



**(DRAFT) MINUTES OF FLITWICK TOWN COUNCIL MEETING
HELD ON 20th JULY 2021
AT 7:30PM AT THE RUFUS CENTRE & VIA VIRTUAL ACCESS**

Present

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

Cllrs G Mackey, N Bunyan – Central Beds Ward Members

Also present:

Rob McGregor – Town Clerk & Chief Executive
Beverley Jones – Communications & Marketing Manager
Susan Eldred – Community Services Manager

5127. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr R Shaw and Cllr M Williams.

5128. 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

5129. TOWN MAYOR'S ANNOUNCEMENTS

5130. REPORTS FROM WARD MEMBERS

Councillor Mackey advised that the adoption of Central Bedfordshire Council's Local Plan was to be voted on by Full Council on Thursday 22nd July.

Highways updates:

Flooding in Hornes End Road is causing serious problems. Specialists are currently investigating.

Flooding under the bridge at Froghall Road has been sorted.

Yellow lines are being installed in Millwright Way, Windmill Road junction outside the shop and at the bottom of Chapel Road.

The south region has had difficulty with garden waste and recycling collections due to staffing issues and these are temporarily suspended. Currently the north region is not affected.

5131. PUBLIC OPEN SESSION

There were no members of public present.

5132. INVITED SPEAKER

There was no invited speaker.

5133. MEMBERS QUESTIONS

Councillor Roberts asked Ward Members for an update on the gate being closed at the railway station which was understood to be a temporary measure. Ward Members advised that it is still closed for safeguarding reasons after the tragic fatality. A number of attempts had also been made and as a result of consultation with stakeholders i.e. Samaritans the gate remains closed. An update had been requested from the Regional Manager but had not yet been received.

The station has said they will bring in measures for people with accessibility issues and were due to issue a statement which has not been forthcoming.

5134. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a.** For Members to receive and adopt the minutes of the Town Council Meeting held, on **Monday 28th June 2021**, this meeting was held via virtual access.

Councillor Toinko asked why votes were recorded on the minutes for some agenda items and not others as it should be consistent. Town Clerk advised that votes should not be recorded on minutes. Votes to be removed from draft minutes.

Members received and approved as a true record: the minutes of the Town Council Meeting held on Monday 28th June 2021 with the following amendments: removal of any record of voting.

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

868b Members discussed the street lighting overspend and the street lights that come under CBC and street lights that come under FTC. Lights are being upgraded to LED. Town Clerk said it was possible for street lights to be adopted back to CBC in the future.

Members noted the recommendations of the Community Services Committee held on Tuesday 6th July 2021 at The Rufus Centre and via virtual access.

- c. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on **Thursday 8th July 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members noted the recommendations of the Business Services Committee held on Thursday 8th July 2021 at The Rufus Centre and via virtual access.

- d. For Members to receive and consider resolutions and recommendations of the Planning Services Committee Meeting, held on **Thursday 15th July 2021**, this meeting was held at the Rufus Centre and via virtual access.

2857. Street Naming Request

Councillor Dodds clarified that the spelling of Foxglove should be all one word and not two words.

Members noted the recommendations and resolutions of the Planning Committee held on Thursday 15th July at the Rufus Centre and via virtual access.

5135. MATTERS ARISING

- a. **Minutes of the Town Council Meeting held on Tuesday 28th June 2021 –**

Focus on Flitwick

Councillor Badham asked for an update on Focus on Flitwick (FOF). Councillor Snape and Councillor Mackey had met after Business Services Meeting on Thursday 8th July to discuss moderation regime of the page. It was a constructive conversation. Councillor Mackey said that he is happy to work with Members to encourage things to be reported to deal with and welcomed their input.

Councillor Badham said that recently FTC had been accused of doing nothing about bins being emptied and for cancelling the food festival which was inaccurate. He said that if FOF did not have the time and resources to monitor comments it should be closed. Comments had been made about grounds team being lazy. Totally unacceptable and undermining Town Council staff. He felt that action should be taken on persistent offenders who repeat accusations.

Councillor Badham said that Town Councillors use disclaimers on the Facebook pages but he had never seen Councillor Mackey use a disclaimer. Important to have the same rules for all.

Councillor Toinko said people go on to FOF to complain about FTC. It is not run in the interest of the Council.

Councillor Snape said they had taken advice from the Monitoring Officer who had concerns that if comments were left to stand they were seen as fact. Councillor Snape to continue conversation with Councillor Mackey on how the issue can be resolved.

Skatepark Graffiti

Following the police investigation the offenders have been visited by police officers and two people have been issued with a Community Resolution Order. They will be cleaning graffiti from the Village Hall and the Hub and will be writing a letter of apology to FTC.

Health Services

Councillor Snape advised that following meeting with Cllr Smith, Mayor of Ampthill and Ward Councillor, a meeting with the Beds Clinical Commissioning Group (BCCG) would take place with the view of holding a Health Forum for the public in the autumn.

- b. Members to receive any updates from Officers –

Town Clerk said that CBC Officer will start actioning the joint committee and will give update this week. Members for the joint committee will be elected at a normal council meeting.

Town Clerk advised that the CCLA account was now open.

Staff & Councillor BBQ has been rescheduled for Friday 10th September.

5136. ITEMS FOR CONSIDERATION

a. Family fun Day – Welcome Back Fund

Members considered the options within the report and **RESOLVED** to approve option 4 at a cost of £16,504.

b. Standing Orders – Annual Review

Members approved the proposed updates to the Town Councils Standing Orders, the Standing Orders as amended will be approved at the September 2021 Town Council meeting.

c. Flitwick Food Fest

It was **RESOLVED** to publicise and agreed Statement and address the issues with Pick and Mix with the SAG team.

e. Internal Audit

Members considered the final audit report for 2020/21 and congratulated officers for all their work in achieving a good report.

5137. ITEMS FOR INFORMATION

a. Planning committee decisions

Members noted the Planning decisions from 15th July 2021.

5138. Public Open Session

There were no members of the Public present.

5139. 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) Building Proposal

13b) Land Update

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.



**DRAFT MINUTES OF THE EXTRAORDINARY FLITWICK TOWN COUNCIL MEETING
HELD ON 3RD AUGUST 2021
AT 7PM AT THE RUFUS CENTRE & VIA VIRTUAL ACCESS**

Present

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

Cllr H Hodges (via virtual access)

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Corporate Services Manager
Members of the public - 0

5140. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Mackey who was unwell.

5141. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

5142. 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) Building Proposal

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
27th July 2021**

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

685b) Noticeboards

It was **RESOLVED** to review the state, nature, location and condition of Noticeboards, as well as looking for replacements that were weatherproof, and provided enough space to promote statutory, events and other activities either on FTC land or to approach CBC for other prospective locations.

685c) Website Update & Analytics

It was **RESOLVED** to purchase the video and audio add on software to enhance users experience on the interactive maps at a cost of £120 plus VAT.

685e) Town Guide

It was **RESOLVED** to postpone the discussions on the Town Guide and bring back to a future meeting.

685f) Local Businesses Advertising Support

It was **RESOLVED** to enter all businesses signed up to the Flitwick Business Directory into a draw for the free advertising support.

685h) Annual Residents Survey

Members **RESOLVED** to take forward the ideas and to create a form for annual resident survey and bring back a proposal to this meeting next month of content, with a time line that allows us to launch in advance of and reporting into the Annual Town Council meeting.

Recommendations and resolutions of the Community Services Committee 3rd August 2021

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

880a. War Memorial Cleaning

It was **RECOMMENDED** to accept quote A - £858.00 for cleaning and repainting the letting on the War Memorial, from Rolling Capital Fund. (Vote – all in favour)

880b. Green Spaces Engagement Plan

It was **RESOLVED** to accept the recommendation as set out on the Green Spaces Engagement Plan. (Vote 6 in favour, 1 abstain)

880c. Queens Green Canopy

It was **RESOLVED** to approve the list of Town Council owned sites and for Officers to continue discussions with CBC to identify suitable green spaces for tree planting within the CBC estate, with the addition resident suggestions and involvement through FTC. (Vote – All Favour)

Recommendations and resolutions of the Planning Committee 5th August 2021

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

2872. Planning Training

It was RESOLVED to accept the proposal for three sessions of planning training provided by Andrea Pellham at a total cost of £900 to be funded from budget 601/4506 (professional fees) and to make the training available to all FTC Councillors.

**Recommendations and resolutions of the Business Services Committee
12th August 2021**

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

1295a It was **resolved** to accept quote C to purchase a new refrigerator at a cost of £704.00+VAT.

1295b It was **resolved** to allow Signpost – Victim Support to use a meeting room at the Rufus Centre, one day a month, free of charge to offer face-to-face meetings with victims.

1295d It was **resolved** to submit an expression of interest with CBC to be part of the EV Charge Points scheme for the Rufus Centre and the Village Hall sites, but for final information and agreement to go back to Committee for approval. To seek quotes for a survey to be undertaken for the Rufus Centre.

Recommendations and resolutions of the Community Services Committee 7th September 2021

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

891a. Pick n Mix Events company

It was **RESOLVED** to not work with the Pick n Mix Events company on future events with the condition that a detailed explanation be given to the company by the Community Services Manager as to the reasons for this decision.

892a. Lockdown Car Show 2022

It was **RESOLVED** to grant permission for the Lockdown Car Show to go ahead on Sunday 21st August at Millennium Park and for Flitwick Town Council to work with the event organiser by arranging charity stalls to be placed on the Millennium Park.

892b. Hub Car Park Opening Times

It was **RESOLVED** to accept the proposed revised opening times.

892c Event Booking Protocol

It was **RESOLVED** to except the booking protocol with the mentioned amendments being included.

892d Burial Ground Garden of Remembrance Memorial Sizes

It was **RESOLVED** to accept the increase in the Memorial size in the Garden of Remembrance to 10 inches x 12 inches.

892e Play Equipment - Station Road & Beaumont Road

It was **RECOMMENDED** to accept quote C at a cost of £15,907.00 to replace play equipment within Station road and Beaumont Road play areas, to be funded by the Rolling Capital Fund.

892f Community Awards Rebrand

It was **RESOLVED** to accept option A for the Community Awards rebrand.

892g Airmen Memorial

It was **RESOLVED** to:

- i) Agree the erection of a memorial to Sgts Muncaster &. Bonnewit as per the supplied drawings.
- ii) The memorial to be positioned at the apex of the 'v' memorial garden facing Steppingley Road between the two wings of the Rufus Centre.
- iii) A civic unveiling to take place at a time agreed. During the ceremony, both the Lord of Bedfordshire and Ms Fiona Sismore to be invited to unveil the memorial after a brief religious ceremony of dedication. Further details to be agreed by FTC Town Mayor Cllr Snape, FTC Town Clerk Mr McGregor & Cllr Mackey.
- iv) £300 to be lodged with Flitwick Town Council to hold as an endowment for ongoing maintenance.

892h Dog Waste Dispensers

It was **RESOLVED** to reject the proposal for the dog waste dispensers.

**Recommendations and resolutions of the Business Services Committee
14th September 2021**

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

1308a It was **resolved** to purchase Earnie Plus at an approximate annual fee of £480 including VAT.

Recommendations and resolutions of the Planning Committee 16th September 2021

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

2889. Correspondence Received

It was RESOLVED to object to the location of the proposed 5G mast on Manor Way. Members do support 5G coming to Flitwick.

2891. Delivery Plan

It was RESOLVED to accept the delivery plan as presented.

2892. Neighbourhood Plan Working Group

It was RECOMMENDED to support the Neighbourhood Plan Working Groups request to find additional volunteers from the community to join the working group to establish feasibility.

Flitwick Town Council

-
Central Bedfordshire Council
Priory House
Monks Walk
CHICKSANDS
Shefford

Rob McGregor - Mr
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Stuart Kemp

Date 06/08/2021

Application No 21/01968/FUL

Type : FULL

Status : 0 New Application

Date Received : 15/07/2021

Applicant : DPBS
13 Ampthill Road
Flitwick
Beds
MK45 1AZ

Agent/Architect :

Location : 13 Ampthill Road
Flitwick
Beds
MK45 1AZ

Parish : East

N.G.R. :

Road Class :

Proposal : Erect two storey rear corner infill extension and and change garage roof from flat to peated.

TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/01968/FUL and observations thereon are as follows :

FTC - Support
(Vote all in favour)

Flitwick Town Council

-
Central Bedfordshire Council
Priory House
Monks Walk
CHICKSANDS
Shefford

Rob McGregor - Mr
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Julia Ward

Date 06/08/2021

Application No 21/03053/FUL

Type : FULL

Status : 0 New Application

Date Received : 26/07/2021

Applicant : Mr & Mrs Keeling
63 Station Road
Flitwick
Beds
MK45 1JU

Agent/Architect :

Location : 63 Station Road
Flitwick
Beds
MK45 1JU

Parish : East

N.G.R. :

Road Class :

Proposal : Single storey side extension

TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/03053/FUL and observations thereon are as follows :

FTC - Support
(Vote - All in favour)

Flitwick Town Council

-
Central Bedfordshire Council
Priory House
Monks Walk
CHICKSANDS
Shefford

Rob McGregor - Mr
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Fenella Hackney

Date 06/08/2021

Application No 21/03127/FUL

Type : FULL

Status : 0 New Application

Date Received : 26/07/2021

Applicant : Mr Bullen
63 Ampthill Road
Flitwick
Beds
MK45 1AZ

Agent/Architect :

Location : 63 Ampthill Road
Flitwick
Beds
MK45 1AZ

Parish : East

N.G.R. :

Road Class :

Proposal : Loft conversion with rear dormer extension and juliet balcony

TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/03127/FUL and observations thereon are as follows :

FTC - Support
(Vote - All in favour)

Flitwick Town Council

-
Central Bedfordshire Council
Priory House
Monks Walk
CHICKSANDS
Shefford

Rob McGregor - Mr
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Julia Ward

Date 06/08/2021

Application No 21/03148/FUL

Type : FULL

Status : 0 New Application

Date Received : 26/07/2021

Applicant : Mrs Katie Baker
19 Dew Pond Road
Flitwick
Beds
MK45 1RT

Agent/Architect :

Location : 19 Dew Pond Road
Flitwick
Beds
MK45 1RT

Parish : West

N.G.R. :

Road Class :

Proposal : Two storey front and rear extension, Single storey rear link extension to garage, Conversion of garage to two storey habitable space. New front porch.

TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/03148/FUL and observations thereon are as follows :

FTC Objects to the application on the grounds that the development of the garage will have a detrimental visual impact on the character of the street scene. However FTC has no objection to the proposed front and rear extension to the main dwelling.

(Vote - All in favour)

Flitwick Town Council

-
Central Bedfordshire Council
Priory House
Monks Walk
CHICKSANDS
Shefford

Rob McGregor - Mr
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : William Comber

Date 06/08/2021

Application No 21/03261/FUL

Type : FULL

Status : 0 New Application

Date Received : 26/07/2021

Applicant : Mr & Mrs Hawkins
11 Durham Close
Flitwick
Beds
MK45 1UR

Agent/Architect :

Location : 11 Durham Close
Flitwick
Beds
MK45 1UR

Parish : East

N.G.R. :

Road Class :

Proposal : Two storey side extension

TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/03261/FUL and observations thereon are as follows :

FTC - Support
(Vote - all in favour)

Flitwick Town Council

-
Central Bedfordshire Council
Priory House
Monks Walk
CHICKSANDS
Shefford

Rob McGregor - Mr
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : William Comber

Date 06/08/2021

Application No 21/03379/FUL

Type : FULL

Status : 0 New Application

Date Received : 27/07/2021

Applicant : Mr & Mrs D Foster
11 Dickens Road
Flitwick
Beds
MK45 1QB

Agent/Architect :

Location : 11 Dickens Road
Flitwick
Beds
MK45 1QB

Parish : West

N.G.R. :

Road Class :

Proposal : Proposed garage conversion with first floor side extension, single storey rear extension and new pitched roof to front elevation

TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/03379/FUL and observations thereon are as follows :

FTC - Support
(Vote - all in favour)

Date :- 26/08/2021

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;				
21/03591/FUL	09/08/2021	Fenella Hackney	Mr Graham Hose	14 Naseby Place Flitwick Beds MK45 1FB
Proposal : Rear single storey extension.				
Observations : FTC - Support				
Vote - all in favour				

Signed _____ Date _____

Rob McGregor Mr

Date :- 26/08/2021

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;				
21/03267/FUL	09/08/2021	Lucy Baxter	Mr Josh Stafford	45 Ampthill Road Flitwick Beds MK45 1AZ

Proposal : Rear and side two storey extension
Observations : FTC - Object
 1. Overdevelopment of the property
 Vote - 5 in favour, 1 abstention

21/03408/FUL	09/08/2021	Fenella Hackney	Mr G Tyler	5 Truro Gardens Flitwick Beds MK45 1UH
---------------------	------------	-----------------	------------	---

Proposal : Two storey side and rear extension and single storey rear extension.
Observations : FTC - Object
 1. Overdevelopment of the property
 2. Lack of sufficient parking
 Vote - all in favour

Signed _____ Date _____

Rob McGregor Mr



Flitwick Town Council

Standing Orders

INTRODUCTION.....	3
1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS	5
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES.....	9
5. ORDINARY COUNCIL MEETINGS.....	11
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	13
7. PREVIOUS RESOLUTIONS	14
8. VOTING ON APPOINTMENTS	14
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	14
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	15
11. MANAGEMENT OF INFORMATION	16
12. DRAFT MINUTES	16
13. CODE OF CONDUCT AND DISPENSATIONS.....	17
14. CODE OF CONDUCT COMPLAINTS.....	18
15. PROPER OFFICER.....	18
16. RESPONSIBLE FINANCIAL OFFICER	18
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	18
18. FINANCIAL CONTROLS AND PROCUREMENT	19
19. HANDLING STAFF MATTERS.....	23
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	23
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	24
22. RELATIONS WITH THE PRESS/MEDIA	24
23. EXECUTION AND SEALING OF LEGAL DEEDS	24
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	24
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	24
26. STANDING ORDERS GENERALLY.....	25

These Standing Orders were adopted by Council on 15th September 2020 and replace all previous versions, the most recent being 16th April 2019. They are based on model standing orders of 2018 by the National Association of Local Councils (NALC).

Standing Orders are one of the council's three principal governing policy documents providing procedural guidance for members and officers. They must be observed in conjunction with the council's **Financial Regulations** and **Standing Orders for Contracts**.

The word "councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

INTRODUCTION

HOW TO USE STANDING ORDERS

Standing orders are the written rules of the council. Standing orders are essential to regulate the proceedings of a meeting. The council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of the council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework and these Standing Orders incorporate and reference many statutory requirements to which councils are subject. The statutory requirements to which this council is subject to apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of the council. The financial regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the council's Responsible Financial Officer. The Council also operate under their Standing Orders for Contracts.

NOTES

Standing orders that are in **bold type** contain legal and statutory requirements. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements.

1. RULES OF DEBATE AT MEETINGS

- a** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c** A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h** A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j** Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k** One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l** A councillor may not move more than one amendment to an original or substantive motion.
- m** The mover of an amendment has no right of reply at the end of debate on it.
- n** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o** Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p** During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q** A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r** When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s** Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t** Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.
- u** If, at the Chairman's discretion, urgent business is added to the Agenda, the

item may be discussed **but no formal decision may be made.** The Town Clerk does have delegated authority to deal with urgent matters in consultation with specific members.

2. DISORDERLY CONDUCT AT MEETINGS

- a** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b** If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c** If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings
Committee meetings
Sub-committee meetings

- a** **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b** **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c** **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d** All items of business will be set out on the agenda for all meetings and sent out with the summons to councillors. Members of Council or members of committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their decision is final. If the Town Clerk declines the request, they will notify the councillor of their decision and explain the reason for it.
- e** **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which**

shall give reasons for the public's exclusion.

- f** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g** Each period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- h** Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes and may only speak once].
- i** In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a response to a question by a member of the public be referred to a Councillor for an oral response or to an Officer for a written response.
- j** During public participation at Planning Committee, equal opportunity shall be given to persons supporting applications and to persons opposing.
- k** A person, Councillor or member of the public shall raise their hand when requesting to speak and remain seated when speaking.
- l** A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- m** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking. Where there is more than one public participation section of a meeting, the chairman will give members of the public who have not already spoken priority over those who have previously spoken.
- n** **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Chairman should have regard if filming takes place, that members of the public may not wish to be filmed. This right must be taken up without disturbing the meeting.
- o** **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p** **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

- q** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- r** The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- s** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- t** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- u** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- v** The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- w** A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is

subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

x Councillors have a *duty* to attend meetings

y The quorum of the Council is 6 councillors. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

Apologies should be sent directly to the Town Clerk or Deputy Town Clerk by email prior to the meeting. It is not acceptable for other Councillors to apologise on behalf of colleagues.

- i. It is the responsibility of the Member to arrange for a nominated substitute to attend on their behalf which also must be notified as per 3v(ii) above.
- ii. If a Member is unable to attend and has not arranged for a nominated substitute to attend of their behalf, the Chairman may at his discretion agree for another Member present at the meeting to substitute.
- iii. If a member does not attend a meeting of the Council for six (6) months and has not submitted a reason for long term absence that has been accepted by Resolution of the Council, they will no longer hold the office of Councillor.
- iv. In line with the Local Government Act 1972 s85 (1) & (2) apologies will be shown as:

Apologies accepted, with the *reason given*.

z No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 3(x) for the quorum of a committee or sub-committee meeting.

aa If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

bb A meeting shall not exceed a period of 3 hours.

cc The statutory requirements for meetings are mainly contained in the Local Government Act 1972 ("the 1972 Act") and the Public Bodies (Admission to Meetings) Act 1960 ("the 1960 Act"). Usually, there is a requirement for local authorities to hold public meetings in person with all members present in one place.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. shall determine their terms of reference; and any delegation to its committees.**
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;**
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;**
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;**
 - v. The Town Mayor and Deputy Town Mayor have ex-officio powers to vote at any committee meeting;**
 - vi. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 clear days before the meeting that they are unable to attend;**
 - vii. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;**
 - viii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;**
 - ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;**
 - x. shall determine if the public may participate at a meeting of a committee;**
 - xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice**

requirements, if any, required for the meetings of a sub-committee.

- xii.** shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xiii.** may dissolve a committee or a sub-committee.
- xiv.** A member who has proposed a resolution which has been referred to any committee of which they are not a member, must attend that Committee to explain their resolution to the committee but shall not vote. The item will not be considered if the member requesting the resolution is unable to attend.
- xv.** Any Council member is entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a member, except if a resolution has been passed to exclude the press and public. The Council member may speak on an item on the Agenda with the permission of the Chairman but may not join in the debate or vote.

5. ORDINARY COUNCIL MEETINGS

- a** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- b** In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c** If no other time is fixed, the annual meeting of the Council shall take place at 7:45pm.
- d** In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e** The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.
- f** All Members are eligible to be proposed as Chairman or Vice-Chairman of the Council
 - I.** The Chairman of the Town Council shall be known as the Town Mayor and the Vice-Chairman as the Deputy Town Mayor.
 - II.** The Chairman of the Town Council should serve for one year, but this may be varied by Resolution of the Council if circumstances are deemed appropriate for a longer Term of Office.
 - III.** The custom and practice of outgoing Town Mayor / Chairman proposing the Deputy Town Mayor / Vice-Chairman is not mandatory.
 - IV.** It is preferable that the Chairman and Vice-Chairman of the Council have experience of Chairmanship prior to election to these posts.

- V. The Chairman of the Council should during their office involve the Vice-Chairman as much as practically possible.
- VI. It is expected that the Vice Chairman will attend functions that the Chairman is unable to attend, if practicable.
- g The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii. Consideration of the recommendations and resolutions made by a committee;**
 - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;**
 - v. Review of the terms of reference for committees;**
 - vi. Appointment of members to existing committees;**
 - vii. Appointment of any new committees in accordance with standing order 4;**

- viii.** Review and adoption of appropriate standing orders, standing orders for contracts and financial regulations;
- ix.** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x.** Review of representation on or work with external bodies and arrangements for reporting back;
- xi.** In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- xii.** Review of inventory of land and other assets including buildings and office equipment;
- xiii.** Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv.** Review of the Council's and/or staff subscriptions to other bodies, unless this has been undertaken as part of the budget process
- xv.** Review of the Council's complaints procedure;
- xvi.** Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvii.** Review of the Council's policy for dealing with the press/media;
- xviii.** Review of the Council's employment policies and procedures;
- xix.** Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, unless it is to be undertaken at a meeting of the Council to approve year end accounts and the annual governance statement.
- xx.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES

- a** The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b** If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c** The chairman of a committee or a sub-committee may convene an

extraordinary meeting of the committee or the sub-committee at any time.

- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. To consider a previous resolution there must have been a material change or further information that has come to light since the previous resolution was made.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

- e** If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f** Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g** Motions received shall be recorded and numbered in the order that they are received.
- h** Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a** The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i.** to correct an inaccuracy in the draft minutes of a meeting;
 - ii.** to move to a vote;
 - iii.** to defer consideration of a motion;
 - iv.** to refer a motion to a particular committee or sub-committee;
 - v.** to appoint a person to preside at a meeting;
 - vi.** to change the order of business on the agenda;
 - vii.** to proceed to the next business on the agenda;
 - viii.** to require a written report;
 - ix.** to appoint a committee or sub-committee and their members;
 - x.** to extend the time limits for speaking;
 - xi.** to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii.** to not hear further from a Councillor or a member of the public;
 - xiii.** to exclude a Councillor or member of the public for disorderly conduct;
 - xiv.** to temporarily suspend the meeting;
 - xv.** to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi.** to adjourn the meeting; or
 - xvii.** to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a** The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b** The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c** The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d** Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings

Committee meetings

Sub-committee meetings

- a** If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c** The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d** If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the Council, Committee or sub Committee held on [date] in respect of (-----) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an

accurate record of the proceedings.”

- e** **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f** Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed. The approved minutes will be published on the Council’s website within 2 weeks of approval.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(v).

- a** All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b** Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c** Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d** **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e** A decision as to whether to grant a dispensation shall be made by the Town Clerk, or Proper Officer in accordance with the Councils Scheme of Delegation and that decision is final.
- f** A dispensation request shall confirm:
 - i.** the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii.** whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii.** the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be the Town Clerk or in the absence of the Town Clerk the Corporate Services Manager, or other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i.** **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residence or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda, (provided the Councillor has consented to service by email and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii.** subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;
- iii.** **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv.** **facilitate inspection of the minute book by local government electors;**
- v.** **receive and retain copies of byelaws made by other local authorities;**
- vi.** hold acceptance of office forms from councillors;
- vii.** hold a copy of every councillor's register of interests;
- viii.** assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix.** liaise, as appropriate, with the Council's Data Protection Officer;
- x.** receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi.** assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii.** arrange for legal deeds to be executed;

(see also standing order 23);

- xiii.** arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv.** record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv.** refer a planning application received by the Council to the next available meeting of the Planning Committee.
- xvi.** manage access to information about the Council via the publication scheme; and
- xvii.** retain custody of the seal of the Council which shall not be used without a resolution to that effect.

The Town Clerk and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation and will report decisions taken under such delegation to each Council meeting.

16. RESPONSIBLE FINANCIAL OFFICER

- a** The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a** "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b** All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c** The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i.** the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii.** the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii.** the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d** As soon as possible after the financial year end at 31 March, the Responsible

Financial Officer shall provide:

- i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council,

the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council, or Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if they are not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chairman of Personnel Committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance of the Council staff appraisals and job titles. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Personnel committee or in their absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel committee, or Appeals committee.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- g The council shall keep all written records relating to employees secure. All paper records shall be secured appropriately, and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to employees authorised by Town Clerk or the Personnel Committee.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)**

(England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the Unitary Council representing the area of the Council.**
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.**

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:**

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were adopted on the 21/ 09/ 2021

Signatures:

Town Mayor

Town Clerk

Rolling Capital Fund Balances 2021-22

Last Update: 16 September 2021

315 Rolling Capital Fund	Opening Balance	£	228,259.58
	Plus 21/22 Funding	£	126,900.00
	21/22 Available Funds	£	355,159.58
	Less Spend to Date	£	23,818.00
	Balance Remaining	£	331,341.58
	Less RCF Commitment Remaining	£	45,247.00
	RCF Funds Available to end Aug 21	£	286,094.58

RCF Code		Description	Committee	Minute Ref	Amount Committed	Budget Set	Spend to date	Overspend from RCF	RCF Commitment Remaining		Additional Comments
4212	110	PROJ - Country Park RCF	Community	None	£ -	£ -	£ -	£ -	£ -		No amounts have been committed for this project to date - reports due.
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ -	£ 2,000	£ 75	£ -	£ 1,925	GREEN	
4801	110	PROJ - Rendezvous Air Con RCF	Business	1248b	£ 7,864	£ 7,864	£ 7,864	£ -	£ -	GREEN	
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 20,000	£ 4,678	£ -	£ 15,322	GREEN	
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ 28,000	£ -	£ -	£ 28,000	GREEN	
4806	110	PROJ - Wildflower Meadows RCF	Community	821f	£ 1,240	£ 1,465	£ 1,465	£ -	£ -	GREEN	Budget set July 2021
4807	110	PROJ - Rufus Centre Refurb RCF	Business	20/21	£ 4,870	£ 4,870	£ 4,870	£ -	£ -	GREEN	Balance of spending from last year's authorisation.
4808	110	PROJ - Manor Park Gates & Fencing RCF	Council & Community	20/21	£ 4,866	£ 4,866	£ 4,866	£ -	£ -	GREEN	Balance of spending from last year's authorisation.
	110	PROJ - War Memorial Cleaning	Community		£ 858	£ -	£ -	£ -	£ -		Awaiting approval
	110	PROJ - Barclays Bank Building	Business		£ 16,000	£ -	£ -	£ -	£ -		Awaiting approval



Notes

- 1. Do not scale from this drawing.

-	--/--/----	-
-	--/--/----	-
Rev	Date	Description



Pigeon Investment Management Ltd
Linden Square
146 King's Road
Bury St Edmunds
IP33 3DJ

Project Name
0080 Flitwick

Drawing Title
Site Location Plan

Drawn	Check	Scale	@
MP	--	1:5000	A3
Date		Drawing No.	Rev
15/08/2017		0080/100	-

Dear Stephanie

Further to our recent Teams meeting, we agreed to send you a brief summary on who Pigeon is and examples of the type of community benefits schemes that we have delivered elsewhere.

Pigeon is a private property company based in Bury St Edmunds (Suffolk), promoting strategic sites across the Eastern Region including Bedfordshire. An important ingredient in the sites that we promote for landowners is public engagement and we pride ourselves on having a strong local focus, with our schemes delivering community benefits which often exceed those set out under 'policy'.

Recent examples, where we have successfully worked with the local Parish Councils are:

- Thurston, Suffolk (Mid Suffolk District Council) - a landscape led scheme which includes a 3ha Primary School site (2.2ha being the standard size), Community Woodland (including new walking routes) and the provision of self-build plots alongside measures to enhance biodiversity and a layout/density of housing which is respectful of the established character.
- Snettisham, Norfolk (King's Lynn and West Norfolk) – a low density scheme which includes an additional 1ha of Public Open Space and a 50% uplift in affordable housing provision (above adopted standards).
- Sproughton, Suffolk (Babergh District Council) – a low density residential scheme which includes self-build plots and bungalows, village car park and land for community use, and employment space for offices/local shops. A master plan of the site is attached.
- Thetford, North (Breckland District Council) – an urban extension for 5,000 dwellings that will deliver 33% affordable housing, a doctor's surgery, 3 x Pre & Primary Schools, extension of secondary school, library provision, community facility and neighbourhood hubs, 50ha of public open space and 20 ha of employment land. Development is underway with three phases totalling 753 dwellings sold to date. Master plan of the site is attached.
- Buntingford, Hertfordshire (East Hertfordshire District Council) – a landscape led scheme with 35% affordable housing with bungalows and a contribution to health and care facilities in the town and public open space.
- Stevenage, Hertfordshire (East Hertfordshire District Council) – a strategic site which was removed from the green belt and delivered 618 dwellings, with 40% affordable housing, care home and assisted living, pre & primary school, community facility and neighbourhood hub, public open space, new cycleway and neighbourhood hubs with local shops. Master plan attached.

At the start of each of our projects, we are always keen to engage with the local community and other stakeholders, and recognise the importance of engaging with the Town Council in order to better understand the local community, so that this can be taken into consideration when progressing plans for any potential scheme. With the adoption of the long running Central Beds Local Plan, now seems the opportune time to meet representatives of Flitwick Town Council, so that you have the opportunity to feedback and ask questions.

Central Bedfordshire Council (CBC) have recently adopted (following a very lengthy examination process) their Local Plan, which identifies land for employment and residential development, including at Flitwick. CBC are committed to reviewing their Local Plan, although the timescales for completion of this are unknown and dependant on a number of external factors such as the location of East-West Rail.

Pigeon will be promoting a site to the east of Maulden Road, Flitwick through the forthcoming Local Plan Review and prior to submission of any documentation to CBC we are wishing to introduce

ourselves to the Town Council, and get an understanding of local aspirations including exploring how bringing forward new growth on this site could help contribute to achieving these for the benefit of Flitwick residents.

At present we do not have fixed proposals for how the site could come forward and are not looking to submit a planning application in the short term.

We would welcome the opportunity to meet with the Town Council, preferably outside of the normal full council meeting, so that you have the opportunity to have extensive input and ask questions, and also so that we can introduce ourselves and gain a better understanding of Flitwick, including your current situation and future aspirations.

Kind regards





- LEGEND**
- Existing retained trees and vegetation
 - Proposed street trees
 - Proposed native and parkland trees
 - Proposed native buffer planting
 - Proposed native hedgerow
 - Proposed shrub and herbaceous planting
 - Proposed amenity grass to rear gardens
 - Proposed species rich grassland
 - Proposed drainage basin
 - Proposed homes
 - Primary road
 - Secondary road
 - Private driveway
 - Proposed amenity grass
 - Site boundary

Landscape / Ecological Enhancement Measures:

A - Street trees proposed to be a mix of cultivars as native and non-native species.

B - Mixed native hedgerow planting along northern boundary with trees.

C - Attenuation feature (as wildflower grassland / open sward character).

D - Bat boxes to be placed within the larger boundary hedgerow trees and some buildings around the periphery.

E - Bird boxes to be placed within suitable trees.

F - Hedgehog holes in fences and raised garden gates to be applied across the scheme.

G - Felled timber to be retained to create additional habitat for wildlife.

H - Improved grassland retained.

Rev	Date	Description
A	10.09.19	Revised to new architectural layout
B	16.09.19	Minor amendments
C	24.10.19	Minor amendments
D	10.12.19	Revised to new architectural layout
E	29.01.20	Revised to new architectural layout

Title: Landscape Masterplan

Project: Popplefields, Snettisham

Client: Pigeon Investment Management Ltd.

Date: April 2019

Scale: 1:500 @ A0

Drawing No: 2235 02 E

Rev: 1:44 02/27/16 04/04 E: 01/04/2016 www.kidale.com



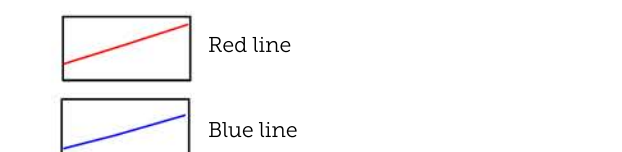
Soft Landscape



Hard Landscape



Other



1. Proposed allotments
2. Proposed self-build plots
3. Proposed attenuation basins
4. Existing Public Right of Way (Retained)
5. Land for paddocks
6. Proposed informal paths
7. New woodland with clearing
8. Retained agricultural land
9. Agricultural drainage ditch and field margin
10. LAP +

Ecological Enhancement Notes

A. Additional planting within the scheme will improve the bat foraging potential of the site, including a large area of woodland and hedgerows throughout the site.

B. Additional planting within the proposed residential areas will provide additional foraging habitat. Plant species should be selected to provide benefits to wildlife, including flower and berry producing species.

C.Bat Boxes will be installed within mature trees and on new buildings included within the scheme

D. Additional planting within the scheme will improve the badger foraging potential of the site, including a large area of woodland and hedgerows throughout the site.

E. Additional planting within the scheme will improve the nesting and foraging opportunities for birds on site, including a large area of woodland and hedgerows throughout the site.

F. Nesting bricks will be included on new buildings suitable for nesting birds. Bird boxes including owl boxes can be provided on retained trees.

G. Additional planting within the scheme will improve the bat foraging potential of the site, including a large area of woodland and hedgerows throughout the site.

H. A large area of woodland will be created, including the creation of a woodland glade. This area will also be enhanced with the inclusion of log piles.

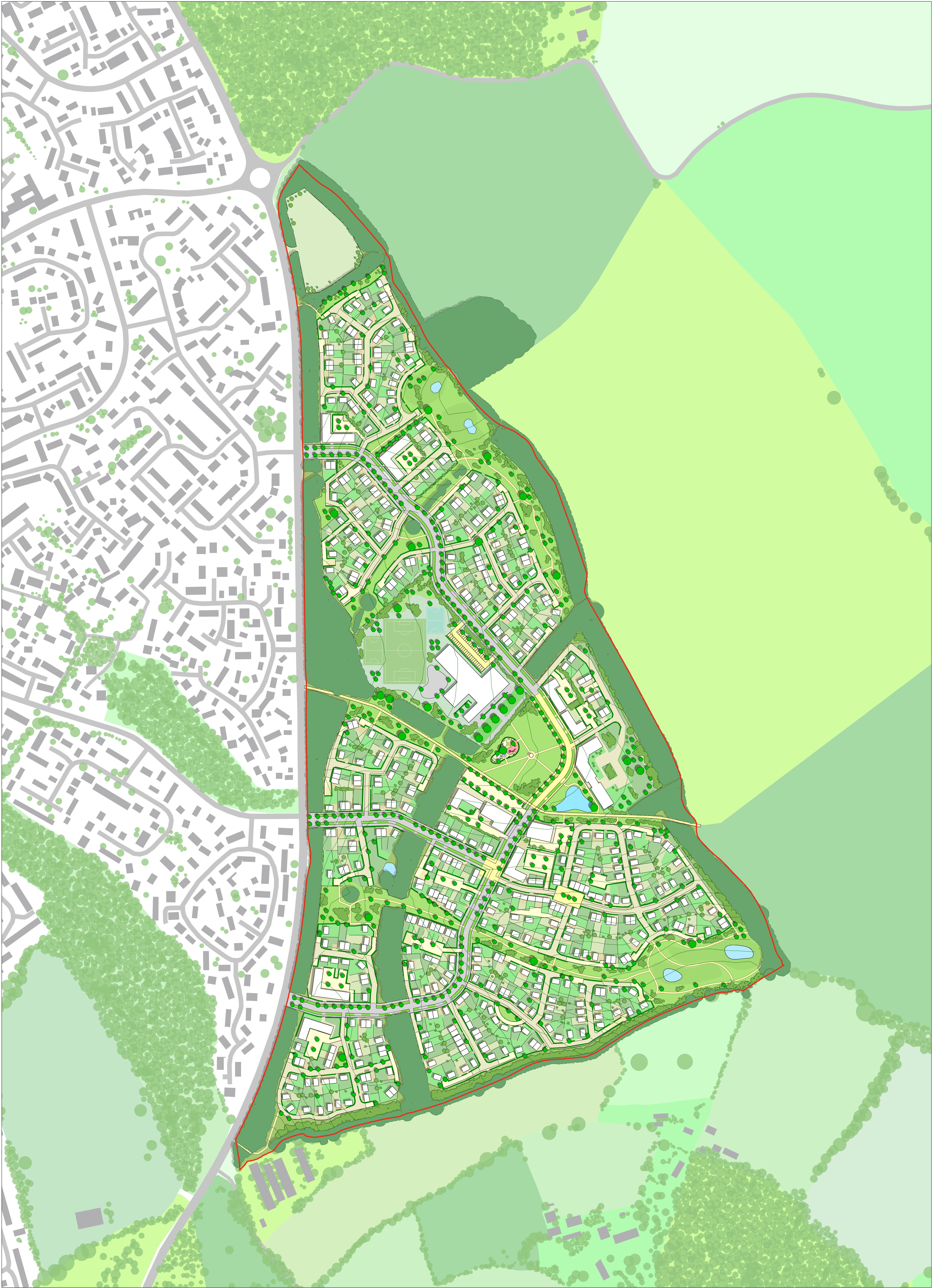
Rev	Date	Description
A	25 06 20	Updated to new layout

Title: Landscape Masterplan
 Project: Hope Farm, Burstall Lane,
 Sproughton
 Client: Pigeon Land 2
 Date: January 2019
 Scale: 1:1000 @ A0
 Drawing No: 2217 01 A
 Rev:

COPYRIGHT © Liz Lake Associates
 Copyright is contained in this drawing is confidential and may not be used for any purpose other than that for which the drawing is supplied without prior written authority of Liz Lake Associates. This drawing is copyright and may not be copied except within the agreed conditions of supply.

SITE MAPPING:
 Drawings from Ordnance Survey may date by permission of Ordnance Survey © Crown Copyright 2016. Licence No. 3000001366.
 © Crown copyright and database right 2016.
 Ordnance Survey Licence No. CC00003183.
 This drawing may contain information and/or mapping from a number of sources and its accuracy should be confirmed on site.

LIZ LAKE ASSOCIATES





LEGEND

Soft Landscape

Existing and enhanced woodland / trees including proposed woodland buffer and extensions

Proposed large specimen tree

Proposed parkland trees

Proposed medium sized primary street trees

Proposed medium sized fastigate secondary street trees

Proposed small ornamental tertiary street trees

Proposed trees to central residential POS areas - species to have wider canopies than street trees

Proposed large trees for screening and filtering views

Proposed medium to large native hedging

Proposed small ornamental hedging

Proposed robust structural planting to walls and roadsides

Proposed ornamental planting

Proposed lawn to plot frontages

Proposed grass to POS areas

Proposed long grass

Proposed mown paths

Proposed marginal/aquatic planting to balancing ponds

Hard Landscape

Proposed black macadam primary road or similar approved

Proposed block paving to secondary roads; colour: Autumn gold or similar approved

Proposed block paving to tertiary roads; colour: Brindle or similar approved

Proposed granite setts to driveways; colour: Charcoal or similar approved

Proposed black macadam to pedestrian paths or similar approved

Boundary Treatments

Proposed brick / flint wall to public boundaries

Proposed timber close board boundary fence; 1800mm height

Proposed green powder coated weld mesh fencing to school site

Other

Proposed balancing ponds to engineers details

Proposed buildings to architects details

Site application boundary

1. Woodland planted to connect existing patches.
2. Woodland buffer planting to edge of existing woodland to provide allotment boundary
3. Potential allotment location
4. Proposed new school location
5. Proposed LAP location
6. Proposed balancing ponds for drainage and aesthetic purpose. Banks to be gently graded to permanent water body
7. Proposed green corridor location. To be lined with native hedging, ornamental planting and medium to large tree species.
8. Proposed self-build site
9. Proposed woodland path

Rev	Date	Description
A	21.12.16	School trees amended, path line added
B	21.12.16	Tree/roof layout amendments

Title:	Landscape Masterplan
Project:	Norton Road, Thurston
Client:	Pigeon Capital Management 2
Date:	December 2016
Scale:	1:1250 @ A1
Drawing No:	1892 01 B
Rev:	

T: +44 (0)1279 647044 E: office@liza.co.uk www.liza.co.uk

Dear Colleague

You may recall that in 2018 we carried out a Community Governance Review (CGR) where, as part of the review, you were invited to consider the number of Councillors that you have to represent your Parish. My purpose in writing to you today is that notwithstanding the fact that normally we would not have expected to carry out a further CGR for a least 5 years (i.e. 2023), we have now received a request from one of the Town Councils seeking to reduce their Councillor numbers and as a consequence, I thought I would ask if any other Town or Parish also wished for their numbers to be reviewed.

Normally, a Town or Parish Council would have a minimum of 7 members and we would not be starting the process of carrying out a review until 2022 with any resultant changes being made in time for the 2023 elections.

Yours sincerely

Brian Dunleavy
Democratic Services Manager
Resources Directorate

Item 10 g

Subject: Kingsmoor Lower School, Flitwick - launch of statutory consultation re proposed change of age range

Dear sir

This is to advise you that in response to a request from Kingsmoor Lower School we have today launched a statutory consultation regarding a proposed change of age range for the school from 3-9 to 2-9 years.

Details regarding the proposal and the on-line response facility are available on the CBC website [here](#)

Responses to this statutory consultation are required by Wednesday 6 October.

Subject to the receipt of favourable responses to this formal consultation, determination of the proposal will be actioned by the Executive Member for Families, Education & Children at a meeting to be held on Wednesday 1 December.

If approved, the change of age range for the school will come into effect from January 2022.

Please will you kindly advise your Town Councillors of this opportunity to respond to our consultation.

Thank you

Kind regards

Sue Barrow

Sue Barrow

Information Manager

School Organisation and Capital Planning, Children's Services

(Monday to Thursday)

Maulden Neighbourhood Plan Consultation

Dear Consultee,

The Maulden Neighbourhood Plan is now at a final draft state and we have commenced formal consultation of our plan (known as Regulation 14, in accordance with the Neighbourhood Planning Regulations 2012).

The consultation started on Monday 19th July and will last until 27th September to give enough time for the Plan to be brought to the attention of people living, working and undertaking business or services in Maulden and the neighbouring areas. That is why you are receiving this email.

Under GDPR, we will not store or keep your email address or any other details, unless you wish to make any comments to us and then your details will be kept securely in our database of responses.

Background

On behalf of Maulden Parish Council, members of the Maulden community are preparing a Neighbourhood Plan covering the whole of the Parish area. Over the past 4 years, the Neighbourhood Plan Steering Group has undertaken initial consultation and gathered background evidence. It has now completed a draft Plan based on this evidence base.

Consultation

Following the consultation responses and any amendments to the draft Plan, it is hoped that the draft Plan will be submitted to Central Bedfordshire Council in the autumn of 2021 for their approval. After that an independent inspector has to examine it and then if it is agreed, we will hold a local referendum in the Parish to approve the Plan – this is likely to be early in 2022.

Comment

It is therefore important that we receive any comments you would like to make during the consultation period. You can comment by:

1. using the online survey available
at <https://www.surveymonkey.co.uk/r/MauldenNHP>,
2. using a paper version of the survey
(contact russaston.mpc@gmail.com, call 07880681278 or
attend a drop-in session to receive a copy),
3. letter addressed to: Russell Aston 15 Ampthill Road,
Maulden, Bedfordshire, MK45 2DA

It is hoped that as many people as possible will use electronic means to read the Plan and submit comments in the interests of efficiency and the environment.

The draft Plan and accompanying documents are on the Maulden Neighbourhood Plan website

<https://www.mauldenneighbourhoodplan.org/>

We are also holding drop-in sessions where the Plan can be viewed and discussed in person as follows:

- Saturday 21st August 09:00 to 12:00 – Maulden Village Hall
- Wednesday 1st September 18:00 to 20:00 - Maulden Village Hall
- Saturday 4th September 09:00 to 12:00 - Maulden Village Hall

Please forward this invitation to comment, on to whoever is/are the relevant person or persons in your organisation.

The Steering Group looks forward to hearing from you by the close of the consultation.

Kind regards,

Russell Aston
Chairman
Maulden Neighbourhood Plan Steering Group