katie Dowling	Mr Templeman	149 Millwright Way Flitwick Beds MK45 1BZ
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Proposal : Two storey side/rear extension and single storey front extension.
Observations : FTC - Object
 1. Members asked for clarification of the 3 parking spaces as Members felt there was insufficient space on the plans to facilitate 3 spaces.
 2. Members questioned whether the dropped kerb could facilitate 3 parking spaces.
 3. Inconsistency on the plan about the location of the garage.
 4. Members questioned whether the porch had been given planning consent previously.
 Vote - all in favour

21/01470/FUL	19/04/2021	Sarah Fortune	Mr David Stack	10 Kendal Drive Flitwick Beds MK45 1NW
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Proposal : Two storey front extension.
Observations : FTC - Object
 1. Overdevelopment of the plot
 2. No in keeping with current street scene
 Vote - all in favour

Signed_____ Date_____

Rob McGregor Mr



FLITWICK TOWN COUNCIL

Report to Council 2021: Councillor Surgeries 2021/22

Implications of recommendations

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

Finance: N/A

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly.

Background

Due to the Covid-19 pandemic, the decision was taken to hold Councillor Surgeries virtually to keep dialogue going between residents and Councillors whilst face to face situations were not permitted.

Following the revised Covid-19 restrictions and four step road map set out by Government, it was noted at the Council meeting on 16th March 2021 to resume at Flitwick Market from 16th April in line with Government guidelines on the 1st and 3rd Friday of each month. This would provide a face-to-face option, albeit limited in terms of residents able to attend on Friday mornings.

Introduction

Since Councillor Surgeries have existed alongside the Community Services Team's stall at Flitwick Market, to date, there have been a couple of occasions where Surgeries were promoted but Councillors were not present for the whole time or some did not attend for whatever reason. This led to members of the public not being able to speak with a Councillor when they thought someone was there.

The aim of this item is to ascertain the Council's view on alternative options and timings for the Councillor Surgeries at Flitwick Market.

Additional Matters

Councillor Surgeries are an integral part of keeping the lines of communication open within the town between residents and elected Members. The regular market Councillor Surgeries are well attended by the public. The Zoom meetings have not had a high attendance rate over the last year although they do offer an avenue for open conversation outside the standard working week. Zoom sessions also provide a way of those preferring to have a digital conversation.

The market being held on a Friday does restrict some of the community from attending and some Councillors from being present.

Set timescales or days that we can ensure that Councillors can attend in full or in time slots as opposed to cancelling Councillor Surgeries due to the lack of available Councillors.

Time implication of Councillors in relation to setting surgeries on a high frequency basis is something else to be mindful of.

Options

1. To consider having two Councillor Surgeries per month (first and third Friday) at Flitwick Market for two hours, with an additional virtual meeting at the end of each month.
2. To consider having two Councillor Surgeries per month (first and third Friday) at Flitwick Market for one hour, with an additional virtual meeting at the end of each month.
3. To consider holding option one or two with an additional Councillor Surgery through the year at an agreed venue on a monthly basis.
4. To consider holding option one or two with an additional Councillor Surgery through the year on a bi-monthly basis.
5. To consider option one or two with the ability to remove a market or virtual Surgery in place of another venue.
6. To consider holding one Councillor Surgery for two hours at the Flitwick Market with an additional Councillor Surgery at an agreed location or virtual meeting.

Officer Recommendations

1. For the Council to discuss the options above to give a confirmed view of the direction for Councillor Surgeries for the upcoming months which will assist with promoting and organising these sessions.
2. For the Council to review the situation in July 2021 in line with Government guidelines, hopefully being able to offer alternative in-person locations for Councillor Surgeries.

Zoe Putwain
Community Services Officer



FLITWICK TOWN COUNCIL

Report to Council 27th April 2021: Committee Choices & Annual General Meeting 2021-22

Implications of recommendations

Corporate Strategy:

Finance: N/A

Equality: increases inclusivity

Environment: takes forward policy objectives directly

Background

Each year, Councillors are sent paperwork to complete regarding their committee choices and any applications for senior roles on the Council for the ensuing year. On the form, there are also opportunities to be representatives on Outside Bodies, such as the Village Hall Management Committee and the Patient Participation Panel, as well as putting names forward for Champions in particular subject areas, for example Police Liaison and Manor Park.

Introduction

Over the past year, some changes have occurred that will make the Committee choices process different going forward, including:

- the disbanding of the Policy Drafting & Review Team and the Health & Safety Panel.
- the creation of Working Groups to specifically look at areas, such as Public Art, that are currently 'Champion' roles.
- the ability to hold virtual meetings is ceasing from 7th May. Council and Committee meetings will be held at the Rufus Centre after this date, with a hybrid of Councillors attending in person (there must be a quorum) and the remaining Councillors joining virtually.

It is felt that for the Champion roles, more information is needed for Councillors to define expectations within these roles and if the current list is relevant. Below is a list of current roles:

- Buses
- Country Park
- Millennium Park
- Notice Boards
- Police
- Road Safety
- Youth
- Public Art

Options

The Notice Board Champion role is probably more suited as an Officer responsibility.

For Champion roles, it is the Officers' opinion that these are filled by one Councillor and a Sub.

Additional Matters

Committee Chairmen and Vice Chairmen of Committees are to be elected at the May Annual General Meeting.

The Town Clerk has emailed all Councillors asking who would be willing to attend meetings in person and who would attend remotely.

Recommendations

1. For the Council to discuss:

- the Champion roles to determine how relevant the current list is.
- to establish what the current Champions have done as part of the role this year and whether the Champions should report back to Committee/Council periodically.
- To discuss voting process ideas for electing people onto roles at the May Annual General Meeting given that it will be a hybrid of attendees in person and virtually.

It is hoped that Councillors will give a steer on all the above at this meeting to enable Officers to circulate the Committee Choices & Senior Roles paperwork in good time before the Annual General Meeting on 18th May.

Stephanie Stanley
Deputy Town Clerk



Flitwick Town Council

MANAGEMENT AND RETENTION OF DOCUMENTS POLICY

INTRODUCTION

Chapter 11 of 'Arnold Baker on Local Council Administration' (Tenth Edition) contains information about local council documentation. This policy updates and supplements that information, with reference to the length of time documents should be retained by the council, using NALC LTN40.

Flitwick Town Council holds many documents in electronic form only. The same arrangements for keeping records and copies apply to electronic documents and paper documents alike.

LEGAL POSITION: Flitwick Town Council's Financial Regulations contain information on council audit and accounting requirements.

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Period
Negligence	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by Statute	6 years
Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	0 years

Where the limitation periods above are longer than other periods specified in this Policy, the documentation should be kept for the longer period specified. If the legal proceedings fall into more than one category, the longest limitation period should be used.

There is no limitation period in respect of trusts, all documentation should be kept.

Some limitation periods can be extended (see NALC LTN40). In such circumstances Flitwick Town Council will weigh the costs of storing relevant documents and the risks. Wherever possible, such documents will be stored electronically to reduce costs of storage space. The council will also ensure the council's insurance terms for document storage, if any, are complied with.

Under GDPR the council must have a policy in place setting standard retention periods for new (as opposed to historic or archived) personal documentation.

COUNCIL'S COMMITMENT: Flitwick Town Council is clear of the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Subject to these reasons for retaining documents and as a basic starting point, papers and records may be destroyed if they are no longer of use or relevant.

Document	Retention Period	Reason	Location
Council Official Records:			
Signed Minutes	Indefinite	Audit - Legal	Electronic Copies
Acceptance of Office	Duration of Term	Legal	
Declarations of Interest	Term of Office	Legal	Electronic, online at CBC
Dispensations	Term of Office	Legal	Electronic Copies
Mayors Allowance	6 years	Tax, Limitation Act, Audit	Electronic Copies
Scale of Fees and Charges	6 years	Management, Audit.	Electronic Copies
Quotations, Tenders & Contracts	6 years	Limitation Act, Audit	Hard Copies FTC offices & Electronic copies
Asset Register	Indefinite	Management, Audit	Hard Copies FTC offices & Electronic copies
Title Deeds, Leases, Agreements	Indefinite	Management, Audit	Hard Copies FTC offices & Electronic copies
Employee Records:			
Accident Reports	3 years	Legal	Hard Copies
Actuarial Valuation Reports	Indefinite	Legal	Electronic Copies
Amended Tax Code Number Notice	6 years	Legal	Electronic Copies
Contribution Records	indefinite	Legal	Electronic Copies
Expenses	7 years	Legal	Electronic and hard copies
Inland Revenue Approvals	Indefinite	Legal	Hard copies
Payment Changes	6 years	Legal	Electronic copies
Pension Investment Policies	12 years after benefit ends	Legal	Electronic copies
Pension Records Ex-employees.	6 years after benefit ends	Legal	Hard copies

Redundancy/Compromise Agreements	7 years	Legal	Hard Copies
Overtime & Additional Hours	3 years	Audit	Hard copies and hard copies
Staff Personnel Records on Leaving	7 years	Reference	Hard copies
Timesheets	Last completed Audit year	Audit	Hard copies
Personal Injury claims	3 years	Best Practice	Hard copies
Annual Earnings Summary	Current + 12 years	Legal	Electronic copies
Income Tax/Pay Details	6 years	Legal	Electronic copies
P45, P6, P11D, P60	6 years	Legal	Electronic copies
Pay Advice	Current + 1	Legal	Electronic copies
Payroll	Current + 6	Audit	Electronic copies
Leave/ Holiday Records	2 years	Legal	Electronic Copies
Scheduled of Deductions	6 years	Audit	Electronic copies
Contractors:			
Time Sheets	Current + 1	Legal	Hard Copies
Insurance:			
Insurance Company Name & Policy Number	Indefinite	Management	Electronic Copies
Public Liability Statement	Current + 1	Management Audit	Hard Copies
Liability Statement Employees	While valid	Management, Audit	Hard Copies
Accident/ Incident Reports	6 years	Legal	Hard Copies

Cash Records:			
Bank Account Statements	Last completed audit year	Audit	Hard Copies
Bank Paying in Slips	Last completed year	Audit	Had Copies
Bank Reconciliations	6 years	Legal	Electronic Copies
Paid Cheques	6 years	Audit	Hard Copies
Remittance Advice	Last completed audit year	Audit	Electronic copies
Cash Book	6 years	Legal	Hard and electronic Copies
Investments	Indefinite	Management, Audit	Hard Copies
Paid Invoices	6 years	Vat, Audit	Hard Copies
Annual Accounts	Indefinite	Archive, Audit	Hard copies
Pension Fund details	indefinite	Legal	Electronic

Petty Cash, Postage, Phone Records	6 years	Tax, VAT, Audit	Hard copies
Purchase Orders	2 years	Audit	Hard copies
Receipt Books	6 years	VAT, Audit	Hard copies
Unpresented Cheques	6 years	Legal	Hard copies
VAT Records	6 years	VAT, Audit	Hard Copies
PDQ Receipts	6 years	Audit	Hard Copies
Journal Entries	6 years	Audit/Legal	Hard Copies
Management Accounts Trial Balances S/L Aged Debtors P/P Aged Creditors	6 years	Audit	Hard Copies
Grant Documents Applications Approvals	6 years	Audit	Hard and Electronic Copies
Property Receipts:			
Architect, Builder Agreements	6 years at end of contract	Legal	Hard copies
Leases	12 years after lease ends	Legal	Hard and Electronic copies
FTC Planning Permissions	12 years	Legal	Online and Hard Copies
Planning:			
Planning Applications for comment	Not Stored	Management	Online, CBC
Local Plans and Similar Documents	While valid	Management	Online CBC, Hard Copies FTC office
Centres and Recreation Grounds:			
Applications to Hire	6 years	VAT	Hard Copies
Lettings Diary	6 years	VAT	Electronic copies
Playground Inspections	21 years	Legal	Hard copies
Allotments:			
Register and Plans	Indefinite	Management, Audit	Hard copies
Burial Grounds:			
Register of Fees	Indefinite	Local Authorities Cemeteries Order	Hard copies
Register of Burials	Indefinite	Local Authorities Cemeteries Order	Hard copies, Electronic
Register of Purchased Graves	Indefinite	Local Authorities Cemeteries Order	Hard copies, Electronic
Register of Grave Spaces	Indefinite	Local Authorities Cemeteries Order	Hard copies, Electronic
Register of Memorials	Indefinite	Local Authorities Cemeteries Order	Hard copies, Electronic
Application for Internment	Indefinite	Local Authorities Cemeteries Order	Hard copies
Disposal Certificates	Indefinite	Local Authorities Cemeteries Order	Hard copies

Copies of Exclusive Rights of Burial	Indefinite	Local Authorities Cemeteries Order	Hard copies, Electronic
Tree Inspections	Until superseded	Management	Hard copies
Memorial Inspections	Until superseded	Management	Hard copies

Correspondence:				
NALC	As long as relevant	Management	Office Hard Copy	
SLCC	As long as relevant	Management	Office Hard Copy	
Complaints	As long as relevant	Management	H/Drive Folder	
Public Correspondence	As long as relevant	Management	H/Drive Folder	

Flitwick Town Council's own publications:

The Council may wish to keep its own publications. Currently Flitwick Town Council produces an e-newsletter, Flitwick Papers.

The Legal Deposit Libraries Act 2003 and the Legal Deposit Libraries (Non-Print Works) Regulations 2013 require the council to deliver, at its own expense, a copy of published works in print or published electronic works offline, to the British Library Board. Electronic works only have to be delivered to the British Library if requested. Printed and electronic works are defined as a pamphlet, magazine, newspaper, map, plan, chart or table.

DOCUMENTATION RELATING to STAFF (including correspondence).

The council retains documentation relating to staff in accordance with the eight data protection principles contained in the Data Protection Act 1998. Personal data is not kept for longer than is necessary for the purpose it was held.

After an employment relationship has ended, the council may retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any legal claims made against the council (see time limitations listed under 'LEGAL POSITION').

The time limits within a claim (and any appeal) may be lodged against the employer are set out in the legislation that contains the employment right in question or failing that, by reference to the Limitation Act 1980 (see time limitations listed under 'LEGAL POSITION').

The time for lodging a claim at an Employment Tribunal is usually measured from the date that the employment relationship ended, or the date of the act complained of.

Local/historical information There is provision in the Local Government (Records) Act 1962 for the council to acquire records of local interest.

STORAGE LIMITATION AND GDPR

GDPR treats storage limitation in a similar way to the fifth principle (retention) of the 1998 Data Protection Act. Personal data must not be kept for longer than the council needs it.

The council can keep personal data for longer for public interest archiving, scientific or historical research, or statistical purposes with appropriate safeguards in place.

The Council will need to ensure that all data (hard copy or electronic) is kept securely, and access is only available to authorised personnel.

Councillors will need to assess how they manage the data they receive or generate on behalf of the Council and take steps to identify and address any potential weaknesses. e.g., access to emails/contact details by a 3rd party.

DISPOSAL

All documents that are no longer required for administrative reasons should be stored in boxes labelled with relevant destruction dates.

When documents are disposed of, the method of disposal should be appropriate to the nature and sensitivity of the documents concerned.

This policy is cross-referenced to the following Council's adopted policies and procedures: Financial Regulations, Publication Scheme, Data Protection, Freedom of Information Act.

Flitwick Town Council

Strategy

2021 -2025

Date Adopted:

1. Introduction

This document sets out the broad vision and ethos of Flitwick Town Council. This vision sits within both the wider and the local context. It outlines where we want to get to and how we should get there.

It aims to provide the framework within which the community, other councils, the voluntary sector, and businesses can engage with Flitwick Town Council over the next four years. It aims to provide continuity across election periods to ensure a stable, supported, and deliverable plan.

This strategy provides the outline from which we will develop more detailed annual delivery plans and budgets, allowing us to measure progress and be accountable, while being flexible enough to seize new opportunities as they arise.

Our strategy will be a living document that will be reviewed annually and developed through the four years it covers and will evolve depending on the circumstances around us.

Section 2: Explains our 'Vision' for Flitwick and the Town Councils' 'Mission' on how we will go about achieving it.

Section 3: Sets out our philosophy as a Council and how we will bring this to life in the way that we work.

Section 4: Describes the context in which we live, both the wider picture and our more local environment.

Section 5: Identifies the main themes for our work in the next four years: the heart of our strategy and describes our plans in more detail.

Section 6: Covers how we will monitor progress towards our vision and how we will review this strategy.

FLITWICK MATTERS

2.1 Our Vision

Our Town will be vibrant and welcoming, with an inclusive and engaged community, working together to provide an improved, sustainable, and life-enhancing environment.

2.2 Our Mission

We will engage residents, organisations, and businesses to understand their needs and wishes.

We will champion equality, enhance local democracy, and encourage community involvement & cooperation.

We will manage our resources openly, effectively, and sustainably.

We will advocate and campaign for the Town, where appropriate, working with other bodies and organisations to influence beneficial development and investment in amenities and services in our local area.

3. What we will do and how we will work

There are practical limits on what we can achieve as a Town Council, with our own legal powers or resources. However, where we are able, we will act decisively to deliver services and activities to the best of our ability. Where there is greater benefit in engaging in partnership with other groups and organisations to deliver change, we will take that route. Where we cannot directly make things happen, we will use 'our voice' to try and influence those organisations in the driving seat.

We see the role of the Town Council is to support and enhance the energy and commitment of its citizens. We will enable others to be successful. We will support and champion causes that improve the Town's resilience and protect against those that erode it.

We will encourage everyone to get involved. Participation and engagement will be central to our thinking, and we will work hard to expand and improve how we do this. We will look for new ways to listen to Flitwick's Residents and Businesses and bring forward those voices that are not always heard. We will be transparent, open, and accessible, with good communication at the heart of everything that we do.

We will aim to be bold, responding to identified needs and making decisions on the basis of what we believe is best for Flitwick. We will be nimble, taking opportunities as they emerge. To do this, we will ensure our staff are empowered and that both staff and Councillors have the range of skills and experience they need to succeed.

We will run our commercial events, hospitality, and serviced office business at the Rufus Centre on a for-profit basis, aiming to generate an annual financial surplus and to provide high-quality facilities for our community. We will use all profit generated to invest in services and projects across the Town and where possible, to reduce the burden on the taxpayer.

We will practice what we preach. The Town Council will create an ethical policy to enhance our current approach. We aspire to provide our staff with a great place to work and to be a local employer of choice. We will do this by creating a culture of professionalism and respect, embracing diversity, offering development and training opportunities and recognising achievement and contribution. We will continue to pay at least the Living Wage and continue developing opportunities to employ apprentices at the Council. We will continue to support local businesses through our procurement processes wherever possible. We will work hard to minimise our own environmental impact and to support local businesses and residents to do the same.

Lastly, we are committed to ensuring that our processes, as a group of Councillors, exemplify this commitment to engagement and participation, embracing diversity and allowing debate and challenge. We want neither to stifle discussion nor bury dissent. We will work together effectively, be fair and participative and allow space for enthusiasm, learning and initiative.

4.1 The wider context

We live in changeable and unpredictable times, characterised by divisions in society exemplified by debates concerning Brexit, Climate Crisis, and the response to the current pandemic. For all our town spirit, Flitwick is intimately connected to and influenced by wider national developments that inevitably affect the wellbeing and confidence of Flitwick's residents and businesses.

The impact of cuts to public services, health, social care, education, and emergency services will continue to dominate the next few years in the aftermath of the pandemic. Cuts in services have affected all aspects of society and especially the more vulnerable people in our community. Continued cuts to Central Bedfordshire Council budgets mean that it will be challenging for them to implement much, if anything, beyond the legal minimum.

The National Government has set legally binding targets for net-zero emissions by 2050. Parliament and all tiers of local government, including Central Bedfordshire Council, have declared a Climate Emergency. We aim to follow this lead and create our own range of local climate change actions. We believe it is our duty to make whatever difference we can locally; doing nothing is not an option.

4.2 The local picture

The last ten years have seen a significant increase in new housing in the Town, which continues to put pressure on the existing infrastructure. More areas for housing are identified in the Central Bedfordshire local plan, which will increase the pressure on town roads (for both travel and parking), on education, health and social care provision, leisure and sports provision and on demand for employment.

We will look at the benefits or otherwise of creating and adopting a Neighbourhood Plan and whether it would help secure better urban design, energy-efficient homes, sustainable housing opportunities, protection of open spaces and employment sites, and encourage town centre regeneration.

Our local environment dramatically affects our experience of the Town, from issues around air quality and litter through to the enjoyment of our many green spaces. The Town needs to feel and be a safe place to live, work and enjoy, so we will look at initiatives to improve aspects of different people's perceptions.

Flitwick's location and transport links mean that the Town is home to large numbers of residents who commute to work, with many relying on cars for their day-to-day travel. Flitwick is also a hub for surrounding small villages and communities, enabling people to access health services, education, banks, post-office, shops and the Railway.

Local services and businesses have appeared even during the current emergency and have helped the local economy to remain resilient to the limited available local employment. A challenge will be to ensure that the Town continues to be a place where businesses, physical and virtual, have opportunities to grow in locations where they wish to operate.

Flitwick enters this strategic period with a thriving community sector and relatively low crime and social deprivation levels. However, there are real challenges around making sure people feel a part of Flitwick, especially as it undergoes continued growth and change. Collaborative working and community participation needs to be more central to how we work. We will strive to find new ways to work with the people of Flitwick to address challenges and seize opportunities around inclusion, housing, employment, and wellbeing.

5.1 The heart of our strategy

There are five key pillars of our strategy for the next four years. We have broken each area down into a series of actions that will be incorporated into detailed work plans.

A PROSPEROUS TOWN

Increase economic prosperity and encourage a vibrant and diverse town. Develop improved services to meet the demand as it grows.

A SUSTAINABLE ENVIRONMENT

Improve the quality of the public realm, responding to climate change issues and protecting the local environment.

AN ENGAGED COMMUNITY

Develop a greater sense of pride in the Town across all age groups, improving the level of public engagement and providing a place where people have a strong sense of wellbeing.

A CENTRE FOR EVERYONE

Develop the Rufus Centre as a profitable commercial business and quality hospitality centre, which also caters for a wide range of community activities and supports local businesses.

A COUNCIL THAT DELIVERS

Develop the capacity and skills within the Council to equip it to best deliver its aims and services efficiently, effectively, imaginatively, and collaboratively.

5.2 A detailed plan

A PROSPEROUS TOWN

The Town is constrained and divided by the railway line, which adversely affects the town centre's potential for cohesive development. Past plans have proposed differing scales of re-development, but large-scale change is unlikely in the foreseeable future due to the financial costs involved.

We propose to:

- Continue to work with stakeholders to ensure that opportunities are taken to improve the town centre's layout, accessibility, and infrastructure, including more use of the area in front of Barclays Bank, developed by Central Bedfordshire Council as part of the Market Towns initiative.
- Continue to support and participate in Central Bedfordshire Councils' development of an integrated and accessible transport interchange at the Flitwick Station site.
- Continue to support the development of step-free access to the station within the next few years.
- Actively support the enhancement and development of the Village Hall and the adjacent market to maximise its contribution to the Town's revitalisation.
- Work with local businesses – physical and virtual - to encourage networking, investment, and job creation for a speedy recovery following the impact of the pandemic.
- Lobby Central Bedfordshire Council on the expansion of the current Flitwick Industrial Estate.
- Help facilitate start-up activity or the expansion of existing businesses and support business from home and online.
- Promote the visitor and night-time economies by working with stakeholders to raise the standard and range of the offering in Flitwick, with supporting promotion to local audiences.
- Continue to work with Central Bedfordshire Council, the community and other partners to ensure the development of Flitwick is planned and delivered in a strategic and holistic manner.
- Consider the development of a Neighbourhood Plan to influence the nature, type, scale, and style of future developments, and ensuring that our community's wishes are considered.
- Lobby for increased Health, Education and other infrastructure provision for the Towns residents based on the recent housing development already delivered and future demand anticipated in the Central Bedfordshire Council Local Plan.
- Help to influence the continuation of adequate physical retail outlets and an extension to the current space, where opportunities allow.
- Actively influence the consultation processes and development of the CBC Local Plan strategy.
- Where we are able, use local suppliers and businesses. We will create a roster of companies that match our ethical standards and environmental aims.

A SUSTAINABLE ENVIRONMENT

Sustainability means "meeting the needs of today but preserving the environment for the next generation". This cannot be achieved by only considering environmental issues, social and economic sustainability is equally important.

The Town Council will act both as an organisation whose business activities impact on the environment, where we will lead by example to minimise any adverse impact. Secondly, we will work with our community and other partners to help make the town environment more sustainable.

We propose to:

Protect and enhance our local environment and address sustainability

- Initiate an environmental audit of FTC activities and operations to create a Council Environmental and Sustainability Policy to reduce our adverse impact on climate change and environmental issues.
- Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions. Consider ways to reduce consumption, improve re-use and increase re-cycling.
- Do all we can to preserve the natural environment, parkland, biodiversity and important landscapes. Initiate wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens.
- Raise the standard of the public realm by tackling litter, fouling, graffiti and neglected or aesthetically displeasing areas. Work in partnership with existing responsible bodies and voluntary organisations to improve the look of the Town.
- Review the benefits of working with like-minded organisations to make the Town sustainable via a Local Authorities "joint pledge" approach.
- Encourage and facilitate walking and cycling in and around the Town and to the Rufus Centre and to reduce the adverse impact of traffic.
- Use our influencing role in planning as a positive influence on the Town's built environment and sustainability.

Recognise and build on our existing heritage

- Maintain, co-ordinate and financially support the Remembrance parade and other events which commemorate important occasions.
- Ensure Flitwick's heritage is recorded and made accessible to all. Look to develop more online content on our website that captures the Town's look, memories, and history.
- Use our involvement in the planning process to preserve green open spaces, protecting green belt land where it is possible.
- Work with other stakeholders to develop art and culture provision in the Town. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents of the Town.
- Stage directly or with partners, events that raise the profile of the Town and encourage visitors.

Work to improve the range of leisure and sporting assets

- Oppose new developments where recreation or sports facilities are lost unless equivalent provision is provided.
- Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.
- Work with grant awarding and third-party bodies to maintain and upgrade the various play parks in the Town.
- Support inclusive local sports and leisure organisations to expand and play a greater role in meeting the population's needs, encouraging residents to lead a healthier lifestyle.

AN ENGAGED COMMUNITY

It is a fundamental requirement of the success of any community project that it is undertaken in partnership with the community. But more than this, working in partnership with the community, empowering it and helping it to become cohesive is at the core of our proposals.

We propose to:

Build an engaged and empowered Flitwick community

- Celebrate the diversity of our communities of place, origin, interest, or age, and proactively engage with them. Work to develop a wider range of arts and cultural activities that showcase the talents of residents and help develop the interests of people in the town.
- Work with the community on planning how to develop and support it.
- Engage with, and support, the wide variety of voluntary and charitable organisations in the Town, which help us deliver our aims.
- Ensure that young people have things to aspire to, be it employment opportunities, safe activities, and places to engage in and an interest in their community and Council. Continue to support and, where appropriate, develop our existing youth services and outreach activities.
- Take the lead to empower a volunteering culture within Flitwick by raising awareness of the benefits and promoting opportunities.
- Ensure our equality policy always reflects best practice in respect of employment, services and democracy.

Provide a voice for Flitwick

- Maintain either directly or in partnership a programme of events to promote the Town and promote the Council's other objectives.

- Develop a shared agenda to influence the improvement and effective management of local services through coordinating with stakeholders and relevant third parties, holding to account service providers responsible for delivery.
- Work more closely with Central Bedfordshire Council to influence the delivery of coordinated services and development.
- Promote and support events that build community cohesiveness or promote the Town.
- Maintain an active and responsive programme of Mayoral engagements to support the community and promote the Town.
- Continue with the annual Community Awards to highlight outstanding local contributions by individuals and organisations.

Work to make our Town safer

- Look at opportunities to work with Central Bedfordshire Council to extend CCTV services and, where financially viable, introduce a monitoring service that will deter crime.
- Work with the Police and other partners on community safety initiatives and to disseminate information and ensure residents know where to report matters of concern.
- Ensure that FTC has a robust Town Emergency Plan, working with appropriate third-party organisations.
- Provide access to home safety & health advice/information through our website, social media and other FTC channels.
- Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example.
- Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.
- Lobby for road improvements and maintenance, which improves safety.

Work to improve health and wellbeing

- Support and partner initiatives that encourage residents to live a healthier lifestyle.
- Reduce social isolation and loneliness by supporting befriending schemes and community transport.
- Lobby to ensure the community has enough health and social care facilities and services and to contribute at a very local level, where appropriate. To work in partnership to address food poverty, where evident.
- Lobby to ensure the housing proposed in the Central Bedfordshire Council Local Plan is delivered in a sustainable way, has a mix of types for a balanced and diverse population (including affordable homes) and is of a design that preserves Flitwick's character.

- Lobby to ensure homelessness in the Town is addressed.

A CENTRE FOR EVERYONE

The Rufus Centre, opened originally as a school and taken over by the Town Council in 1999 as their administrative hub and has become one of the most flexible hospitality, conference and events venues in the local area. It provides the opportunity for the Council to deliver many of its economic, environmental and community goals, as well as enabling a range of commercial activities that can keep down the cost of the council precept.

We propose to:

To develop the Rufus Centre as a strongly performing commercial enterprise.

- Operate on a commercial basis, with a full cost understanding of all events and activities and the markets in which they compete.
- Ensure non-business functions are internally re-charged to service cost centres.
- Undertake a range of commercial events which help maximise the use of the Centre.
- Offer an excellent standard of hospitality, with a varied and value menu that offers healthy and sustainable options.
- Offer good value business space at a commercial rent.
- Provide subsidised use of the Centre by Community organisations and charities to support the Council's community aims.
- Provide a quality and engaging public interface for the Council's services and a gateway to services by other providers.
- Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment.

A COUNCIL TO DELIVER

Over the last year we have reviewed our organisational structure, governance, policies, processes, and culture to ensure they are all pulling in the same direction and are fit for purpose. We have made much progress, but there is still more work to do.

We propose to:

Taking an integrated approach to Management.

- Develop capacity and a diverse skill base through an active and ongoing Councillor and Officer training programme.
- Finalise the new agreed Council staffing structure, which clearly differentiates areas of responsibility, led by a strong and empowered Senior Management Team, with sufficient additional resources to cope with our initial plans. Recruit remaining identified roles.

- Be innovative in finding external funding for Council and other local community initiatives.
- Gain accreditation under the Local Council Award Scheme, where it furthers efficient practises.
- Deliver the Council objectives through outcome-focused delivery plans and related performance management.
- Improve operational efficiency by developing a range of quality based operating procedures.
- Regularly review our governance and policies to ensure they work to the best advantage.
- Move to a 5-year financial plan to ensure best value and undertake a service-value review.
- Ensure the Council's information technology is fit for purpose and delivers value for the organisation. We will conclude our move to the 'cloud', introduce more opportunities for remote and flexible working, and introduce new software or services where they fit the Council's aims.

Deliver excellent services.

- Determine priorities on objective need and public choice in the light of both business and safety risk assessments.
- Continue to deliver our existing services and develop outcome-based standards.
- Support or supplement essential services provided by others, but only take on new or devolved services where it is necessary to preserve or improve them.
- Introduce new services and initiatives where we can satisfy need and choice cost-effectively.
- Use our role in the planning system to the benefit of the local community.

Provide excellent communications and transparency

- Seek to engage the public and communities through a variety of channels as set out in our Communications and Marketing Policy, ensuring communication is two way and that we listen.
- Regularly report progress on actions in our delivery plans, including any unimplemented decisions. Develop a range of key performance indicators and a balanced scorecard approach if they enable better communication of our progress.
- Ensure regular publication of key Council financial reporting and that published accounts are easy to understand.

6. Keeping track of our progress

We want to understand the impact and value of the work that the Town Council and the community do and how far we are progressing towards achieving the vision set out.

We will engage the community with reviewing this strategy to find out how and where we are making progress, who we are helping and who we may need to support further with new projects or activities.

For each key pillar in our strategy, we will create a series of actions and targets that will appear in our delivery plans. The responsibility for the delivery of every action will be allocated to an area of the Council, under the Management of the Town Clerk and the Senior Leadership Team.

Progress will be overseen by one of the current Council Committees or, where necessary, the whole Council. We will identify a target date for each action, and we will review and regularly report on our progress throughout the year. We will also create a complimentary five-year budgetary plan to ensure that we can fund our aims.

IT Tender Review

Company	Annual Cost	Setup Costs	Total Cost	Proposal & Working Methods (210)	Experience (60)	References (30)	Total Quality Score (out of 300)	Normalised Quality Score (out of 50)	Points for Price	Total Score
A	£ 30,482.80	£ 3,300.00	£ 33,782.80	83	20	30	133	22	32	54
B	£ 22,727.20	£ 1,790.00	£ 24,517.20	165	60	30	255	43	50	93
C	£ 39,178.95	£ 650.00	£ 39,828.95	169	50	30	249	42	20	61
D	NON COMPLIANT	NON COMPLIANT	NON COMPLIANT	98	30	0	128	21	NON COMPLIANT	NON COMPLIANT



FLITWICK TOWN COUNCIL

Report to Town Council 27th April 2021: Lockdown Car Show Request

Implications of recommendations

Corporate Strategy:

Finance: N/A

Equality:

Environment: Community Involvement

Background

It was resolved at the Community Services Meeting on 6th April 2021 for FTC to withdraw from the organisation of the Classic Car & Bike Show, held annually at The Rufus Centre.

It was resolved at the Community Services Meeting on 6th April 2021 to support the Lockdown Car Show, organised by a Flitwick resident in ways of promotion for the event.

Introduction

The organiser of the Lockdown Car Show has requested to use an area within Millennium Park (inclusive of the basketball hard standing area) and The Hub car park on Sunday 1st August 2021, between 8am – 6pm.

See appendix 001

The organiser has requested to access Millennium Park via the gate located halfway up The Hub car park. The request includes placing refreshment and charity stalls on the hard standing area with auto jumble stalls on the grass surrounding the hard standing area. An allocated section of Millennium Park will be used for static car club displays, allowing 30-40 cars to be displayed. An information point and St. John's first aid point will be located within Millennium Park.

Millennium Park and The Hub car park will have 6 marshals present at all times during the opening times of the event (10am – 4pm).

Additional Matters

The organiser has been informed that FTC may request a copy of the event public liability insurance, event management plan, risk assessment, covid risk assessment and SAG form (including any recommendations made by the SAG team) at a later date, prior to the event.

The request from the Lockdown Car Show organiser is to use Millennium Park and The Hub car park free of charge.

Options

1. To consider granting permission for the Lockdown Car Show to be held on the highlighted area of Millennium Park within appendix 001 and The Hub Car Park, between 8am – 6pm on Sunday 1st August 2021, without charge.

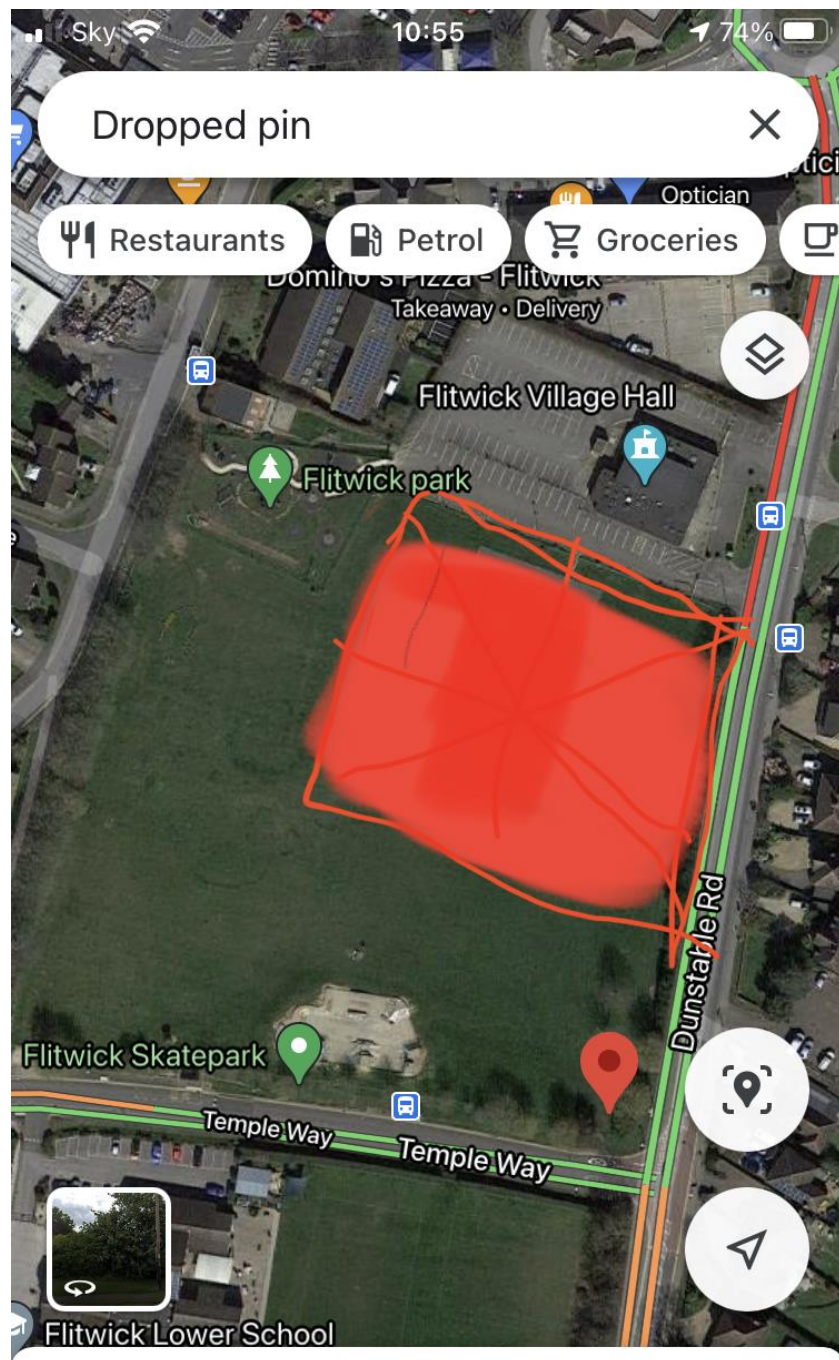
Susan Eldred
Community Services Manager

Town Council Meeting: 27th April 2021

Agenda item: 10g

Appendix: 001

Lockdown Car Show 2021



Dropped pin

Near 41 Dunstable Rd, Flitwick, Bedford MK45 1HP

FLITWICK TOWN COUNCIL ATTENDANCE & APOLOGIES

Technical difficulties	TD
Corona virus	CV
No Meeting	

The attendance is taken from the first Town Council meeting of 2020 (19th May 2020) to Business Services meeting on Thursday 15th April 2021. Attendance for the next year 2021-2022 with commence from the Town Council meeting on Tuesday 27th April 2021. Councillor's Surgeries attendance has been noted but not included in the total of the attendance. Meetings attended as Mayor and Deputy Mayor have been included in the total as they have the right to vote at these meetings. Subs have also been included in the total.

2020/2021		May-20			Jun-20			Jul-20			Aug-20			Sep-20			Oct-20			Nov-20			Dec-20			Jan-21			Feb-21			Mar-21			Apr-21			May-21					
		Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Total No Meetings	Total apologies received	Total No Apologies	Covid Non Attendance	Technical Difficulties	Total meetings attended	TOTAL Annual Meetings	TOTAL Annual Attendance	Attendance %
Councillors	Meetings																																										
Jeremy Dann	Town Council	1			1			1			1			1			1			1			1			1			1					11	1	2	0	0		10	45	42	93%
Town Council	Community Services				1			1			1			1			1			1			1			1			1				11	0									
Mayor	Planning Committee										2			1			2			1			1	1		1			1			12	1										
	Business Services (as Mayor)					1		1			1			1			1			1			1			1			1			11	0										
	Councillor Surgeries													2						1						1									4								
Andy Snape	Town Council	1			1			1			1			1			1			1			1			1			1					11	0	2	0	0		11	32	30	94%
Deputy	Business Services (Chairman)				1			1			1			1			1			1			1			1			1				11	0									
Mayor	Corporate Services	1				1			1		1			1			1			1												9	2										
	Community Services (Sub)				1																											1	0										
	Planning (as Deputy Mayor)																1						1									3	0										
	Councillor Surgeries													1											1																		
Gareth Mackey	Town Council	1			1			1			1			1			1			1			1			1			1					11	1	4	0	0		10	20	16	80%
	Corporate Services	1			1				1		1			1			1			1													9	3									
	Councillor Surgeries												1																														
Ian Blazeby	Town Council	1			1			1			1			1			1			1			1			1			1					11	0	1	0	0		11	32	29	91%
	Corporate Services (Chairman)	1			1			1			1			1			1			1													9	1									
	Business Services				1			1			1			1			1			1			1			1			1				10	0									
	Councillor Surgeries													1			1																2										
Keith Badham	Town Council	1			1			1			1			1			1			1			1			1			1					11	1	6	0	0		10	33	26	79%
	Business Services				1			1			1			1			1			1			1			1			1				10	4									
	Community Services (Chairman)				1			1			1			1			1			1			1			1			1				10	1									
	Corporate Services (Sub)							1																									1	0									
	Councillor Surgeries													1																			1										
John Roberts	Town Council	1			1			1			1			1			1			1			1			1			1					11	0	0	0	0		11	30	30	100%
	Business Services				1			1			1			1			1			1			1			1			1				10	0									
	Corporate Services (Vice Chair)	1			1			1			1			1			1			1													9	0									
	Councillor Surgeries																																0										

[illegible]



[NAME]
[ADDRESS]

Your ref:
Our ref: LP
Date: 11/03/21

Dear [NAME]

Local Plan Proposed Main Modifications Consultation - March 2021

The Council is publishing Proposed Main Modifications relating to its Emerging Local Plan. You are being notified as one of the Regulation 18/19 consultees, and we are inviting you to express your views on these Modifications by taking part in the consultation. The consultation will begin at 10am Friday 19th March 2021 for a period of six weeks, until 12pm on Wednesday 5th May 2021.

Background

The Council submitted its Local Plan to Government in February 2018. The Local Plan sets out a policy framework to guide development across the Council area up-to 2035, including to support the delivery of housing, employment and infrastructure.

The Local Plan is now at the Examination stage where independent Planning Inspectors consider if the plan meets the appropriate requirements and if it can be adopted. This process has already involved public hearings that took place in May to July 2019 and December 2020. All the stages of the Examination are available on the Council's website at the following link:

<https://www.centralbedfordshire.gov.uk/local-plan-exam>

As part of an Examination process, Planning Inspectors may recommend Main Modifications (changes that materially affect the plan's policies) to make a submitted local plan sound and legally compliant. These Proposed Main Modifications must be published for public consultation, so the Inspectors' have an opportunity to consider any representations on the proposals prior to publishing their report on the plan.

What are we consulting on?

We are currently consulting on the Proposed Main Modifications, along with a Sustainability Appraisal (SA) Report and Habitats Regulations Assessment (HRA) Addendum that consider any relevant implications of the Modifications, along with a document that illustrates any changes that are proposed to the Policies Map.

The consultation documents consist of the following:

- Central Bedfordshire Local Plan Proposed Main Modifications Schedule March 2021
- Central Bedfordshire Local Plan Sustainability Appraisal Main Modifications Report March 2021
- Central Bedfordshire Local Plan Sustainability Appraisal Main Modifications Report – Non-Technical Summary March 2021
- Central Bedfordshire Local Plan Habitats Regulations Assessment Addendum March 2021
- Central Bedfordshire Local Plan Proposed Modifications to Policy Maps March 2021

These documents are all available on the Council website at the following link:

<https://centralbedfordshire.oc2.uk/>

In addition to the above documents, the Council is also publishing Additional Modifications, which are more minor in nature and do not affect the plan's soundness or legal compliance. These do not form part of the consultation but are available to view, for information purposes. Finally, the Council is publishing a 'striketrough' version of the Local Plan, which, again is not part of the consultation, but is available to assist understanding of the modifications being proposed.

Please Note: this consultation is confined to the specifically stated Proposed Main Modifications, which are put forward without prejudice to the Inspector's final conclusions on the Plan; and on the associated supporting documents. It is not an opportunity to restate points previously made, to raise new representations to the submitted Local Plan or to seek further changes to the Plan.

Details of the Consultation

The consultation will run for six weeks from 10am Friday 19th March 2021 to 12pm Wednesday 5th May 2021. Details of how to respond to the consultation are set out on the 'Main Modifications Consultation March 2021' page of the Council's website:

www.centralbedfordshire.gov.uk/mmc-march-2021

Next Steps

Any responses to the Consultation will be forwarded to the Planning Inspectors for their consideration, prior to the publication of their report into the Local Plan later in the year.

Yours sincerely,



Andrew Davie
Assistant Director – Development and Infrastructure



Statement of Representation Procedures (Regulation 19) Town and Country Planning (Local Planning) (England) Regulations 2012

Central Bedfordshire Council Local Plan 2015-2035: Main Modifications Consultation

The Council is inviting comments, also known as representations, on the Proposed Main Modifications to the Central Bedfordshire Council Local Plan 2015-2035. The information below sets out how and by when to make such representations, as well as where to find the relevant documentation.

Statement of Representation Procedure

Consultation document

The Council is consulting on the Proposed Main Modifications, along with a Sustainability Appraisal (SA) Report and Habitats Regulations Assessment (HRA) Addendum that consider any relevant implications of the Modifications, along with a document that illustrates any changes that are proposed to the Policies Map.

The consultation documents consist of the following:

- Central Bedfordshire Local Plan Proposed Main Modifications Schedule March 2021
- Central Bedfordshire Local Plan Sustainability Appraisal Main Modifications Report March 2021
- Central Bedfordshire Local Plan Sustainability Appraisal Main Modifications Report – Non-Technical Summary March 2021
- Central Bedfordshire Local Plan Habitats Regulations Assessment Addendum March 2021
- Central Bedfordshire Local Plan Proposed Modifications to Policy Maps March 2021

Subject matter and area covered

The Proposed Main Modifications set out those modifications that materially affect the plan policies and are deemed necessary for the plan to be found sound through the Examination process.

The Local Plan covers the whole administrative area of Central Bedfordshire.

Period of publication for representations

The Council will receive representations from 10am Friday 19th March 2021 to 12pm Wednesday 5th May 2021. Representations should arrive no later than 12pm on Wednesday 5th May 2021.

Anonymous comments or comments received outside these dates will not be accepted.

Please Note: this consultation is confined to the specifically stated Proposed Main Modifications, which are put forward without prejudice to the Inspector's final conclusions on the Plan; and on the associated supporting documents. It is not an opportunity to restate points previously made, to raise new representations to the submitted Local Plan or to seek further changes to the Plan.

Where to view the proposed submission documents:

Publication version and supporting documents are available for inspection from 10am Friday 19th March to Wednesday 12pm 5th May on the Council's web page:

www.centralbedfordshire.gov.uk/mmc-march-2021

How to make representations

Representations can be made through the following means:

Online Consultation System

<https://centralbedfordshire.oc2.uk/>

Either log in or register to make representations, attachments can also be uploaded through this system. Consultation documents can be viewed through this system and are also hosted on the Local Plan Examination pages of our website.

Letter

Representations can be sent via letter to the following postal address:

Local Plan
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
SG17 5TQ

Please ensure any representations sent via letter contain your name and contact details, either a postal address or email address.

Email

Representations can be sent via email to the following email address:

localplan@centralbedfordshire.gov.uk

Please ensure any representations sent via email contain your full name.

.....

We recognise that there may be individuals who are unable to view the consultation documents online and due to the Coronavirus (COVID-19) restrictions are unable to view hard copies at the Council's main office at Priory House. In these circumstances we will be happy to discuss how we can arrange for you to access the consultation documents. Please contact the Planning Policy Team on 0300 300 4353.

If you are unable to submit your response on-line or by post and are unable to leave your home, or arrange for someone else, to post your response due to Coronavirus (COVID-19) restrictions, then please contact the Strategic Growth Team on 0300 300 4353.

How to find out the next steps

Using the online system at <http://www.centralbedfordshire.gov.uk/> you can request to be notified via email to be kept up to date on the Local Plan process.

What will happen to the Representations?

All valid comments will be submitted to the Planning Inspectors presiding over the Examination for their consideration and prior to the publication of their report .

Please note that copies of all comments will be made available for the public to view (including your name but not personal addresses, telephone numbers or signatures) and therefore cannot be treated as confidential. Data will be held in accordance with the Data Protection Act 1998.

Contact us...

by telephone: 0300 300 4353

by email: localplan@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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

.....



Rob McGregor
Town Clerk & Chief Executive
Flitwick Town Council

Our ref: CBC/TC/01
Date: 26th April 2021

Dear Mr McGregor

Re: Welcome Back Fund

As our town centres gradually reopen, the Council is working very closely with both the Government and local partners to safely welcome back our residents and businesses. To this end, the Council has been allocated funding from the Government's Welcome Back Fund, for the purpose of encouraging shoppers and employees to return in a safe way, but also to ensure that economic activity returns as quickly as possible.

The Council is very keen to work with you on developing projects and activities that contribute to this aim. We are able to allocate WBF funding towards this purpose, should you wish to participate in this programme. The WBF funding is part of a legacy European Regional Development Fund (ERDF) scheme, for which the Council is the accountable body. The funding is intended for specific activities towards the safe opening of High Streets and town centres, as approved by the Government.

The WBF funding allocation has been determined based on precept levels and also the Local Plan designation for your town centre, so as to ensure funding is at a level appropriate to the size of the town centre and the challenges faced. A total of £15,000 has been allocated to Flitwick Town Council towards the cost of eligible activities during the current financial year. A Service Level Agreement will be required, which recognises Flitwick Town Council as a Delivery Partner to the Council. Any expenditure incurred by the Town Council, will be reclaimed from the Council on a defrayed basis.

I appreciate that managing grant funding such as this can be a complicated process, however, we will endeavour to simplify this as much as possible. Attached to this letter, you will find a form for setting out proposed activities, which we will use to confirm eligibility. This document will act as your Delivery Plan and will also form the basis for your Service Level Agreement.

The Government has issued a set of frequently asked questions (FAQ's) which can be viewed here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/980130/Welcome_Back_Fund_FAQs.pdf. Further guidance regarding the Fund generally can be located at: <https://www.gov.uk/government/publications/welcome-back-fund>.

In order to ensure we can start delivering schemes as quickly as possible, whilst recognising you will require sufficient time to consult with TC members, please submit your proposed Delivery Plan by Friday 28th May, by email to Sam Caldbeck samuel.caldbeck@centralbedfordshire.gov.uk. If you do not wish to utilise your allocation, please advise Sam as soon as possible and by Friday 28th May at the latest. Sam, (tel: 0300 300 4410) is a member of the Place Delivery team at the Council and is available to assist you in the preparation of your Delivery Plan and any other queries you may have.

Yours sincerely

Councillor Kevin Collins
Executive Member for Planning & Regeneration

Cc Ward Member's

Council 27.4.21

Item 8e

**Recommendations and resolutions of the Business Services Committee 15th
April 2021**

The Town Council are asked to **note** the **Resolutions** of the Business Services Committee

