

**Flitwick Town Council  
Planning Committee**

**Minutes of the 364th Meeting of the Planning Committee held on Thursday 17th  
February 2022 at The Rufus Centre.**

**Open Forum**

**There were no items.**

Committee Members Present :-

Councillor Chacko

Councillor P Earles

Councillor J Gleave (Chairman)

Councillor Hodges

Councillor M Platt

Councillor Roberts

Councillor R Shaw

Also in Attendance :- Environmental Services Manager

**2980 To note declaration of interest on Agenda Items**

None.

**2981 To Accept Apologies for Absence**

None.

**2982 Election of a Vice Chairman**

It was **RESOLVED** to appoint Cllr Martin Platt as Vice Chairman of the Planning Committee.

**2983 Chairman's Announcements**

The Chairman had attended the CBC Development Management Committee meeting on behalf of the Town Council and presented comments previously agreed by the Council in relation to the Aldi application.

The Enhanced Partnership for buses had been adopted by CBC.

The Chairman encouraged Members to read all Planning documents and applications in advance of the meeting to help aid discussions and make decisions.

**2984 Minutes**

It was **RESOLVED** to accept the minutes of the Planning Meeting on 27th January 2022 as a true record.

**2985 Matters Arising**

Members were advised that unfortunately the Speedwatch scheme would not be progressing anymore due to lack of volunteers. The Chairman thanked Cllr Shaw for his time spent trying to establish the group.

The Environmental Services Manager had contacted the Department for Transport regarding the policy on 'Stopping up' requests. They advised that although they are responsible for issuing them, 'policy' would be the responsibility of the local authority. No further correspondence had been received from CBC at the time of the meeting.

The Chairman thanked Members for their input into the response to the Enhanced Partnership for buses consultation, this had now been adopted by CBC.

The Environmental Services Manager had received a response from the Licensing department in relation to the concerns Members had raised. This was read out to Members. The street trading license had been granted.

## 2986 Planning applications for consideration

- 2986- 1      21/05677/FUL Plot Ref :- Type :- FULL  
Applicant Name :- Mr & Mrs Rutherford      Date Received :- 27/01/2022  
Location :- 21 Kingfisher Road Date Returned :- 21/02/2022  
Flitwick  
Beds  
MK45 1RA  
Proposal : Side extension, insertion of rooflights, new front porch, internal alterations and associated works.  
Observations : FTC - Support
- 2986- 2      21/05687/FUL      Plot Ref :- Type :- FULL  
Applicant Name :- Mr Mike Wright      Date Received :- 28/01/2022  
Location :- 58 Dunstable Road Date Returned :- 21/02/2022  
Flitwick  
Beds  
MK45 1HU  
Proposal : Demolition of lean to Kitchen entailing moving of one exterior wall by 600mm, creation of new kitchen extension with lantern roof light.  
Observations : FTC - Support
- 2986- 3      21/05688/LB Plot Ref :- Type :- LB  
Applicant Name :- Mr Mike Wright      Date Received :- 28/01/2022  
Location :- 58 Dunstable Road Date Returned :- 21/02/2022  
Flitwick  
Beds  
MK45 1HU  
Proposal : Listed Building: Demolition of lean to Kitchen entailing moving of one exterior wall by 600mm and creation of new kitchen extension with lantern roof light.  
Observations : FTC - Support
- 2986- 4      22/00003/TRE      Plot Ref :- Type :- TPO  
Applicant Name :- Mr Phil De Feo      Date Received :- 28/01/2022  
Location :- 17 Church Road Date Returned :- 21/02/2022  
Flitwick  
MK45 1AE  
Proposal : Works to trees Protected by Tree Preservation Order  
MB/53/00002/A1: Prune eight mature lime trees (L1-L8), including removal of all growth (epicormic/suckers) up to the crown break (where the main branches originate)  
Observations : FTC - Support
- 2986- 5      22/00122/FUL      Plot Ref :- Type :- FULL  
Applicant Name :- Smith Date Received :- 28/01/2022  
Location :- 69 Windmill Road Date Returned :- 21/02/2022  
Flitwick  
Beds  
MK45 1AU  
Proposal : Single storey side and rear extension  
Observations : FTC - Support
- 2986- 6      22/00129/FUL      Plot Ref :- Type :- FULL  
Applicant Name :- Mr Burgoine      Date Received :- 02/02/2022

Location :- Frogmore Date Returned :- 21/02/2022

45 The Ridgeway

Flitwick

MK45 1DH

Proposal : Two storey rear and side extension, part two storey side extension, single storey first floor front extension and loft conversion with side facing

Dormer window. New wooden recladding around building.

Observations : FTC – Support

- 2986- 7      22/00237/FUL      Plot Ref :- Type :- FULL  
Applicant Name :- Emily Whiting Date Received :- 02/02/2022  
Location :- The Pool House Date Returned :- 21/02/2022  
Church Road  
Flitwick  
MK45 1AE  
Proposal : Erection of triple car port, open sided to the front made from tanalised timber, shingle roof, black timber cladding to the sides, and rear sitting on top of a double width brick lower wall.  
Observations : FTC – Support

**2987 Rural Match Funding - Integrated Programme 2022-23**

Members discussed the several options for the funding and expressed an interest in utilising the funding towards benches within the Town Centre. The Chairman suggested further investigation into viable options to be presented to Council. Members agreed to defer this item to the next meeting and for Members of the Committee to consider potential schemes to put forward for a bid.

**2988 To note planning decisions from Central Bedfordshire**

Members noted the planning decisions from Central Bedfordshire.

**2989 Neighbourhood Plan**

The Chairman commented that Town Council had considered the report on the feasibility of a Neighbourhood Plan and advised that the item has been deferred to the March meeting for a decision.

Members had concerns around the objectives of the plan, whether there was enough appetite from the community and if it would be worth the time and money that would be needed. Members were also concerned as there was evidence that some Neighbourhood Plans have been ignored by local authorities when making decisions on applications.

Members of the Planning Committee agreed to have an additional working group meeting to discuss other ways of being able to influence the planning process.

**2990 Amended Planning Application CB/21/05417 24 Trafalgar Drive**

Members noted this item.

**2991 Planning Application CB/22/00211 42 High Street, Flitwick**

Members noted this item.

**2992 Planning app CB/19/02397 Land at 101 field, Ampthill Rd**

Central Bedfordshire Councils Development Management Committee had voted to approve the application on 16<sup>th</sup> February. This application would be referred to the Secretary of State as it was contrary to green belt policy.

Cllr Shaw wanted to advise Members that he had attended the DMC meeting previously in relation to this application as a private resident not a Councillor.

**2993 Planning Training**

The Chairman stated that Planning Training had been arranged for all Members over the coming weeks.

**2994 Marketing & Communications Plan**

Members noted this item.

**2995 Marketing & Communications Forward Plan**

Members noted this item.

**2996 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.

The Meeting closed at : 21.15

Signed :

On behalf of :- Flitwick Town Council

Chairman

Date:

## **PINK PAPER ITEMS**

### **EXEMPT ITEMS**

#### **17a – Minutes**

The Chairman advised that the minutes had been rewritten by Officers and felt that the context was more accurate as to what was discussed at that meeting. The Chairman had sought advice from the Town Clerk in relation to the item being moved to exempt as no resolution was made meaning technically the item was not in exempt. Advice from the Town Clerk was to add a comment to the addendum stating that 'no resolution was moved'.

Two Members were concerned with this comment and felt that something should be included to state that Members thought they were in exempt.

The Environmental Services Manager was unsure on the correct process and suggested taking the advice from the Town Clerk in this matter.

Cllr Hodges suggested including the following statement;

*At this stage Councillors continued to discuss the business of the committee (15.1 – Correspondence) believing that they had moved to exempt. However, no formal resolution had been moved or voted on, and therefore the business was not exempt.*

It was **RESOLVED** to accept the Addendum to the Planning Minutes from 8<sup>th</sup> December 2021 with the additional statement listed above included within the document.

## Rural Match Funding - Integrated Programme 2022/23 and 2023/24

Dear Town and Parish Councils

The Rural Match Fund (RMF) application process is now open for inclusion for the 2022/23 and 2023/24 programme of works.

Please see attached guidance, along with the application form to be completed for scheme submissions. Please read the guidance carefully as the RMF process has altered from previous years. Our Speed Indicator Device (SID) guidance document is also attached for your information. Once again, please read this document before submitting any relevant bids to ensure proposals are in line with this guidance.

We have reviewed how the RMF has operated in previous years and have made some changes to improve the process. While speeding is often seen as a key priority for residents, the costs associated with many traffic calming schemes can be significant and proposals have previously fallen outside of the RMF affordability envelope. This year, we would like to encourage consideration of a broader range of schemes to improve health and wellbeing, enhance sustainability and the overall environment so that investment through RMF reaches a wider section of our community.

Any suggestions for large-scale schemes which fall outside of RMF affordability should be discussed separately so we can determine whether there are safety critical issues that need to be investigated through a longer-term programme of works.

We have included a rough guide of potential RMF opportunities, along with some indicative costs, to enable Town and Parish councils to consider a broader range of improvements. It is important to note that the costs are indicative only and are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.

Please consider providing supporting information, which should include a summary of the positive outcomes that will be delivered for local communities, photographic evidence or, in the case of speed-related proposals such as SID's, any data collected through local Speed Watch activities within the last 3 years.

To improve engagement, we kindly request that Town and Parish councils review the information provided and return any general queries related to the RMF process by **Friday 11 February 2022**, via this Inbox:

[HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk).

Officers will review these general queries, with the intention of holding a video conference meeting at the beginning of March to provide answers to any submitted questions. These additional Q&A's will also be provided by email to Councils following this meeting.

The closing date to submit final applications is **Friday 8 April 2022** and should be sent to: [HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk)

Once received, the Traffic Management team will review submissions to assess the benefits and risks. Proposals will be scored against a set of evaluation criteria to determine which schemes will be progressed. We expect to let you know the outcomes of our evaluation in June 2022. A brief explanation will be provided to those who have not been successful.

Thank you for your cooperation and, as discussed above, please do not hesitate to contact us directly by this email address by **Friday 11 February** if you have any questions related to the RMF process.

Kindest regards

**Jenny Goddard**

Senior Highways Officer | Traffic Management Team – Community Services

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title:</b>                            | <b>Central Bedfordshire Local Transport Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date:</b>                             | <b>12 January 2022</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Subject:</b>                          | <b>Request for schemes - LTP Integrated Programme - Rural Match Funding 2022/23 to 2023/24</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary:</b>                          | <p>Town and Parish councils are invited to submit <u>two</u> small-scale highway improvement proposals for consideration.</p> <p>Proposals will be reviewed and ranked. The highest scoring schemes will be included in the Integrated Schemes Programme of Works for the following financial years: 2022-23 and 2023-24 (dependant on delivery timescales of each scheme).</p> <p>Funding for selected schemes will draw on the funding allocated within the Highways Programme for Rural Match Funded schemes.</p> |
| <b>Overview</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.                                       | <p>This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for up to two small-scale highway related improvement schemes.</p> <p>Completed application forms should be returned to Central Bedfordshire Council by <b>Friday 8 April 2022</b> via the following Inbox:</p> <p><a href="mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk">HighwayImprovementSchemes@centralbedfordshire.gov.uk</a></p>                                             |
| <b>What is the Local Transport Plan?</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.                                       | <p>The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach to deal with key transport issues, a series of objectives, and broad areas of intervention where schemes are identified, and improvements made to the transport network.</p>                                                                                                                                                                           |
| <b>What is the “Rural Match Fund”?</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.                                       | <p>The Rural Match Fund is a mechanism through which local Town and Parish Councils can request small-scale improvements to the highway in their area.</p>                                                                                                                                                                                                                                                                                                                                                           |
| 4.                                       | <p>Towns and Parishes may submit up to <u>two</u> scheme requests. There is a requirement for a 50% contribution towards each scheme cost.</p>                                                                                                                                                                                                                                                                                                                                                                       |
| 5.                                       | <p>All proposals will be assessed using a matrix scoring-based approach, taking account of available evidence on traffic speeds, flows and collisions, if applicable.</p>                                                                                                                                                                                                                                                                                                                                            |
| 6.                                       | <p>Please note that the issues below are considered unsuitable and do not form part of the RMF:</p> <ul style="list-style-type: none"> <li>• Parking restrictions (a holistic approach should be maintained)</li> <li>• Speed limit change (high level of risk to delivery through RMF)</li> <li>• Pedestrian Crossings (outside of RMF funding envelope)</li> <li>• Weight limit change (high level of risk to delivery through RMF)</li> <li>• Junction re-design (outside of RMF funding envelope)</li> </ul>     |



|                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                           | <ul style="list-style-type: none"> <li>• Maintenance issues (Revenue function managed through Maintenance team)</li> <li>• Street Lighting (outside of RMF funding envelope)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>What are the benefits of the fund?</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7.                                                                        | <p>The ring-fenced funding for small-scale improvement schemes operated by Central Bedfordshire Council benefits Town and Parish councils by:</p> <ul style="list-style-type: none"> <li>• Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised</li> <li>• Delivering positive outcomes for local communities</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <b>How much is provided to Town and Parish Councils through the fund?</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.                                                                        | The Rural Match Fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget which underpins the Local Transport Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 9.                                                                        | Each scheme will involve a maximum spend of no more than £25,000, with costs matched by each Authority, to a maximum of £12,500 each (50/50 split of total costs). You will not receive the final invoice until the works have taken place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10.                                                                       | <p>Town and Parish Councils will be requested to pay 50% of the costs in advance for any design work (if required) if a submission is accepted.</p> <p>A meeting will be held with respective Councils prior to any design work (if required) to ensure a greater understanding and acceptance in principle of the likely solution to be designed.</p>                                                                                                                                                                                                                                                                                                                                                      |
| 11.                                                                       | Section 106 Agreements can only be spent to resolve matters detailed in a specific legal S106 agreement and will not form part of the RMF.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>How does the scheme work?</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12.                                                                       | Schemes are typically designed in one year and constructed in the subsequent year. The budget in any one year includes both the cost of schemes in design and those in construction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 13.                                                                       | We may contact you to obtain further information about your scheme. A meeting or site visit may be arranged to discuss your scheme in more detail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 14.                                                                       | The Traffic Management team can deliver some smaller-scale schemes without the need for statutory consultation or detailed design. Schemes that require this additional work may not be delivered until 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 15.                                                                       | <p>For any small-scale speed related submissions, Town and Parish Councils should provide details of the speeding issue they wish to address, rather than specifying a solution, unless they wish to directly request a SID which meets the criteria set in the SID guidance document.</p> <p>Survey work must demonstrate that there is an identifiable problem before further consideration is given. If a problem is identified, an appropriate design solution will be determined by an experienced Highways engineer.</p> <p>The costs associated with any speed survey works for successful schemes will be split 50/50 and included within the final invoice once the scheme has been delivered.</p> |

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>How will schemes be assessed and prioritised?</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 16.                                                                                                 | Projects which clearly demonstrate local need will be prioritised. Requests will be assessed in respect of policy compliance, affordability, stakeholder support, tangible benefits to communities, environment enhancement, deliverability, and value for money. Supporting evidence will be taken into consideration.                                                                                                                                                                      |
| <b>How much do different schemes cost?</b>                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 17.                                                                                                 | <p>Please refer to <b>Appendix B</b> for indicative costs for various schemes. It is important to note that this example list is not exhaustive, and costs are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.</p> <p>Design costs can vary dependant of the type of scheme being considered but can cost more than £5000.</p>                                                                                          |
| <b>Which authorities can submit a request?</b>                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 18.                                                                                                 | <p>The RMF programme is open to all Towns and Parishes, though priority will be given to rural areas for the following reasons:</p> <ul style="list-style-type: none"> <li>• Most Local Transport Plan funding flows to urban areas.</li> <li>• The small-scale nature of requirements in rural areas often means that schemes do not score highly through existing scheme prioritisation processes and are less likely to secure funding through typical mainstream allocations.</li> </ul> |
| <b>Closing date for applications</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 19.                                                                                                 | We welcome requests from town and parishes up to <b>Friday 8 April 2022</b> . Requests should be made using the application form in <b>Appendix A</b> and emailed to: <a href="mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk">HighwayImprovementSchemes@centralbedfordshire.gov.uk</a>                                                                                                                                                                                         |
| <b>Is there assistance to help authorities understand what schemes are likely to be successful?</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 20.                                                                                                 | If you require additional guidance prior to submission, please contact us on: <a href="mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk">HighwayImprovementSchemes@centralbedfordshire.gov.uk</a>                                                                                                                                                                                                                                                                                 |
| <b>Notification of Successful Requests</b>                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 21.                                                                                                 | Every Town and Parish Council will be notified of the outcome of their application by June 2022. This date may be subject the change, however we will inform Councils if there are any delays.                                                                                                                                                                                                                                                                                               |
| 22.                                                                                                 | If we accept your submission for RMF, we will make a conditional offer. This offer will detail the funding we will award, along with any conditions attached. The conditional offer will be subject to you achieving other sources of funding (50% split cost).                                                                                                                                                                                                                              |

## Appendix A: Application Form

|                             |                                                                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council:</b>             | Name of town or parish                                                                                                                                |
| <b>Scheme location:</b>     | Location of scheme proposal (please provide a map if possible)                                                                                        |
| <b>Priority 1:</b>          | Describe the opportunity or issue                                                                                                                     |
| <b>Priority 2:</b>          | Describe the opportunity or issue                                                                                                                     |
| <b>Contact:</b>             | Name<br>Email address<br>Contact phone number                                                                                                         |
| <b>Supporting statement</b> | In no more than 200 words, please explain why the above opportunities or issues would be beneficial to the Town/Parish, demonstrating the local need. |

## Appendix B: Examples of some Highway improvement schemes (indicative costs only)

| Type of scheme                      | Description and some indicative costs                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gateways for Villages or Towns      | <ul style="list-style-type: none"> <li>Create 'a sense of place' when drivers enter a Parish or Town.</li> <li>Costs can vary significantly and can exceed £25,000 when physical measures are included, falling outside the scope of RMF.</li> <li>Minimum costs for gates with signage and planters would be approx. £12,000 without physical measures</li> </ul>                                     |
| Benches and Planters                | <ul style="list-style-type: none"> <li>Typical bench can cost approx. £1000</li> <li>Should be at least 450mm back from kerb line and should maintain 1.6m footpath width when placed on footway</li> <li>Should not be in locations where cars are prone to leave carriageway</li> <li>Avoid materials like stone or cast iron, as they can break on impact and be thrown like projectiles</li> </ul> |
| Tree / shrub / bulb / seed planting | <ul style="list-style-type: none"> <li>Costs very dependent on scheme size and any required accommodation works (i.e., excavation)</li> <li>For instance, a roadside verge wildflower habitat creation project would likely cost up to the maximum £25,000</li> </ul>                                                                                                                                  |
| Bollards                            | <ul style="list-style-type: none"> <li>Installation of 4 wooden bollards approx. £1500</li> <li>Costs are dependent on location and type of bollard provided</li> <li>Bollards should be in keeping with local environment</li> </ul>                                                                                                                                                                  |
| Safety railings                     | <ul style="list-style-type: none"> <li>Example scheme of 6 metres in length cost approx. £1500</li> </ul>                                                                                                                                                                                                                                                                                              |
| Cycle parking                       | <ul style="list-style-type: none"> <li>Costs are dependent on scheme size and any required accommodation works (i.e., excavation)</li> <li>An example cycle hanger cost £12,500 to purchase and install</li> </ul>                                                                                                                                                                                     |
| Dropped kerbs                       | <ul style="list-style-type: none"> <li>To improve accessibility for pedestrians, including people with mobility issues</li> <li>A pair of dropped kerbs each side of the road can cost approx. £5000</li> <li>Costs depend on the traffic management required</li> </ul>                                                                                                                               |
| Multi-modal transport               | <ul style="list-style-type: none"> <li>To promote walking, cycling, public transport facilities</li> <li>Costs can vary dependant on nature of the scheme</li> </ul>                                                                                                                                                                                                                                   |
| New footways                        | <ul style="list-style-type: none"> <li>Footway construction approx. £150 per square metre</li> <li>Drainage, utility diversion, traffic management and lighting requirements involve significant additional costs</li> </ul>                                                                                                                                                                           |
| Speed Indicator Devices             | <ul style="list-style-type: none"> <li>Approximately £5000 each (dependant on location / excavation etc.).</li> <li>Please refer to the SID guidance document for further information</li> </ul>                                                                                                                                                                                                       |
| Warning signs                       | <ul style="list-style-type: none"> <li>Estimated approx. £200 for a new post and sign only (without traffic management)</li> <li>Must be in line with Regulations</li> <li>Total costs depend on the traffic management required</li> </ul>                                                                                                                                                            |
| Slow road Markings                  | <ul style="list-style-type: none"> <li>£800 minimum charge, not including Traffic management costs</li> <li>Must be in line with Regulations</li> <li>Total costs depend on the traffic management required</li> </ul>                                                                                                                                                                                 |
| Dragon's teeth                      | <ul style="list-style-type: none"> <li>At gateways to give effect of road narrowing</li> <li>£800 minimum charge, not including Traffic management costs</li> <li>Must be in line with Regulations</li> <li>Total costs depend on the traffic management required</li> </ul>                                                                                                                           |

## **Appendix C: Key contact**

**Jenny Goddard**

Senior Highways Officer

Traffic Management team

Email: [HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk)

**Central Bedfordshire Council**

Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ



# Speed Indicator Device Guidance Document

**A great place to live and work.**

## Revision History

| Version | Description   | Date          | Initials    |
|---------|---------------|---------------|-------------|
| 1       | Final version | December 2021 | CD, AS & JG |
|         |               |               |             |
|         |               |               |             |
|         |               |               |             |
|         |               |               |             |

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## Guidance Documents

### National Guidance

[Traffic Advisory Leaflet 1/15 Variable Message Signs](#)

[Traffic Advisory Leaflet 1/03 Vehicle Activated Signs](#)

[The Traffic Signs Regulations and General Directions, 2016](#)

[Traffic Signs Manual Chapter 4: Warning Signs](#)

[ACPO Speed Enforcement Policy Guidelines](#)

[DfT Circular 1/13 Setting Local Speed Limits](#)

[DfT Speed Limit Appraisal Tool](#)

### Local Guidance

Speed Management Guidance Document

## Glossary of Terms

### Vehicle Activated Signs (VAS)

A vehicle activated sign (VAS) is a type of road traffic sign which displays a message when a vehicle passes it. It helps drivers by alerting them to a danger, or that they are driving too fast. A vehicle activated sign should conform to EN12966:2014 to ensure that it is fit for use on the public highway. A vehicle activated sign should also use the design standards in the *Traffic Signs, Regulations and General Directions, 2016*.

### Speed Indicator Device (SID)

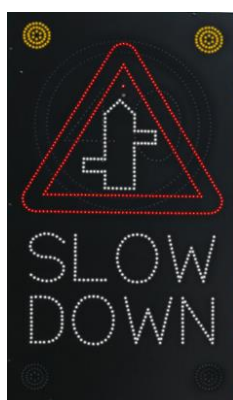
A variation of a vehicle activated sign is a 'Speed Indicator Device' (SID). They are a tool to remind drivers of the speed limit and can be useful when there is a disparity between the posted limit and observed speeds. They are informational repeater signs only, and do not provide any enforcement function.

A Speed Indicator Device (or vehicle activated sign) triggers when an approaching vehicle exceeds a pre-set speed. The speed limit and/or a warning message will illuminate on the sign to remind the motorist to slow down.

The sign displays the speed of the vehicle, and either a happy or sad face in red or green, depending on the vehicle speed in relation to the speed limit. The sign displays 'slow down' when a vehicle is travelling much higher than the speed limit. The sign can be effective where there is a history of non-compliance with the speed limit in residential areas.

### Hazard Warning Signs

Hazard warning signs highlight a hazard such as a bend, or junction. The sign displays a warning message and /or an image of a road sign. The purpose is to alert drivers that they may be travelling too fast for the road environment. The sign is effective at a small number of locations where standard signs alone are not enough. Hazard warning signs are usually used where the speed limit is 40mph or above.



Examples of a vehicle activated sign (VAS), a Speed Indicator Device (SID) and a vehicle activated Hazard Warning Sign.

## Mean speed

The speed at or below 50% of all vehicles travel under free-flowing conditions.

## 85th percentile speed

The speed at or below that 85% of vehicles do not exceed under free-flowing conditions.

## National Police Chiefs' Council Enforcement Tolerances

The National Police Chiefs' Council sets a tolerance of speeds above the set speed limit. This is set out in the ACPO Speed Enforcement Policy Guidelines. To calculate the tolerance, add 10% to the speed limit, plus a further 2mph. For example, in a 30mph limit, add 10% to the speed limit and an extra 2mph = 35mph). The table below shows the tolerance of speed for each speed limit. It also shows at what speed it will be appropriate to consider a Speed Indicator Device.

| Speed limit | Minimum 85 <sup>th</sup> %ile speed (mph) before a Speed Indicator Device will be considered |
|-------------|----------------------------------------------------------------------------------------------|
| 20          | 24                                                                                           |
| 30          | 35                                                                                           |
| 40          | 46                                                                                           |
| 50-70       | Not recommended                                                                              |

## Introduction

Central Bedfordshire Council manages all public roads in the authority and is responsible for deciding where to install Speed Indicator Devices. The council receives requests for new Speed Indicator Devices in the following ways:

- From a Town or Parish Council, an Elected Member, or member of the public.
- As part of a larger highway safety improvement scheme.
- As part of a housing / commercial development, usually as part of a wider package of works.

This guidance document outlines the use of Speed Indicator Devices in Central Bedfordshire.

## Objectives of the Speed Indicator Device Guidance Document

This document will provide information on all aspects of Speed Indicator Devices, from their source and operation through to the policy and procedures that govern their deployment. The objectives of the Speed Indicator Device Guidance Document are:

- To set out guidance to assess vehicle activated signs when they reach the end of their life.
- To assess and prioritise requests for new Speed Indicator Devices.
- To achieve consistency in the implementation of Speed Indicator Devices, using national guidance. *Traffic Advisory Leaflet 1/03 Vehicle Activated Signs.*
- To maintain the effectiveness of Speed Indicator Devices to prevent overuse.
- To install Speed Indicator Devices in appropriate locations.
- To continue to work towards reducing the authorities carbon footprint by replacing wired units when they reach the end of their life with solar powered systems

## Background

There are approximately 120 vehicle activated signs or speed indicator devices installed in Central Bedfordshire (2020). Some are old, wired signs and have reached the end of their working life. Others are newer solar powered signs, and a few are hazard warning signs, with the majority aimed at speed reduction.

From 2005, Bedfordshire County Council (which became Central Bedfordshire Council in 2009), installed many vehicle-activated signs across the region. These signs were part financed through the 'Parish Partnership' fund, funding made available for each town or parish to have a set number of vehicle activated signs. This required the Town or Parish Council to contribute towards the cost of the sign and the technology proved to be very popular.

Each sign powered by a cable, was usually wired into the nearest lamp column. Battery-operated and solar powered alternatives were emerging; however, these technologies had a limited lifespan at this time. The preferred location for each sign was often suggested by the Town or Parish Council. The practicalities of installation were investigated by a Highway Engineer; however, many signs were installed in locations that did not follow Department for Transport guidance.

Many of the original wired units had a life expectancy of approx. 7 years and although some may appear to still function, many no longer trigger at the correct speed. Also, the effect that they have is likely to have reduced over time as motorists have become accustomed to them.

## Speed Indicator Devices

Speed Indicator Devices (SIDs) are a more recent and reliable version of a vehicle activated sign and show the speed a vehicle is travelling, displaying 'happy' and 'sad' faces. SIDs are self-contained units mounted into a standard retention socket and are partially mobile. They can be uplifted, swiveled, rotated, or placed in a similar socket. They house a rechargeable battery within the sign which is charged by the solar panel and provide more flexibility as they don't need to be installed near to a power supply, although they do need to be positioned to absorb sufficient sunlight.

Their relatively low cost, high visibility and simple installation has made these signs attractive to Members, Town, and Parish Councils as they are considered to address community fears over safety and localised speeding issues. This has led to a significant increase in new requests for SID installations. Too many Speed Indicator Devices can diminish effectiveness over time and this guidance document has been produced to ensure that the maximum benefits are achieved across Central Bedfordshire through appropriate provision of Speed Indicator Devices.

## Assessing new requests for Speed Indicator Devices

New SID requests will only be successful when the 85th Percentile speed is above the NPCCs guideline values i.e., 10% of the posted limit and an additional 2mph. In the case of a 30mph speed limit, this would be an 85th percentile exceeding 35 mph.

Requests will be assessed by a Central Bedfordshire Client Officer or Highway Engineer completing work for the Council to determine if there is an issue with excess speed at the specified location. The process for assessing new speed indicator device requests is as follows:

- A review of the Traffic Master data for the road will be conducted in the first instance and the 85th percentile speed will be checked. The results will be compared to the National Police Chiefs' Council Enforcement Tolerances for the speed limit.
- If the outcome is that the 85th percentile speed is within the speed limit tolerance the request for the new SID will be declined.
- If the 85th percentile speed is higher than the prescribed tolerance, a speed and volume survey will be arranged by CBC over a seven-day period.
- Historical data (no older than 3 years) may also be used if there has been no significant change to the environment.
- A single speed and volume survey costs approx. £300.
- The accident history in the proposed location of a requested new SID will also be assessed to determine whether alternative safety measures are required.
- If the assessor considers that alternative measures are required, the SID request will be declined, and the road will be included in the forward plan for further safety assessment.
- In some circumstances where the 85th percentile speed is higher than the tolerance for the speed limit, the assessor may decide that a Speed Limit Assessment should be held.
- The speed limit will be checked in relation to road characteristics, set by the Department for Transport for each speed limit to ensure that the speed limit is consistent with other roads with the same speed limit. See *Speed Management Guidance Document* for further details.

## Location Requirements

For all SID requests, the following location criteria must be met:

|                                 |                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Daylight                        | The proposed location must receive a high level of daylight and should be free of existing / seasonal vegetation. The solar panel should be facing as close to due south as possible |
| Footway clearance               | At least 1.2m footway clearance is available for pedestrians. Shared use paths should be avoided where possible, or at least 1.5m clearance with post at back of footway             |
| Visibility                      | There is forward visibility of at least 50m (20-30mph limit) or 75m (40mph limit) and visibility splay at any junctions                                                              |
| Highway land                    | The proposed location is on highway land                                                                                                                                             |
| Multiple detection vectors      | SIDs will not activate for other roads running adjacent to the site                                                                                                                  |
| Operational distance            | The SID has no large obstructions (gates / fences, buildings, railings) within 100m                                                                                                  |
| Property boundary               | The SID should not interfere with existing or potential access.                                                                                                                      |
| Set back                        | The proposed location of the pole is set back a minimum of 1 metre from the kerb edge and 0.5 metres from the edge of the sign                                                       |
| STATs                           | The site is clear of utility or manhole covers                                                                                                                                       |
| Structures                      | The proposed location is at least 5 metres from a bridge, culvert, or other structure                                                                                                |
| Vertical clearance              | There is at least 2.4 metres vertical clearance or 2.5 metres if the sign is within a cycle track or shared use footway                                                              |
| Visibility splay of other signs | The sign is clear of the visibility splay of other highway signs                                                                                                                     |

## When a Speed Indicator Device will not be installed

A new or replacement Speed Indicator Device will not be installed in the following circumstances:

- Where the speed limit is higher than 40mph.
- When the recorded 85th percentile speed is below the tolerance for the speed limit.
- When the proposed location is not on the public highway.
- When the proposed location will be included in the 4-year capital works program for an alternative speed reduction scheme.

- When the proposed location has existing physical traffic calming features within 100 metres.
- When the proposed location is within 100 metres of a speed limit change.
- Where the assessor determines that the existing speed limit is not clear / incorrectly signed.
- When site constraints determine that it is not possible to install a Speed Indicator Device.

## **Vehicle Activated Signs in the form of Hazard Warning Signs**

Requests for hazard warning vehicle activated signs will only be considered where the speed limit is 40mph or above and will only be installed where the assessor recommends. It may form part of a wider scheme. The assessment will be completed by an assessor using the following metrics and information:

- The collision history
- Speed data
- The highway features on each approach to the hazard, including street lighting, road surface, road markings and signage.

## **Assessing existing vehicle activated signs for replacement or removal**

Existing vehicle activated signs will be reviewed when they reach the end of their operating life. Where a sign does not meet the assessment criteria described above, it will not be replaced.

## **Specification of Equipment**

- All new Speed Indicator Devices will be solar powered.
- All new Speed Indicator Device will be installed on a new post set in a retention socket.
- Speed Indicator Devices will not be attached to existing street furniture.
- The preferred type of sign is Truvelo TruSign 30CR.
- All speed indicator devices will incorporate the message 'slow down' when triggered at the upper threshold. This is to prevent any drivers attempting to trigger the device by travelling at higher speeds to 'test' the performance of their vehicle.

## **Data Validity**

Speed Indicator Devices are used as an educational tool only. It is not the Council's intention to use Speed Indicator Devices for data collection purposes as data is not considered accurate due to the following:

- Multiple records being created for single vehicles
- Non-vehicular traffic (pedestrians, cyclists, wildlife) creating data records
- Local foliage obscuring/triggering the radar sensor
- Receding rather than approaching vehicles being detected and creating false records
- Vandalism of the sign, including altering the direction and obscuring the visible panel
- Obstruction of the sign by parked vehicles
- Sporadic periods of in-operation owing to loss of power or device defects

## Ownership

Speed Indicator Devices will remain in the ownership of Central Bedfordshire Council, regardless of the funding mechanism. New signs must be installed by CBC approved highways contractors. No third party is authorised to instruct installation of a Speed Indicator Device on the public highway.

## Maintenance

Central Bedfordshire Council is responsible for the maintenance of all Speed Indicator Devices. Third parties such as a Town or Parish Councils are not permitted to remove, move or install a Speed Indicator Device on the public highway.

## Effectiveness

Permanent Speed Indicator Devices have a novelty effect which wears off over time. Evidence suggests that SIDs are most effective in their first six months of operation and the primary benefit of mounting a SID in a retention socket is the ability to relocate the SID at some point in the future.

By changing the location periodically, one SID can potentially serve multiple sites and deliver better targeted speed reduction than a permanent device. When requests are made for new SIDs, requesters should consider whether it is appropriate to identify additional sites for new sockets to be installed so that the SID can be moved in the future. The cost of approximately £500 associated with moving a SID to an alternative socket will be paid for by the third party.

## Funding

The following funding mechanisms will be available for new Speed Indicator Devices:

- Rural Match Funding scheme – biennial (every 2 years) scheme for Town and Parish Councils to apply for match-funded highway improvements for their community
- Third Party funding – funded through Town and Parish Council budgets with support from ward members.
- Section 278 agreement (s278) - A section of the Highways Act 1980 where developers enter into a legal agreement with CBC to make permanent alterations to the public highway.

A commuted sum of £5,000 will be charged for a new SID & socket, which will include installation, annual maintenance costs for a five-year period and replacement if the SID reaches the end of its life within the five-year period. In year 6, an additional £1,000 commuted sum will be required for each SID to ensure funds are available for ongoing maintenance. The commuted sum will be subject periodic review and any changes will be communicated with affected parties.

All new SID applications must meet the same criteria regardless of funding source, including recent speed and volume surveys identifying a speed compliance issue and the SID location criteria. The core budget will only be available when there is a proven benefit to replacing an existing redundant VAS.

## Applications

Town and Parish Councils can request a maximum of 2 new SIDs and 6 sockets (if they require the devices to be mobile) via the Rural Match Fund (RMF) scheme. The RMF currently operates every



2 years and the next RMF will be launched in 2022. The criteria described above will be used to determine if a SID is a suitable provision in each instance.

There will also be an opportunity each year (between December and February) for third parties to request and fully fund an additional 2 new SIDs and 6 sockets or request to move existing SIDs to another socket.

Once new SIDs, sockets or re-location requests have been approved, any works will be batched together to ensure a cost-effective approach and value for money for the Council.

## **Appendix 1: Speed Indicator Device Assessment Form**

# **Central Bedfordshire in contact**

**Find us online:** [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

**Email:** [Highwayimprovementschemes@centralbedfordshire.gov.uk](mailto:Highwayimprovementschemes@centralbedfordshire.gov.uk)

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

# Development Management

## Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



Cllr C Gomm  
Glenister  
34b Church Road  
Westoning  
Beds  
MK45 5JW

16 February 2022

Dear Councillor Gomm,

### TOWN AND COUNTRY PLANNING ACT 1990

**Application No:** CB/EN/22/0056

**Location:** 21 Ampthill Road, Flitwick, Bedford, MK45 1AZ

**Subject:** Unauthorised installation of air source heat pump within 1m of the boundary of a residential property and exceeding 0.6 cubic metres in volume.

This is a notification that a planning enforcement case has been created.

An investigation has not yet taken place, but if the enquiry is confirmed as a breach of planning control you will be notified.

Yours sincerely,

James Clancy

**Planning Enforcement Officer**

**Direct telephone:** 0300 300 6418

**Email:** [james.clancy2@centralbedfordshire.gov.uk](mailto:james.clancy2@centralbedfordshire.gov.uk)



## Flitwick Town Council - Marketing & Communications Plan 2021/22

### Status - MARCH 2022

### Committee: Planning

| COMMITTEE                                                     | ACTIVITY                                           | PURPOSE                                                                                                                                                                                                                                                                                                                                        | TARGET AUDIENCE                                 | ACTIONED BY                                  | REGULARITY                   | STATUS | NOTE                                                                                                                                                |
|---------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INFORMATIVE</b>                                            |                                                    |                                                                                                                                                                                                                                                                                                                                                |                                                 |                                              |                              |        |                                                                                                                                                     |
| Council/<br>Community/<br>Corporate/<br>Business/<br>Planning | FTC/Committee<br>Meeting Agenda and<br>Minutes     | Publish link to documents for each meeting - agenda,<br>minutes, supporting papers, draft minutes                                                                                                                                                                                                                                              | Residents/Local<br>Organisations/<br>Businesses | CMM/RT                                       | Pre and Post each<br>meeting |        | Document links shared on website.<br>Tie in with committee meeting<br>previews and post meeting<br>summaries on social media under<br>'Engagement'  |
| <b>ENGAGEMENT</b>                                             |                                                    |                                                                                                                                                                                                                                                                                                                                                |                                                 |                                              |                              |        |                                                                                                                                                     |
| Council/<br>Community/<br>Corporate/<br>Business/<br>Planning | FTC/Committee<br>Meeting Previews and<br>Summaries | To promote greater awareness of the subjects being<br>discussed at next planned meeting and post meeting<br>to confirm recommendations. Create a better<br>understanding of each committee's responsibility.<br>Encourage residents to attend meeting if subject is of<br>interest to them and make them aware of the<br>opportunity to speak. | Residents                                       | CMM/Committee<br>Chair (Except<br>Personnel) | Pre/Post each<br>meeting     |        | Continue to push agenda items<br>and post meeting outcomes of<br>public interest. Ties in with<br>document links on website under<br>'Informative'. |
| Planning                                                      | Getting consent                                    | Promote the process for Planning applications, with<br>links to any relevant background info on CBC Planning<br>website. Inform the role that FTC play in the planning<br>process                                                                                                                                                              | Residents                                       | Planning Committee<br>Chair                  | Quarterly                    |        |                                                                                                                                                     |

#### KEY

|  |                       |
|--|-----------------------|
|  | Completed/<br>Ongoing |
|--|-----------------------|



## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **March 2022**

| DATE<br>W/C              | COMMITTEE          | ACTIVITY                                                                                                        | MEDIUM                                                                      |
|--------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 28 <sup>th</sup><br>Feb  | Community          | Community Grant applications now open (closing date 1 <sup>st</sup> April)                                      | Social media, website, flyers, noticeboards                                 |
|                          | Community          | Come and see us at Flitwick Market 4 <sup>th</sup> March – (Mid Beds Widows Group Community Café)               | Social media, website, flyers, noticeboards                                 |
|                          | Community          | Family Fun Day – sponsorship opportunities                                                                      | Social media, website                                                       |
|                          | Community          | Murder In The Chamber Dinner – two weeks to go                                                                  | Social media, website, flyers, noticeboards, What's On listings, Eventbrite |
|                          | Community          | Forget Me Not Group – next meeting 14 <sup>th</sup> March                                                       | Social media, website, flyers, noticeboards                                 |
|                          | Community          | Over 60's Lunch Club – 8 <sup>th</sup> March – book now                                                         | Social media, website, flyers, noticeboards                                 |
|                          | Community          | Committee Meeting 1 <sup>st</sup> March – any agenda highlights of public interest                              | Social media                                                                |
|                          | Community          | What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place. | Social media, website                                                       |
|                          | Community          | Work starts on Station Road/Beaumont Play Areas & Installation of Youth Shelter at Millennium Park              | Social media                                                                |
|                          | Business/Community | Comedy Night this week 5 <sup>th</sup> March – final push                                                       | Social media, website, flyers, noticeboards, What's On listings, Eventbrite |
|                          | Business           | Homemade specials, cakes, national/international food days Rendezvous Café – Pancake Day                        | Social media, website                                                       |
|                          | Business/Community | New aerial photographs on display at Rufus Centre                                                               | Social media                                                                |
|                          | Town               | Launch of Annual Residents' Survey - share your views online and paper                                          | Social media, website, noticeboards                                         |
| 7 <sup>th</sup><br>March | Community          | Jubilee Afternoon Tea – 2 <sup>nd</sup> June bookings now open                                                  | Social media, website, flyers, noticeboards, What's On listings             |
|                          | Community          | Resident Driven Projects initiative – applications open                                                         | Social media, website, flyers, noticeboards                                 |

|                        |              |                                                                                                                                                      |                                                                 |
|------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|                        | Community    | Committee Meeting 1 <sup>st</sup> March – any outcome highlights of public interest                                                                  | Social media                                                    |
|                        | Community    | Completion of Station Road/Beaumont Park play areas                                                                                                  | Social media, website                                           |
|                        | Community    | Youth Shelter completed in Millennium Park                                                                                                           | Social media, website                                           |
|                        | Community    | What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place. New planters for veg/herbs.          | Social media, website                                           |
|                        | Business     | Committee Meeting 10th March – any agenda highlights of public interest                                                                              | Social media                                                    |
|                        | Business     | Inclusive wedding packages                                                                                                                           | Social media, website, flyers, noticeboards, online platforms   |
|                        | Business     | Homemade specials, cakes, national/international food days Rendezvous Café                                                                           | Social media, website                                           |
|                        | Business     | Friday Nights@Rendezvous – planned events for next 3 months – tie in with survey outcome                                                             | Social media, website, flyers, noticeboards, What's On Listings |
|                        | Planning     | Committee Meeting 8th March – any agenda highlights of public interest                                                                               | Social Media                                                    |
| 14 <sup>th</sup> March | Town Council | Committee Meeting 15th March – any agenda highlights of public interest. Public welcome to attend all meetings.                                      | Social Media                                                    |
|                        | Community    | Easter Egg Trail – 14 <sup>th</sup> April – Flitwick Woods                                                                                           | Social media, website, flyers, noticeboards                     |
|                        | Community    | Come and see us at Flitwick Market 18 <sup>th</sup> March – (SVP Group Community Café)                                                               | Social media, website, flyers, noticeboards                     |
|                        | Community    | Murder In The Chamber events this weekend – last minute tickets (if available)                                                                       | Social media, website, flyers, noticeboards                     |
|                        | Community    | Spring Equinox – planting updates photos of daffodils/spring flowers from the town and parks – encourage residents to enjoy the outdoors of Flitwick | Social media                                                    |
|                        | Community    | What's on at the Youth Hub – drop ins and sessions for all                                                                                           | Social media, website                                           |
|                        | Community    | Great British Spring Clean (25 <sup>th</sup> March – 10 <sup>th</sup> April) events planned with the Big Beds Clean Up                               | Social media, website, flyers noticeboards                      |

|                        |              |                                                                                                                                                               |                                                                                   |
|------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|                        | Community    | Councillors help with tree planting Sun 20 <sup>th</sup>                                                                                                      | Social media, website                                                             |
|                        | Business     | Friday Nights@Rendezvous Pizza & Prosecco Night – still time to book                                                                                          | Social media, website, flyers, noticeboards, What's On listings                   |
|                        | Business     | Committee Meeting 10 <sup>th</sup> March – any outcome highlights of public interest                                                                          | Social media                                                                      |
|                        | Business     | Homemade specials, cakes, national/international food days Rendezvous Café                                                                                    | Social media, website                                                             |
|                        | Business     | Meeting rooms – flexible spaces                                                                                                                               | Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce |
|                        | Planning     | Committee Meeting 8th March – any outcome highlights of public interest                                                                                       | Social media                                                                      |
|                        | Town         | Reminder Annual Residents' Survey launch – share your views online and paper                                                                                  | Social media, website, noticeboards,                                              |
|                        | Town         | Chat to a Councillor session at Flitwick Market 18 <sup>th</sup> March                                                                                        | Social media, website                                                             |
|                        | Town         | Flitwick Papers Spring Edition now available                                                                                                                  | Social media, website, noticeboards                                               |
| 21 <sup>st</sup> March | Community    | Scarecrow Festival – Jubilee themed                                                                                                                           | Social media, website, flyers, noticeboards                                       |
|                        | Community    | The Big Knit – 1 <sup>st</sup> April                                                                                                                          | Social media, website, flyers, noticeboards                                       |
|                        | Community    | Bingo – this Friday!                                                                                                                                          | Social media, website, flyers, noticeboards                                       |
|                        | Community    | Flitwick Family Fun Day – 11 <sup>th</sup> June save the date                                                                                                 | Social media, website, flyers, noticeboards                                       |
|                        | Community    | What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place                                                | Social media, website                                                             |
|                        | Business     | Homemade specials, cakes, national/international food days Rendezvous Café – Mother's Day Specials (Sunday 27 <sup>th</sup> March) – celebrate early with us! | Social media, website                                                             |
|                        | Business     | Office space available                                                                                                                                        | Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce |
|                        | Town Council | Flitwick Papers Spring Edition now available                                                                                                                  | Social media, website, noticeboards                                               |
|                        | Town Council | Committee Meeting 15 <sup>th</sup> March – any outcome highlights of public interest                                                                          | Social media                                                                      |



|                           |              |                                                                                                                |                                                                             |
|---------------------------|--------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 28 <sup>th</sup><br>March | Community    | Lionel Richie Tribute Night 23 <sup>rd</sup> April push                                                        | Social media, website, flyers, noticeboards, What's On listings, Eventbrite |
|                           | Community    | What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place | Social media, website                                                       |
|                           | Community    | Street Food Heros events                                                                                       | Social media, website, noticeboards                                         |
|                           | Business     | Party Season – perfect space for your celebration                                                              | Social media, website, noticeboards                                         |
|                           | Business     | Homemade specials, cakes, national/international food days Rendezvous Café                                     | Social media, website                                                       |
|                           | Planning     | Committee Meeting 29th March – any agenda highlights of public interest                                        | Social Media                                                                |
|                           | Town Council | Annual Resident Survey – online and paper – reminder                                                           | Social media, website, noticeboards                                         |

**Note:**

Timings to be confirmed once additional information received for the following:

**Community:**

Green Wheel

Queen's Green Canopy – resident trees initiative

Planting Summer Bedding

**Planning:**

Neighbourhood Plan – next steps following promotion for residents to get involved

**Business:**

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

**Town:**

Co-option update – new Councillors?

Committee meeting agenda highlights/outcomes – content dependent on agenda items

**This an evolving document. There will be activities for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities. In addition, some activities may move w/c allocation. Each time this document is an agenda item for a committee meeting it will have the latest version.**

**V2**

