

Rob McGregor
Town Clerk
Flitwick

12/04/2021

Ashwin Chacko
Sub: Submission for Application to be Town Councillor

Respected Sir

I write this brief in relation to the advertised vacancy of a Town Councillor in Flitwick and my interest to be part of the council.

A brief about me is that I am Ashwin Chacko – 32 years of age, a British Indian who have acquired my citizenship in this country through the path of Naturalisation. I have been in the UK since 2004 and been living in Flitwick since 2014 as part of my employment with Nissan at Cranfield. I have lived in 3 countries so far (Bahrain, India and the UK) which gives me appreciation towards community, culture and need to coexistence. I work as an Engineer and I enjoy the calmness and leisure that Flitwick offers.

Since 2014 both me and my Mrs have been living in Flitwick and have been slowly building our lives here. This small town have had a huge role to play in our wellbeing with its fantastic nature around us and a good neighbourhood that we are in. To me this small town is very much a close knit community and this was evident during my participation in Flitwick Carnival, Street celebrations, Remembrance Day Memorial, Christmas Lights, St Peters and St Pauls, Friday Market etc. I believe every citizen has a role in being active in Nation Building. The need for Nation Building not purely in Nationalistic means but more so in Principles that define a Nation- a Group- a Community. I am somewhat religious and I have been part of St Peters and St Pauls Parish and also the Catholic Church in the early days of my stay in Flitwick. These days what interests me and what I have seen over the last few years that I have lived here is the expansion that is coming to Flitwick and the challenges associated with it.

- New Residences and the necessary infrastructure requirements
- Commuter needs and their comfort- transport links
- Need for community spaces and activities for all ages
- Crime & Social order

In my professional career I work with Nissan and my role is that of a Telematics and Navigation Design Engineer. I work in a team playing both leading and playing as part of the team as well. I am also a Mentor in my work and I am a trained first aider. I am heavily involved with the St James Mar Thoma Church, London as part of the Parish Committee for various years taking on various roles within the parish i.e. Youth League (Secretary, Youth Rep), South Centre VP, Choir Leader, Choir singer, Lay Ministrant, Catechism Teacher and Mentor. I am a good listener as this is vital for me function effectively as a Mentor.

I cannot say I am the best but I believe that my interest for the community and my life experiences can add value to the Council and help in making the place a more enjoyable place. I hope you will consider my interest and this application for this post

Best Regards
Ashwin Chacko

Committee Choices Annual Statutory Meeting 18.5.21

Vote required

Town Council (17)	Business Services (8)	Community Services (8)	Planning Services (8)	Corporate Services (6)	Personnel (5)	Appeals (5)
<p>Mayor: Cllr A Snape</p> <p>Deputy Mayor: Cllr Jeremy Dann Cllr Paul Dodds</p> <p>Cllr A Lutley Cllr J Roberts Cllr I Blazeby Cllr G Mackey Cllr M Platt Cllr D Toinko Cllr M Williams Cllr P Earles Cllr K Badham Cllr C Thompson Cllr J Gleave Cllr R Shaw Cllr H Hodges</p> <p>Cllr A Chacko (due to be co-opted)</p>	<p>Chair: Cllr A Snape/ Cllr G Mackey</p> <p>Vice Chair: Cllr I Blazeby</p> <p>Committee Member: Cllr A Snape/ Cllr G Mackey</p> <p>Cllr A Lutley</p> <p>Cllr J Gleave</p> <p>Cllr K Badham</p> <p>Cllr M Williams</p> <p>+ 1 vacancy</p>	<p>Chair: Cllr C Thompson</p> <p>Vice Chair: Cllr D Toinko</p> <p>Committee Member: Cllr J Dann Cllr A Lutley Cllr K Badham Cllr A Chacko (due to be co-opted)</p> <p>Vote required for remaining 2 spaces:</p> <p>Cllr M Platt Cllr M Williams Cllr P Earles Cllr P Dodds</p>	<p>Chair: Cllr P Dodds</p> <p>Vice Chair: Cllr J Gleave/ Cllr M Platt</p> <p>Committee Member: Cllr J Gleave/ Cllr M Platt</p> <p>Cllr J Roberts</p> <p>Cllr P Earles</p> <p>Cllr R Shaw</p> <p>Cllr H Hodges</p> <p>Cllr A Chacko (due to be co-opted)</p>	<p>Chair: Cllr I Blazeby</p> <p>Vice Chair: Cllr J Roberts</p> <p>Committee Member: Cllr R Shaw Cllr H Hodges Cllr C Thompson Cllr D Toinko</p>	<p>Chair: Cllr K Badham</p> <p>Vice Chair: Cllr J Dann</p> <p>Committee Members: Cllr A Snape Cllr C Thompson Cllr I Blazeby Cllr J Dann Cllr K Badham Cllr P Dodds</p>	<p>Chair: To be elected on the night</p> <p>Vice Chair: To be elected on the night</p> <p>Committee Member: Cllr D Toinko Cllr G Mackey Cllr J Gleave Cllr J Roberts Cllr H Hodges</p>

Committee Choices Annual Statutory Meeting 18.5.21

Vote required

Allotment Committee (4): Cllr A Lutley, Cllr M Platt, Cllr P Earles **+ 1 vacancy**

Carnival Committee: Cllr C Thompson, Cllr M Platt, Cllr M Williams, Cllr P Earles

Representatives on Outside Bodies:

Highways: 1 + 1 Sub (from Planning) Cllr J Gleave, Cllr J Dann, Cllr M Platt, Cllr P Dodds, Cllr R Shaw

Village Hall Committee: 1 + 1 Sub Cllr A Lutley, Cllr J Dann, Cllr P Earles, Cllr P Dodds

Planning/ DMC: 1 + 1 Sub Cllr J Gleave, Cllr M Platt, Cllr P Dodds, Cllr R Shaw

Patient Group: 1 + 1 Sub Cllr G Mackey, Cllr J Roberts, Cllr P Dodds

Senior Roles Interest 2021-22

Town Mayor – Councillor Andy Snape

Dear Colleagues,

After serving as Deputy Town Mayor last year, I would very much like to be considered for the role of Mayor for the 2021/2022 year and I would welcome your support.

As Cllr Dann reflected at the Annual Town Meeting, the past year has been a challenging year for our community and the Town Council. I am proud of how we have adapted to the new normal and how we have continued to serve the community in new ways with the support of our staff, who have worked hard to deliver on our behalf.

We have achieved some significant milestones together, with our most recent achievement being the publication of the new draft strategy after a period of turmoil. Our new strategy is bold and aspirational, leaving room for interpretation and new ideas. If elected as Mayor, I will continue to be collaborative and inclusive. I will work on behalf of the Council both inside and outside of our meetings to ensure that all viewpoints are heard equally and encourage a healthy debate. I will strive to ensure that the Council makes the best decisions we can in the interests of Flitwick.

I am fully committed to our new strategy, but I feel it appropriate to indicate where I would like to focus in the year ahead. I am keen to see the Council continue to develop our community outreach services and especially for us to continue investing in our youth provision, which is making a difference for our young people and the town overall. I am excited to move forward to deliver our projects in line with our recent decisions, especially the proposed pared-back Country Park vision and investments to continue restoring Manor Park. I am also keen to see us invest in replacing some of the end-of-life play equipment across the town. Finally, I remain fully committed to our vision for the Rufus Centre, aiming to operate on a fully commercial basis so that we can fund more community services and facilities while at the same time developing the building to be the Community Hub that Flitwick needs.

I will uphold the traditional events in our civic calendar, including the Civic Service and Remembrance Sunday. I will work with the Deputy Mayor to ensure that Flitwick remains well represented at Civic events, including other members where possible. I will promote the Town Council wherever possible, including contributing material for our website and social media directly supporting the Council's new communications plan.

Many of you will know that I work full-time as a Head of Service for Camden London Borough Council. My role is flexible and allows me to perform the duties of Town Mayor fully, including attending some meetings during the working day. I have an excellent attendance record at our meetings, attending 40 committee meetings plus numerous Personnel Committee and Working Party meetings over the last year.

I am proud to be a member of this Council. Serving the Council and our Community as Town Mayor would be an honour, and I hope you will consider giving me your support.

Deputy Town Mayor – Vote Required

Councillor Jeremy Dann

I would be grateful to be considered for election as Deputy Town Mayor:

- As Mayor for the last year, I have successfully chaired council meetings and have lead the council through a wide range of changes and improvements, although credit for the hard work lies elsewhere.
- I did not have the opportunity however to undertake as many engagements as I would have liked, and I hope that there will be the opportunity to undertake more in the coming year where the Mayor is unable to attend;
- I have worked well in the last year with Councillor Snape as Deputy Mayor, with other Members and with staff;
- I attended all 5 Strategy Sessions;
- My attendance has been excellent throughout the year, despite a bout of Covid, attending the majority of committee meetings, not just those of which I am a member. I have also attended Highways meetings.
- I have attended a number of surgeries, both in person and online, logging issues raised and working towards resolution.
- I fully support Councillor Snape's election as Mayor for the coming year.

Councillor Paul Dodds

I would like to be considered for the role and would love to be part of taking Flitwick forward.

I would look forward to forging better working relationships with all councillors and work with the Mayor in the development of the Council and its objectives for the coming year.

I am conscious that at times it feels like, we as a council promise a lot and do not deliver on what we have discussed and agreed. This partly due to the reporting and monitoring of projects to keep them on track.

I look forward to working with people who are keen to see Flitwick move forward with clear decisions and monitoring of progress to complete projects in a reasonable timescale and not wait years.

I would also like us to progress the issues raised by residents that maybe fall outside the remit of FTC's responsibility but have a big impact on the town by lobbying other organisations.

Some of these issues relate to parking and a sustainable transport network, working towards the government's pollution targets. This can be achieved by obtaining support from other villages to reduce parking in the town by working with bus companies to provide transport when it is needed at reasonable frequency and costs to these locations given the other local

towns are also growing. Also working with CBC in the development of the interchange and to work with us in this aim and hold CBC to account if the action of sustainable transport is not met and in the planning of developments in other towns that refer to this in their development. `

Working with the CCG in providing adequate and easy access to a doctor as the town grows and though this is not a FTC or CBC responsibility it has a massive impact on our community.

The Council needs to be clear about development in and around the town and be very articulate in how this is fed back to CBC etc. to ensure that the growth is sustainable.

Continue to pick up the pace on developing plans to use 106 monies for projects and see them through to fruition in reasonable timescales.

Think here of the art projects and potential new projects which will make the town more vibrant and something we are proud of in its general appearance.

The town council is not just about the operation of a business at the Rufus Centre it needs to be about everything and all groups in the town and to do this we need to work together to deliver and work together in lobbying and gaining support for our ideas for the town by bringing people along with us.

Chairman Business Services Committee – Vote Required

Councillor Andy Snape

I would like to again be considered for the role of Chair of the Business Services Committee for the 2021-2022 year, and I would be very grateful for your support.

By this point in our term, you will all know that I am very passionate about the Business & Finance affairs of the Town Council and especially how we can continue to build our business and improve our governance. Getting involved with the Rufus Centre was one of the main reasons I stood to be a Councillor. I have enjoyed leading the Committee this year, and together we have overseen the implementation of many key initiatives and developed our business during a challenging time.

The big highlight for me has been the Rufus Centre refurbishment project. We have made investments to modernise the general fabric of the building, improved our client offering in our meeting rooms, and provided a new staff kitchen and refurbished reception, allowing our staff to serve residents better. We've also opened the Rendezvous Café, which has provided a valuable service for the community and brought more residents into our building, creating more contact opportunities. Finally, the Business Development Working Party has recently partnered with the Business & Facilities Manager to review all aspects of our business and allow members to contribute to the business plan directly.

On the finance side of things, we have worked with our Officer Team and our Accountant to review and re-write the budget and understand our income and expenditure. We have considered how we manage capital and how we can invest our reserves to gain an albeit small return.

Finally, I worked with the Business & Facilities Manager to re-specify our technology needs and placed the contract out to tender.

The year ahead will again be an important year for our Serviced Office & Hospitality Business. I would appreciate the opportunity to continue leading the Business Services Committee and finish implementing our current plans. As chair, I will continue to be very collaborative with my approach ensuring that members continue to oversee all business & finance matters. I will ensure that the Council continues to benefit from members' specialised skills to add value through initiatives such as the Business Development Working Party. Finally, and most importantly, I will continue to work in partnership with our staff, who continue to work hard and deliver on our behalf.

Councillor Gareth Mackey wanted to be considered as Chairman of Businesses Services

Business Services – Vice Chairman

Councillor Ian Blazeby

I am putting myself forward for both the roles of Chair of the Corporate Services Committee and the Deputy Chair of Business Services again, for this coming year (2021-22) and I would be grateful for your continued support. In both cases, I would like to continue to see the work through that has been started in these areas. So, unfinished business and continuity being key factors.

BUSINESS SERVICES:

I have been part of the Working Group on Business Services looking at the operation and use of the Rufus Centre, which will be the basis for creating an improved business plan for the centre. This should enable us to get the Rufus Centre finances moving upward again, with a clearer focus on profitable commercial use, increased community access and a greater occupancy rate. I am seeking nomination for the post of Deputy Chair of the Committee to be in a position to support the direction set by the current Chair, Cllr Andy Snape.

GENERAL:

I believe I have a good track record during my time on the Council. Here are some key examples of activities I have been involved with:

- I initiated and drove the delivery to install solar panels on the Rufus Centre roof which will save the Council appx £485k over the next 20-25 years.
- I initiated and oversaw the overhaul of the Flitwick Town Council Website, to make it easier for residents to find out what is happening in the Town and to comment on current plans, services, activities and events. Completed in September, we now have a site which is more flexible and easier to use.
- Initiated 'Resident- Driven Projects' with agreed funding, to generate more engagement with residents and allow them a direct say in projects they propose and support.
- Devolved the day-to-day management of the full Council budget back into the individual Committees to enable them to manage their own budget visibly and actively during the year.
- Initiated the redistribution of key activities (e.g. Remembrance Service, Charity Grant Funding) to the Community Services Committees to sit alongside like activities.
- Introduced this 'Senior Roles Indication Form' so that Councillors would have some information on the intentions of the candidates proposing themselves for Senior Roles.
- Have constantly campaigned for a visible system that captures agreed decisions made by the council and it's committees by use of supported Action Log.
- Designed, delivered, and attended Staff/Councillor Workshops.

In addition to charring committees, I have been a member of the Personnel Panel over several years, represented the Council at the Highways meetings with CBC and worked as part of the FTC/CBC Joint Group.

Community Services Chairman

Councillor Clare Thompson

A primary reason I joined FTC was because of my passion of community activity. Having worked my whole career in the charity sector and worked and volunteered at a national and local level I am passionate about making the most of these activities: maximising our grants programme; supporting community initiatives and; am particularly passionate about some of the projects currently in progress such as public arts, wildflowers and the youth committee. Within my roles across planning and projects I have chaired meetings at all levels and if I was fortunate to be nominated chair of the community services committee for the year ahead, I would embrace this opportunity to support the council, working with the committee and officers, as we come out of lockdown and push forward with the strategy.

Community Services Vice Chairman

Councillor Dan Toinko

I'm pleased that environmental issues have gained their due prominence at FTC in the last couple of years and believe that I have the knowledge and enthusiasm to ensure that FTC is not left behind by increasing public demands for sustainability and positive environmental impacts, many of which naturally fall under Community Services.

In the coming year, I intend to encourage volunteers to maintain the wildflower verges already sown and foster additional resident-led patches, empowering residents to come together and improve their streets both for themselves and for wildlife. Additionally, I hope to start community gardening areas similar to Incredible Edibles in Todmorden, as well as an historic orchards project, and assist with initiatives to encourage re-use and other environmental projects not least at the country park.

While some activities can be progressed with other residents that active in our community, for many aspects it's helpful to involve FTC closely such as the liaison with CBC Highways and Environmental Services where a level of collaboration is required to ensure that all safety and amenity considerations affecting open spaces have been factored in, so that gardening projects result in enduring and widely-supported improvements to our Town. For this reason I would be honoured to continue to sit as Vice Chair of Community Services, so as to maintain the connections that ensure the nascent resident and community initiatives remain in step with the Council's strategic vision with regards to our environment.

Planning Committee Chairman

Councillor Paul Dodds

I have carried this role for the last 12 months and have enjoyed the role.

I would like to continue in this role and look continue the developments of the last 12 months in making comments on developments in the town.

I would like to see us have a more structured way of making comments on applications back to CBC. An example here would be the articulated response that we made to the developments to the rear of houses in Coniston Road and in the rejection, this was articulated in a similar way back to the applicant from CBC where a development is not appropriate.

Whist we have a good record for endorsed comments we have a number that have not gone in our favour and we need to be clear what is required. I would like to work on this activity and develop a way in which we make consistent decisions and are very clear on the planning guidelines. These are also due to change in the near future and it will be even more important to be able to justify our comments.

Suggest we have training sessions for the committee and other interested councillors in looking at applications and comments from CBC on rejection or acceptance to better inform the committee.

The local plan needs to be considered and developed if it is felt that is the way forward. This needs to be led by residents and we will need to engage with the community more if we go forward with this. A clear steer is required as to whether we are going to develop a plan and then the committee will need to get on with its development / implementation.

We have a good relationship with Highways and would like to see that the issues raised, brought to a conclusion with support from ward councillors. These issues should also reflect the road safety issues to ensure a safe community as both go hand in hand. This also means we need to work closer with other bodies such as the police and schools etc.

Planning Committee Vice Chairman – Vote Required

Councillor James Gleave

I intend to bring my experience in land use and transport planning into the role of vice chair. Within this role, I consider that I would be in a good position to be able to work with the Chair of the committee not only to assist in responding to applications, but also to be more proactive on major planning matters, including providing any relevant advice to the chair and the Town Council on the impacts of planned developments. Of which there are several major developments that are likely to come before the committee over the coming year.

My aspirations within this role are to work with the chair to ensure that the Town Council's approach to planning matters not only reflects the views of the community and the Town Council, but also to ensure that they are based on sound planning principles. Additionally, I aspire to working with the chair and the Town Council to enable the Council to become more proactive on planning matters over the coming year, and ensuring that the planning authority is persuaded of the logic and evidence of our arguments.

Councillor Martin Platt

I have experience of chairing this committee and have served on this committee since joining the council 12 years ago. I have undertaken training in planning and feel I have a lot to contribute.

Corporate Services Committee Chairman

Councillor Ian Blazeby

I am putting myself forward for both the roles of Chair of the Corporate Services Committee and the Deputy Chair of Business Services again, for this coming year (2021-22) and I would be grateful for your continued support. In both cases, I would like to continue to see the work through that has been started in these areas. So, unfinished business and continuity being key factors.

CORPORATE SERVICES:

This last year has been a particularly challenging one for the Council. For many Councillors this has been an uncomfortable 12 months, as the history and rationale of decisions made by previous versions of the Council over many years, have come under the microscope. Key projects, like the Station Road Development (part of the Market Towns Initiative), the new Burial Ground and the Country Park, which would normally fall under the Corporate Services remit, have been moved to the full town council for discussion, to ensure wider involvement in their debate. As the council has now publicly confirmed its position in all these areas it is time to subsume the remnants of these projects back into Corporate Services for delivery. I believe that I have the skills to safely steer these projects to the next stage.

In the coming year we need to consolidate the efforts that we have all put into the creation of a more detailed strategy. This will provide a structure into which to build a raft on new and different activities for the council to deliver. I am already working with Pete Cooper (the Consultant who worked with us on the Strategy Development) on the initial Action Plans that will scope out the detail of our discussions into proposed activity, supported by clear timetables and financial requirements. Once agreed the individual finalisation of different elements will be devolved for control by the relevant committee or the full council. I would like the opportunity to progress the work that I have already been intimately involved with shaping.

This year I have worked closely with Councillors and Council Officers to put in place a detailed Marketing and Communications Policy and a detailed plan of content that sits underneath it. I have also been involved in selecting and sourcing the software which will now be used to structure and publish the raft of newly agreed content, which should significantly increase our engagement with residents and local organisations and businesses. Using my professional background in marketing, I am committed to make sure that our investment in this area pays off.

GENERAL:

I believe I have a good track record during my time on the Council. Here are some key examples of activities I have been involved with:

- I initiated and drove the delivery to install solar panels on the Rufus Centre roof which will save the Council appx £485k over the next 20-25 years.
- I initiated and oversaw the overhaul of the Flitwick Town Council Website, to make it easier for residents to find out what is happening in the Town and to comment on current plans, services, activities and events. Completed in September, we now have a site which is more flexible and easier to use.

- Initiated 'Resident- Driven Projects' with agreed funding, to generate more engagement with residents and allow them a direct say in projects they propose and support.
- Devolved the day-to-day management of the full Council budget back into the individual Committees to enable them to manage their own budget visibly and actively during the year.
- Initiated the redistribution of key activities (e.g. Remembrance Service, Charity Grant Funding) to the Community Services Committees to sit alongside like activities.
- Introduced this 'Senior Roles Indication Form' so that Councillors would have some information on the intentions of the candidates proposing themselves for Senior Roles.
- Have constantly campaigned for a visible system that captures agreed decisions made by the council and it's committees by use of supported Action Log.
- Designed, delivered, and attended Staff/Councillor Workshops.

In addition to chairing committees, I have been a member of the Personnel Panel over several years, represented the Council at the Highways meetings with CBC and worked as part of the FTC/CBC Joint Group.

Corporate Services Vice Chairman

Councillor John Roberts

There are a number of important projects that will be returning to the Committee this year that I would like to continue working on.

Personnel Committee Chairman

Councillor Keith Badham

Having served a vice chair of Personnel for the last year, I am keen to provide continuity going forward. We are at a crucial stage in the development of the staff team, under the guidance of the Town Clerk. The new structure is being implemented, and I am keen that the Personnel committee continues to provide support, encouragement and advice to the staff. I have a good relationship with the staff and feel that I can continue the excellent work done last year, but I am also happy to offer constructive criticism, and deal with disputes in a professional and efficient manner. I have significant H.R. experience having managed teams of up to 36 in size at the Civil Aviation Authority, Telecom Plus, Vodafone, People's phone and The Utility Warehouse. I have sat on the Personnel Committee (And Panel) on a number of occasions, and have also chaired grievance hearings for Flitwick Town Council, and it would be an honour to Chair the committee this year.

Personnel Committee Vice Chairman

Councillor Jeremy Dann

I would be grateful to be considered for election as Vice Chairman of the Personnel Committee.

I have wide experience as an employee in various Government departments and third sector organisation, and have supervised staff on many occasions.

I currently recruit and train volunteers to support children's services in Barnardos. I also underwent training to assist with staff recruitment which I have been involved in on several occasions.

I believe I have the skill and qualities required to fulfil this role in that I am able to listen to all views offered and any legal guidance, and arrive at a fair conclusion in collaboration with other members,



**DRAFT MINUTES OF FLITWICK TOWN COUNCIL MEETING
HELD ON 27TH APRIL 2021
AT 7:30PM VIA VIRTUAL ACCESS**

Present

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

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

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk
Stacie Lockey – Environmental Services Manager
Beverley Jones – Communications & Marketing Manager
Pete Cooper – DCK Accounting Solutions
Members of the public - 0

5095. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Williams.

5096. 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 – Councillor Mackey declared an interest for item 8d – Community Services Recommendations & Resolutions (grants awarded) – as he was part of the Respite at Home organisation.

5097. TOWN MAYOR'S ANNOUNCEMENTS

- The Chairman had presented three Flitwick Festive Fun awards.
- He had attended the Thanksgiving Service for HRH Prince Phillip hosted by Lord Lieutenant.
- The elections for senior roles and Committee choices would be undertaken at the next meeting. He advised that the meeting would take a hybrid format, with some Councillors attending in person and others joining remotely. Due to this, he urged

Councillors to indicate their interests prior to the meeting when the forms come out. He asked Councillors not to wait until the night to indicate interest for senior roles.

- The Chairman thanked Councillors and staff for their flexibility regarding re-scheduled meeting dates recently.

5098. REPORTS FROM WARD MEMBERS

Ward Members had received their monthly briefing on the station interchange project which was a few weeks ahead of schedule. The former Best Kebab unit would be demolished in a couple of weeks. Ward Members had raised concern regarding CBC's decision to delay ordering materials until a new contractor was in place.

The older people's living/care village planning application for Steppingley Road was due to be discussed at the Development Management Committee on 5th May which included a few changes to the original application.

The East/West Railway consultation was open until 9th June. Councillor Gomm advised that it was important for the future to register views.

5099. PUBLIC OPEN SESSION

No items.

5100. INVITED SPEAKER

No items.

5101. MEMBERS QUESTIONS

Councillor Dodds referred to the East/West Railway project and asked about Millbrook station. Councillor Mackey advised that Millbrook station would be taken out but Lidlington station would remain. This information was part of a recent briefing. Councillor Shaw raised the importance that progression is made regarding the proposed Wixams station.

Councillor Badham referred to the wildflower corridor project at Station Road and the fact that this was near the Scouts Headquarters. He asked if anything had been planted and if signage had been considered. Councillor Toinko advised this was in hand and Members were informed that the Public Realm Team would be putting signs up in the next few days.

Councillor Badham advised that a resident not connected with CBC had suggested there was to be a development in Church Road. He asked if Ward Members could update the Council with any information on this. Councillor Mackey advised that he had offered to do a briefing on this matter but required it to be within the exempt section of the meeting. The Chairman explained that he had been advised not to progress with this and asked Ward Members to discuss the matter with the Town Clerk.

5102. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 16th March 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 March 2021 via virtual access. Small amendments would be made to adjust the minute numbers and correctly insert when the Deputy Clerk left and re-entered the meeting. Councillor Badham also referred to a statement made in the

Minutes from the March meeting regarding the Additional Restrictions grant which would be corrected.

- b. For Members to receive and consider **resolutions and recommendations** of the Appeals Committee Meeting, held on **Wednesday 31st March 2021**, this meeting was held via virtual access. **(Chairman will move this item to Exempt)**

This item was discussed under exempt. Members noted the resolutions of the Appeals Committee Meeting held on Wednesday 31st March 2021 via virtual access.

- c. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Thursday 1st April 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations.

- d. For Members to receive and consider resolutions and recommendations of the Community Services Committee Meeting, held on **Tuesday 6th April 2021**, this meeting was held via virtual access.

The Community Services Committee Chairman gave Members some background regarding the decision relating to the Lockdown Car Show, advising that the previous years event was a walkabout Car Show and the new proposal was different. This would be discussed under the relevant agenda item later in the meeting.

Members noted the resolutions of the Community Services Committee Meeting held on Tuesday 6th April 2021 via virtual access. Members approved the applications to the Rolling Capital Fund regarding the Wildflower Corridor project.

- e. 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 **(Chairman will move this item to Exempt)**.

The Chairman moved this item to Exempt. Members noted the resolutions of the Business Services Committee Meeting held on Thursday 15th April 2021 via virtual access.

- f. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Friday 23rd April 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations.

- g. Members noted the Planning Decisions from 1st and 23rd April 2021.

5103. MATTERS ARISING

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

Councillor Badham referred to the Ward Members update at the meeting commenting that there was an inaccurate statement included in the Minutes regarding the Additional Restrictions Grant and the self employed not being eligible to apply. A discussion took place regarding SEISE and ARG. The Minutes would be amended.

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

Councillor Bunyan left the meeting at this time.

5104. ITEMS FOR CONSIDERATION

a. Councillors Surgeries

Members considered the options and recommendations in the report circulated regarding councillor surgeries from the Community Services Officer.

It was **resolved** to progress with option 6 - holding one Councillor Surgery for two hours at the Flitwick Market with an additional Councillor Surgery at an agreed location or virtual meeting.

b. Committee Choices & Senior Roles

Members considered the contents of the report circulated and discuss the recommendations regarding Committee Choices and Champion roles.

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

The Chairman explained that he had asked for this item to be on the agenda, especially due to the need to decide regarding Champion roles. A few Members advised that they had not done anything in relation to being a Champion. There had been a few actions in relation to the Youth Champion/Public Art roles. It was agreed that all Champion responsibilities would be better dealt with under the Committee structure.

The Chairman asked what was going to happen regarding voting at the Annual Statutory Meeting in May. The Deputy Clerk advised that guidelines regarding Covid-19 would be followed. Members attending virtually could vote via the chat function and those attending in person could safely use ballot papers.

It was **resolved** to discard Champion roles and allow relevant Committees, Working Groups and Panels to deal with these areas of work. The Patient Participation Group at Flitwick Surgery, the Village Hall Management Committee and Police Priority Setting roles would continue.

c. Management & Retention of Documents Policy

Members **resolved** to approve the Town Councils Management and retention of Documents Policy with a minor amendment to clarify how Trusts were exempt.

d. Flitwick Town Council Strategy

Members considered the draft Flitwick Town Council Strategy circulated.

Members considered the Resident FTC Strategy Feedback Questionnaire circulated.

The Chairman thanked everyone who contributed to the Strategy document and gave special thanks to Councillors Blazeby and Snape, and Pete Cooper.

Councillor Shaw referred to point 4.1 regarding Brexit and expressed a view to remove the word 'debate' as the country had voted to leave the EU. Other Members felt that although the decision to leave had occurred, the issue of Brexit was still being debated and therefore the wording was appropriate.

Councillor Shaw requested for a piece to be included about what the Town Council did and what CBC did. Councillor Blazeby advised that this was a valid point however this issue would be dealt with through different strands of the Comms and Marketing Plan.

Councillor Blazeby asked for a follow up email to be sent to Members regarding the consultation questionnaire in readiness for Corporate Services.

It was **resolved** to approve the draft strategy document and the associated consultation questionnaire.

e. IT Tender

Members considered the IT tender contracts and scoring contained in the supporting papers. Councillor Snape advised that the scoring had been done in relation to 50% on quality and 50% on price.

Members liked the format of the document in the supporting papers and wanted this used going forward for other contracts.

It was **resolved** to approve Quotation B at a price of £24,517.20 (scored 93) for the Council's IT contract (Vote: 13 in favour/1 abstention – Cllr Snape).

f. Lockdown Car Show

Members considered a request from a resident to use Millennium Park and the Hub car park for a 1 day event.

An extended discussion took place regarding the request to use the Park and the Car Park for the Car Show event. Members were not keen to approve the request as it was a risk they were unwilling to take due to Covid-19. The Council indicated they were likely to support the 'Lockdown Car Show' if it had a more 'walkabout' feel like the 2020 event but the request being considered at this meeting would constitute social gatherings. Councillor Blazeby commented that the resident could use the Council's website to show where the classic vehicles were if they were to revert to the 'walkabout' event.

It was **resolved** to reject permission for the Lockdown Car Show to use the Millennium Park and the Hub car park. The resident would be asked if they wanted to come up with an alternative proposal that was more in line with the 2020 'Walkabout' Lockdown Car Show. Officers would continue to work with the resident to see what could be done as Members were keen to get the community back out in the neighbourhood enjoying themselves.

5105. ITEMS FOR INFORMATION

a. Annual Town Meeting

Members noted that the Annual Town Meeting would be held on Thursday 6th May 2021 at 7:30pm via Zoom.

b. Councillors Attendance Record

Members noted the Councillor Attendance Record circulated. This document would be included as part of the pack produced for the Annual Town Meeting.

The section regarding Councillors' attendance at Surgeries would be removed and the Mayor and Deputy Mayor's attendance at Committee meetings for which they were not members of, would be inserted into the total numbers.

It was **resolved** to include former Councillors in the attendance record.

c. Local Plan Consultation

Members noted the information circulated regarding the Local Plan.

d. Welcome Back Fund

Members noted the information circulated regarding the Welcome Back Fund from CBC.

Members were advised that ideas for this would be worked on after May, but some ideas had already been raised from Officers regarding installing a Christmas tree.

Councillor Badham noted funding received from the European Regional Department which was for specific items such as street furniture and planters. It was agreed for the Town Clerk to investigate this.

Action: Town Clerk

Councillor Thompson asked when the information on the Welcome Back Fund had been circulated. The DTC advised that it had been received on the day of the meeting and was circulated to Members as part of the combined PDF.

e. Councillors Surgeries/Public Enquiries Feedback

Members are asked to note the form circulated.

The Chairman advised that Members could send in any information regarding conversations with the public at Councillor Surgeries etc. via the Community Services Officer and it would be included on the form.

Members agreed that it had been good for the Community Safety Officers to be present at the recent Surgery at the Market as they were able to directly answer queries from the public.

5106. Public Open Session

No items.

5107. 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 – noted.

13b) Building Lease – for consideration

It was **resolved** to:

1. Legally establish the Council as the Lessor.
2. Authorise a rent appraisal to be undertaken by a surveyor.
3. Start discussions with the Lessee and gain an indication of when the Council could use the space under the lease terms.
4. Establish what the space can be used for in terms of the flooring limitations – understand what type of flooring was in the building. This was in relation to the fact that the lease mentions 'small meetings' usage.

13c) Projects – for consideration

It was **resolved** to report the most up to date position for all major projects at the Annual Town Meeting.

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.

**Recommendations and resolutions of the Corporate Services Committee
29th April 2021**

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

652a) Communications & Marketing Plan Proposal

It was **resolved** to adopt the circulated Communication and Marketing Plan for FTC.

652b) Communications Software

It was **resolved** to adopt the Communication Software package at a cost of £49 per month for the first three months and thereafter to take on an annual licence.

Exempt

655 12a) Car Park Lease

It was **resolved** to:

1. Discuss any amendments to the car park lease at the next committee meeting and in collaboration with the Village Hall Management Committee.
2. Authorise expenditure of up to £500 for the Council's solicitor to draw up a new draft Licence Agreement for the car park.

EXEMPT

Recommendations and resolutions of the Community Services Committee 4th May 2021

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

832a Car Show

It was **RESOLVED** to allow the organiser of the Car Show 2021 use of the Hub Car Park subject to necessary documentation being presented in advance of the even. (Vote – 8 in favour, 1 against)

833a Country Park Feasibility Study

It was **RESOLVED** to authorise the Public Realm Team to prevent vehicular access to the Country Park site via the gate or ditch option funded by the rolling capital fund and preserving the rights of horses and cyclists on the bridleway. (Vote – all in favour)

It was **RESOLVED** to request Anglian Water install an access gate on the north east corner of the County Park site to secure access. Flitwick Town Council would offer to assist with funding this. (Vote- all in favour)

833b “Happy to Chat” Benches

It was **RESOLVED** to install signage on 6 benches across the Town for a trial period of 6 months to promote the Happy to Chat Bench scheme. (Vote – All in favour)

833c The Hub Refurbishment

It was **RESOLVED** to appoint quote A, £118.00 to carry out plastering works within the Hub. (Vote: all in favour)

It was **RESOLVED** to appoint quote B, £1960.00 to replace carpets within the Hub. (Vote: all in favour)

It was **RESOLVED** to appoint quote B, £3656.00 to replace the windows and doors within the Hub. (Vote: 8 in favour, 1 abstention)

It was **RESOLVED** to appoint quote C, £4420.00 to carry out painting within the Hub.
(Vote: all in favour)

833d The Town Mayor Charity fundraiser

It was **RESOLVED** to have a Community Calendar 2022 in support of the Town Mayors Charities allowing staff flexibility to increase the amount of calendars ordered. (Vote: all in favour)

833e. Skate Competition

It was **RESOLVED** to hold a Skate Competition on Millennium Park on Saturday 22nd August 2021 subject to COVID government guidelines. (Vote: all in favour)

833f. Skate Park Graffiti

It was **RESOLVED** that should the application to section 106 Public Art fund be unsuccessful, £1,200 from the rolling capital fund would be used to provide graffiti at the skatepark. (Vote – all in favour)

833g. Millennium Park Youth Shelter

It was **RESOLVED** to install a youth shelter on Millennium Park and access £2950.00 from the rolling capital fund to complete the project. (Vote – all in favour)

833h. Flitwick & District Good Neighbour Scheme

It was **RESOLVED** to allow the Community Services Manager to become a phone handler for Ampthill & Flitwick District Good Neighbour Scheme for 5 hours per weeks on a 3-month trial basis. (Vote: 8 in favour, 1 against)



**DRAFT MINUTES OF FLITWICK TOWN COUNCIL ANNUAL ASSEMBLY
HELD ON 6TH MAY 2021
AT 7:30PM VIA VIRTUAL ACCESS**

Present

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

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

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk
Stacie Lockey – Environmental Services Manager
Beverley Jones – Communications & Marketing Manager
Jon Barkat – Business & Facilities Manager
Susan Eldred – Community Services Manager
Members of the public - 11

1. APOLOGIES FOR ABSENCE

None.

2. MINUTES OF MEETING

To receive and adopt the Minutes of the Annual Town Meeting held on 9th April 2019.

Members received the minutes of the Annual Town Meeting held on 9th April as a true record. (Vote: 11 in favour, 1 abstention)

3. MATTERS ARISING

Mr Culman commented on the issue of litter in Millennium Park and stated that the minutes from the previous Annual Town Meeting indicated that CCTV would be investigated. It was also noted that vehicles continued to park on the grass verge playing music.

The Town Clerk advised that Central Bedfordshire Council (CBC) was reviewing the CCTV within Flitwick and once this was completed the Town Council would link up to the system, this would be in line with the new Transport Interchange.

Cllr Mackey advised that installing bollards on the verge was an option being assessed by the Highways team. The Police had strengthened the case agreeing that bollards would help tackle the issue of cars parking on the verge.

The Environmental Services Manager advised that the Public Realm Team carried out litter picking duties on a daily basis which included weekends. Additional litter bins had been requested by the young people and this would be investigated.

Mr Culman suggested at the last Annual Town Meeting that chicken wire be placed around the bottom of the Millennium Park fence to stop litter blowing onto the Temple Way and the school premises.

Mr Culman referred to minute number 7.1, Flitwick Lower School crossing patrol, and advised that he had been in contact with the School Safety Officer but had received no update.

Cllr Mackey advised that CBC had tried recruiting a Crossing Patrol Officer without success and agreed to investigate this.

4. ANNUAL REPORT

The Chairman presented the annual report. (This can be found on the Town Council website within the Annual Assembly pack)

5. REPORTS

a. Community Services – Cllr Badham

Cllr Badham presented the Community Services report. (this can be found on the Town Council website within the Annual Assembly pack)

b. Corporate Services – Cllr I Blazeby

Cllr Blazeby presented the Corporate Services report. (this can be found on the Town Council website within the Annual Assembly pack)

c. Business Services – Cllr A Snape

Cllr Snape presented the Business Services report. (this can be found on the Town Council website within the Annual Assembly pack)

d. Planning – Cllr P Dodds

Cllr Dodds presented the Planning report. (this can be found on the Town Council website within the Annual Assembly pack)

e. CBC Ward Councillors Report

Cllr Mackey presented the CBC Ward Councillors report. (this can be found on the town Council website within the Annual Assembly pack)

6. RESOLUTION AND QUESTIONS

The Chairman read out the pre-notified questions from members of the public.

Sue Livens asked a question related to the Wildflowers/Community Gardens project.

Q - I know a few patches were sown a couple of weeks ago, but want to know how this is moving along? Are permissions needed? How many volunteers (other than myself!) are known? Do you need funds to buy plants/seeds?

Cllr Toinko advised that permission from CBC was required to ensure the following are considered; highways/visibility issues, having agreement that there is no loss of amenity use of the land, having the best chance that CBC contractors would not just mow over the patches, being able to put up signage and/or officially communicate the scheme to neighbours, being able to provide information in support of the scheme to help public understanding and prevent potential complaints about 'untidiness'.

Cllr Toinko also advised that funding had been allocated from the rolling capital fund initially and future additional grant funding could be considered. Several residents had agreed to volunteer for the project.

Alison Ferry asked a question related to Manor Park.

Q - Why can't posts be set inboard of the footpath instead of encompassing them as it would be cheaper as it would require less fencing but also allow us to continue to use the footpaths on the outside as usual?

Cllr Badham advised that due to requirements of the Environmental Stewardship Scheme, low intensity grazing was necessary to take place from June – October. Installing fencing on the inside of the footpath would have meant a loss of funding as it could not be grazed or sufficiently managed. Cllr Badham commented that the Environmental Team were investigating whether one or both fields would be grazed at any one time.

7. OPEN FORUM

Mr Ashton commented that disabled facilities at the Rufus Centre were generally very good however the recent refurbishment of the toilet facilities meant that wheelchairs were unable to access the disabled toilet.

The Business and Facilities Manager advised that all disabled requirements had been met and agreed to investigate this further.

Mr Ashton commented on the condition of various pavements within Flitwick. The chairman advised Mr Ashton to take this up directly with CBC.

Mr Ashton referred to the Corporate Services report which stated that the Town Council were no longer providing a burial ground on the land at Maulden Road. Mr Ashton asked if this meant there would not be one.

Cllr Blazeby advised that it would cost FTC in the region of £600,000 to provide a burial ground and Members felt this was too big a commitment given that the legal responsibility sat elsewhere.

Mr Culman asked if the asset review would be published in conjunction with the Town Council strategy. Cllr Blazeby agreed to liaise with the Town Clerk and identify what parts of the asset review could be published.

Mr Culman commented that there seemed to be a change of direction at the Town Council, which seemed very positive.

Mr Culman requested an update on the newly installed gates at Manor Pak and asked about the condition of the lake. The Environmental Services Manager advised that the gates would be operated via a solar battery pack and was awaiting confirmation of installation from the contractor.

Cllr Badham advised that the lake required a substantial amount of time and money to return it to its original state and this was something the Town Council were looking to carry out in the longer-term plan.

Mrs Whittingham asked if there were any plans to develop the Station Road land considering the proposals for older people accommodation and the new Scout Hut had been dropped. The Chairman advised that there were no further plans at this time.

Cllr Blazeby commented that Officers were in discussions with the local organisations to find out what their aspirations were.

Mr Ashton asked if the Police regularly reported to the Council. The Chairman advised that due to purdah this was unable to be discussed however Members regularly attended Police Priority setting meetings when arranged.

Mr Ashton expressed thanks to the Town Council on behalf of the Flittabus Community Transport organisation for use of meeting/training rooms at the Rufus Centre.

Mr Culman asked if there were any plans to install seating on the area outside of Barclays Bank. The Town Clerk advised that there were no further plans at this time however the Council were looking at several options for the land subject to approval of the landowner.

Mr Culman thanked Councillors and staff for getting through the past 18 months in light of COVID 19.

Mrs Livens commented that speeding on Brookes Road was proving an issue and suggested speed bumps be considered to reduce this.

The Chairman thanked everyone for attending the meeting.

Meeting closed 20.57.

Date :- 13/05/2021

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;				
21/00220/TRE	04/05/2021	Pat Longland	Mr Mark Fensome	10 Osprey Road Flitwick Beds MK45 1RU

Proposal : Works to Trees Protected by Tree Preservation Order MB/76/00007/G2: Cut Tree (1) back 2m to original prune points, reduce height by 2m, to review the lower branch towards the north east for damage and remove if necessary, remove all epicormic growth and maintain shape/style and cut Tree (2) back 2.5m all around, reduce height by 3m, remove lower branch towards toward the south west, remove all epicormic growth and maintain shape and style

Observations : FTC - Support
(Vote - al in favour)

21/01534/FUL	04/05/2021	William Comber	Mr Abbott	5 The Birches Amphill Road Flitwick MK45 1BA
---------------------	------------	----------------	-----------	---

Proposal : Single storey rear extension

Observations : FTC - Support
(Vote - all in favour)

21/01804/FUL	04/05/2021	Fenella Hackney	Mr L Fehr	10 Tythe Close Flitwick Beds MK45 1LE
---------------------	------------	-----------------	-----------	--

Proposal : Extend and convert the existing dwelling into two dwellings

Observations : FTC - Support
(Vote - all in favour)

21/01846/FUL	04/05/2021	Stuart Kemp	Mr Coward	10 Ely Close Flitwick Beds MK45 1UJ
---------------------	------------	-------------	-----------	--

Proposal : Proposed single storey front extension and garage conversion.

Observations : FTC - Support
(Vote - all in favour)

Signed _____ Date _____

Rob McGregor Mr