

**Flitwick Town Council  
Planning Committee**

**Minutes of the 368<sup>th</sup> Meeting of the Planning Committee held on Tuesday 10<sup>th</sup>  
May 2022 at The Rufus Centre.**

**Committee Members Present :-**

Councillor P Earles  
Councillor J Gleave (Chairman)  
Councillor H Hodges  
Councillor M Platt (Vice Chairman)  
Councillor J Roberts (Virtual)  
Councillor R Shaw

**Also in Attendance :-**

Environmental Services Manager

**3043 Apologies for Absence**

Apologies were accepted for Councillor A Chacko.

**3044 Declaration of interest on Agenda Items**

No pecuniary interests were declared.

Non-pecuniary interests were declared by Cllr Shaw in relation to agenda item 10a.

**3045 Chairman's Announcements**

The Chairman commented that he had attended a meeting with the developer for land at Steppingley Road who presented the Members with plans for the site. The Chairman felt it was a positive discussion and questions were raised around landscaping, highways and infrastructure.

Cllr Shaw asked if section 106 had been raised at the meeting. The Environmental Services Manager advised that this was raised and any suggestions for 106 funds could be sent into the developer for consideration.

**3046 Public Open Session**

There were no members of public present.

**3047 Invited Speaker**

There was no invited speaker.

**3048 Members Questions**

There were no questions.

**3049 Minutes**

It was **RESOLVED** to accept the minutes of the Planning Committee Meeting held 21<sup>st</sup> April 2022 as a true record.

**3050 Matters Arising**

There were no matters arising.

**3051 Items For Consideration**

**3051-1 Planning Policy Review**

It was **RECOMMENDED** to adopt the Planning Policy.

**3051-2 Planning Guide Review**

The Environmental Services Manager advised of three changes to the document to reflect the scheme of delegations adopted at full Council in April.

It was **RECOMMENDED** to adopt the Planning Guide subject to the removal of point 16 and 17 and amendment of point 18 to reflect what was adopted at Full council in April 2022.

**3051-3 CBC Statement of Community Involvement Consultation April 2022**

It was **RESOLVED** to submit the response as presented to Central Bedfordshire Council.

**3052 PLANNING APPLICATIONS FOR CONSIDERATION**

**3052-1 CB/22/01242/FULL**

**Location: 69 Ampthill Road, Flitwick, Bedford, MK45 1AZ**

Proposal: Ground floor rear infilled extension and loft conversion.

It was **RESOLVED** to support this planning application.

**3052-2 CB/22/01118/FULL**

**Location: 14 Hinksley Road, Flitwick, Bedford, MK45 1HH**

Proposal: Demolition of 3 x 1 bedroom flats.

It was **RESOLVED** to support this planning application with the following conditions;

1. Additional cycle parking spaces to be provided
2. All conditions from the biodiversity impact assessment are met

**3052-3 CB/22/01151/FULL**

**Location: 10 Sandringham Road, Flitwick, Bedford, MK45 1RW**

Proposal: Single storey front and two storey rear extensions.

It was **RESOLVED** to support this planning application.

**3052-4 CB/22/01591/FULL**

**Location: 7 Tythe Close, Flitwick, Bedford, MK45 1LE**

Proposal: Single storey side, and rear extension, demolition of existing conservatory.

It was **RESOLVED** to support this planning application.

3052-5 **CB/22/05143/FULL**

**Location: Flitwick Hand Car Wash, 1 High Street, Flitwick, MK45 1DU**

Proposal: First floor extension to create an office and conversion of ground floor to takeaway. Erection of 4 metre high boundary treatment along northern boundary adjacent to car wash access.

It was **RESOLVED** to support this planning application with the following conditions;

1. All condition of the odour and plant noise assessment are met.
2. 2 Cycle parking spaces are included as per CBC's standards,

### **3053 ITEMS FOR INFORMATION**

#### **CBC Decisions**

Members noted the CBC decisions on Planning Applications.

### **3041 PUBLIC OPEN SESSION**

No Members of Public were present.

### **3042 EXEMPT ITEMS**

There were no Exempt Items

The Meeting closed at : 20:21

Signed :

On behalf of :- Flitwick Town Council

Chairman

Date:

**Recommendations and resolutions of the Planning Committee Tuesday 10th May 2022.**

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

**3049 Minutes**

It was **RESOLVED** to accept the minutes of the Planning Committee Meeting held 21<sup>st</sup> April 2022 as a true record.

**3051-1 Planning Policy Review**

It was **RECOMMENDED** to adopt the Planning Policy.

**3051-2 Planning Guide Review**

It was **RECOMMENDED** to adopt the Planning Guide subject to the removal of point 16 and 17 and amendment of point 18 to reflect what was adopted at Full council in April 2022.

**3051-3 CBC Statement of Community Involvement Consultation April 2022**

It was **RESOLVED** to submit the response as presented to Central Bedfordshire Council.

**3052 PLANNING APPLICATIONS FOR CONSIDERATION**

**3052-1 CB/22/01242/FULL**

It was **RESOLVED** to support this planning application.

**3052-2 CB/22/01118/FULL**

It was **RESOLVED** to support this planning application with the following conditions;

1. Additional cycle parking spaces to be provided
2. All conditions from the biodiversity impact assessment are met

**3052-3 CB/22/01151/FULL**

It was **RESOLVED** to support this planning application.



**3052-4 CB/22/01591/FULL**

It was **RESOLVED** to support this planning application.

**3052-5 CB/22/05143/FULL**

It was **RESOLVED** to support this planning application with the following conditions;

1. All condition of the odour and plant noise assessment are met.
2. 2 Cycle parking spaces are included as per CBC's standards,



## FLITWICK TOWN COUNCIL

### **DRAFT** Minutes of The Annual Statutory Meeting of Flitwick Town Council held on 17<sup>th</sup> May 2022 at 7:45pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)  
Cllr J Dann  
Cllr J Gleave  
Cllr I Blazeby  
Cllr K Badham  
Cllr B Meredith-Shaw  
Cllr P Earles  
Cllr A Lutley  
Cllr M Platt  
Cllr J Daly  
Cllr H Hodges  
Cllr J Roberts  
Cllr D Toinko  
Cllr G Mackey  
Cllr C Thompson

Also present:

Rob McGregor – Town Clerk & Chief Executive  
Stephanie Stanley – Corporate Services Manager  
Stacie Lockey – Environmental Services Manager  
Susan Eldred – Community Services Manager  
Beverley Jones – Communications & Marketing Manager

Members of the public – 1

The Chairman mentioned that there were several votes required for items 5-7 and stated that microphones would be muted during this time as they were very sensitive to sound when counting the ballots.

**1. ELECTION OF TOWN MAYOR FOR THE YEAR 2022/2023**

It was **resolved** that Councillor Snape be elected to the office of Town Mayor for Flitwick, for the year 2022/2023.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Councillor Snape, read and signed the Declaration of Acceptance of Office.

**3. ELECTION OF DEPUTY TOWN MAYOR**

It was **resolved** that Councillor Thompson be elected to the office of Deputy Town Mayor for Flitwick, for the year 2022/23.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Councillor Thompson, read and signed the Declaration of Acceptance of Office.

5. **MEMBERSHIP OF STANDING COMMITTEES**

Information setting out the Committees of the Council and preferences had been previously circulated. First preferences had been selected and were highlighted on the form via blue font. The Chairman explained that the interest for Members to be on Community Services (as their first preference) was oversubscribed.

a. **For Members to determine membership of the Town Councils Standing Committees**

A resident joined the meeting at this time.

It was **resolved** that Members of the Standing Committees were as follows:

**Community Services:**

Cllr Meredith-Shaw, Cllr Thompson, Cllr Earles, Cllr Lutley, Cllr Badham, Cllr Chacko, and Cllr Dann.

(The above Members were elected following a written ballot).

**Corporate Services:**

Cllr Blazeby, Cllr Gleave, Cllr Roberts, Cllr Toinko, Cllr Lutley and Cllr Snape.

**Business Improvement & Development Board:**

Cllr Snape, Cllr Hodges, Cllr Roberts, Cllr Mackey, Cllr Blazeby and Cllr Earles.

(The above Members were elected following a written ballot).

**Personnel:**

Cllr Snape, Cllr Blazeby, Cllr Gleave, Cllr Badham and Cllr Roberts.

(The above Members were elected following a written ballot and Cllr Roberts subsequently withdrew from the Appeals Committee).

**Appeals:**

Cllr Dann, Cllr Thompson, Cllr Earles and Cllr Toinko (1 vacancy).

b. **For Members to appoint Chairmen for Standing Committees**

It was **resolved** to appoint the following Chairmen of each Standing Committee:

**Community Services** – Councillor Badham

**Corporate Services** – Councillor Blazeby

**Business Improvement & Development Board** – Councillor Roberts

**Personnel** – Councillor Snape

**Appeals** – Councillor Thompson

c. **For each Committee to appoint a Vice Chairman**

It was **resolved** to appoint the following Vice Chairmen of each Standing Committee:

Community Services – Councillor Toinko

Corporate Services – Councillor Roberts

Business Improvement & Development Board – Councillor Gleave

Personnel – Councillor Gleave

Appeals – Councillor Dann

## 6. **MEMBERSHIP OF WORKING GROUPS**

- a. i) For Members to determine membership of the Planning Improvement Working Group  
(8 Planning Trained Members).

It was **resolved** to appoint the following Members to the Planning Improvement Working Group: Cllr Platt, Cllr Shaw, Cllr Earles, Cllr Gleave, Cllr Hodges, Cllr Roberts (2 x vacancies).

- ii) For Members to appoint a Chairman of the Planning Improvement Working Group

It was **resolved** to appoint Councillor Gleave as Chairman of the Planning Improvement Working Group.

- b. For Members to determine membership of the Heritage Website Working Group

The Chairman requested advice from the Town Clerk regarding appointing Members to be on this group as he believed this may not be legal as it reported to Corporate Services. Members were advised that this would be investigated and an item regarding membership to this Group would be an agenda item at the next Council meeting. Councillor Blazeby commented that it was never the intention for the Group to report into Corporate Services.

- c. For Members to determine membership of the Allotment Liaison Committee

The Chairman explained that it had been custom and practice for membership to this Committee to be appointed via Council. However, as this was a Sub-Committee for Community Services, when asked, the Town Clerk advised it would be appropriate to revisit this membership following the same logic as the previous item.

## 7. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

It was **resolved** to elect the following Members as representatives on Outside Bodies:

- (i) **Village Hall Management Committee** – Councillor Earles (Sub position vacant).
- (ii) **Police Priority Setting** – Councillor Badham (Sub: Councillor Roberts).
- (iii) **Patient Group – Flitwick Surgery** – Councillor Roberts (Sub: Councillor Chacko). These Members were elected following a written ballot.
- (iv) **Attend CBC Planning/DMC Meetings on behalf of FTC** – Councillor Gleave (Sub position vacant). (1 Member, 1 Sub) prop JG and elected. No sub.
- (v) **Joint Committee with CBC** – Councillor Snape, Councillor Thompson and Councillor Blazeby. Sub position was left vacant however this role was to be filled at the next Council meeting.
- (vi) **Beds Association of Town & Parish Councils** – Councillor Platt. There was no proposal for the Sub position therefore it remained vacant.

Members were asked to contact the Town Clerk if they were interested in the vacancies, particularly for Corporate Services and these appointments, along with the Heritage Website Group membership would be considered officially at the next Council meeting.

## 8. **APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor Chacko (sabbatical leave) and Councillor Shaw (holiday).

## 9. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item – none.

- (b) Non-Pecuniary interests in any agenda item – none.

**10. TOWN MAYOR'S ANNOUNCEMENTS**

Several events had been attended over the past month including:

- Houghton Regis Civic Service
- Mayor's Civic Dinner in Dunstable
- Ampthill Mayor's Charity Concert
- Licencing Service for the new Vicar at the Parish Church in Flitwick
- Central Bedfordshire Council Chairman's Civic Service in Woburn

The Chairman thanked Members for their support the previous Civic Year and for re-electing him to the role of Town Mayor for the ensuing year.

The Chairman thanked the Officers for their support and added it had been an interesting civic year with a lot of change. There had been many different events and activities provided, which were professionally delivered and appreciated by the community. The changes in the Council's Governance was mentioned as this had not been an easy process. There was a round of applause for the staff.

**11. REPORTS FROM WARD MEMBERS**

There was a consultation for plans to improve the Clophill roundabout (A507/A6). Funding was to be provided by the Levelling Up Scheme and people were encouraged to make comments. The improvements would make a big difference, with the bridge coming down and dual carriageway changes. Members advised the Ward Members that there had been several comments online from residents about the scheme, and some were surprised that CBC were using 'Levelling Up' funding to deliver an infrastructure project that would deliver very little in social value. A Ward Member commented that it was important to spend the funding if it was there.

The Annual Highways Plan work was nearing completion, which had been a frustrating process considering some aspects of work that Ward Members had asked for had been omitted which had delayed the release. There was more happening now and Ward Members would keep the Council informed. Improvements suggested for The Avenue had now been incorporated and preparation works would be done.

Ward Members were advised about reports of rats by the Interchange Scheme works. Members were advised that this matter had been reported to CBC's Statutory Nuisance department.

Councillor Gomm left the meeting at 20:52.

**12. PUBLIC OPEN SESSION**

No items.

**13. INVITED SPEAKER**

No speaker.

**14. MEMBERS QUESTIONS**

No questions.

**15. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 19<sup>th</sup> April 2022**.

Members adopted the minutes of the Town Council Meeting held on Tuesday 19<sup>th</sup> April with two amendments: under item 5235 – Invited Speaker Questions Section – in paragraph two clarify it was CBC who needed to continue to push the local MP regarding recruitment of Doctors and Nurses, and correct spelling of ‘Plan’ under item 5240c.

- b. For Members to receive and consider **resolutions and recommendations** of the Planning Committee held on **Thursday 21<sup>st</sup> April 2022**.

Members received and approved the resolutions and recommendations of the Planning Committee held on Thursday 21<sup>st</sup> April.

- c. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Thursday 28<sup>th</sup> April 2022**.

Members received and approved the resolutions and recommendations of the Corporate Services Committee Meeting held on Thursday 28<sup>th</sup> April.

Members commented that the approval of RCF applications had not been included on the Council agenda for the meeting, to discuss the Corporate Services recommendation to apply to the RCF for the heritage website proposal. Unfortunately, this had been overlooked and would feature on the next agenda.

- d. Members are asked to note the Minutes of the Annual Town Meeting held on **Tuesday 26<sup>th</sup> April 2022**.

Members noted the Minutes of the Annual Assembly held on Tuesday 26<sup>th</sup> April 2022 and Councillor Hodges name would be added to those present.

- e. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 3<sup>rd</sup> May 2022**.

Members received and approved the resolutions and recommendations of the Community Services Committee Meeting held on Tuesday 3<sup>rd</sup> May 2022.

- f. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Tuesday 10<sup>th</sup> May 2022** at the Rufus Centre.

Members received and approved the resolutions and recommendations of the Planning Committee Meeting held on Tuesday 10<sup>th</sup> May 2022.

- g. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee held on **Thursday 12<sup>th</sup> May 2022**.

Councillor Dann asked if the cost of the Wi-Fi upgrade was an additional cost, and how it compared to current costs. This would be investigated however it was confirmed as a revenue cost rather than a RCF application.

Members received and approved the resolutions and recommendations of the Business Services Committee held on Thursday 12<sup>th</sup> May 2022.

- h. Members noted the Planning Committee decisions from 21<sup>st</sup> April and 10<sup>th</sup> May 2022.

Members advised that these decisions had not been circulated. The ESM advised that the decisions had been circulated alongside the corresponding Planning Committee resolution sheets.

**16. MATTERS ARISING**

- a.** Minutes of the Town Council Meeting held on Tuesday 19<sup>th</sup> April 2022.

A Member asked if the Project Manager for the Steppingley Road site had been invited to a future meeting and Members were informed this had been done.

Members asked if the S106 definitions had been received from CBC. Members were informed that this had been dealt with via an Officer and information would be presented to Community Services. A definition for the funds allotted against 'community cohesion' had been agreed and CBC had committed to releasing this funding to FTC if a relevant proposal was brought forward.

A Member asked if the street lighting issues had been forwarded to CBC and they had been. A Ward Member advised that there were some columns to be replaced under the Highways Improvement Scheme, which would be followed up.

A Member questioned if Officers had heard anything from CBC regarding not being invited to the CBC DMC meeting regarding the crematorium application. Members were informed that this question had not been raised via CBC yet due to other work taking priority. This would be followed up.

- b.** Members received any updates from Officers – none.

**17. ITEMS FOR CONSIDERATION**

- a. Scheme of Delegations & Terms of Reference**

- (i) Members were asked to approve the amendments circulated for the Scheme of Delegations following decisions made at the previous Council meeting.

The Chairman advised that this item had been put on the agenda to approve the complete document in relation to several discussions at the previous Council meeting.

It was **resolved** to accept the circulated amended version of the Scheme of Delegations.

- (ii) Members were asked to consider adopting the draft Terms of Reference for Committees following the amendments agreed to the Scheme of Delegations.

It was **resolved** to accept the Terms of Reference for Committees circulated.

- b. Planning Policy**

Members **resolved** to adopt the Planning Policy.

- c. Planning Guide**

Members **resolved** to adopt the Planning Guide.

**18. ITEMS FOR INFORMATION**

There were no items for information.

**19. PUBLIC OPEN SESSION**

No items.

**20. 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.

No items.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting closed at 21:05.



**Recommendations and resolutions of the Community Services Committee 7<sup>th</sup> June 2022**

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

**1000 b. Allotment Fees**

It was **RESOLVED** not to increase allotment fees for the next allotment year.

**1000 c. Maulden Road Boundary**

It was **RECOMMENDED** to secure the site with a ditch and bund at a cost of £4,900 to be funded from Rolling Capital Fund (RCF).

**1000 d. Biodiversity Statement**

It was **RESOLVED** to adopt the Biodiversity Statement with the following amendments:

- 1) references to 'district council' to be changed to 'unitary authority'.
- 2) In the final paragraph, final sentence to begin 'The Council endeavour to ensure'.

# Rolling Capital Fund Balances 2022-23

31 May 2022

315	Rolling Capital Programn	RCF Opening Balance	£	93,784
		LESS Actual Spending	£	2,861
		LESS Committed Spending Remaining	£	56,078
		LESS Overspend Funded by Central RCF	£	-
		<b>2022/23 RCF Funds Available</b>	<b>£</b>	<b>34,845</b>

RCF Code		Description	Committee	Minute Ref	Budget Committed	Previous Year's Spend	22/23 Spend to Date	Funding Received (1177)	Overspend Funded by Central RCF	RCF Commitment Remaining			
4212	110	RCF - Country Park	Community	None	£ -	£ -	£ -	£ -	£ -	£ -	0%		No amounts have been committed for this project.
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 2,946	£ -	£ 2,405	£ -	£ 1,459	73%	Green	Greensands grant of £2,405 received (1177/110) in addition to stated budget. 22/23 opening bal £1459
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ -	£ 5,446	27%	Green	
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 2,350	£ 6,198	£ -	£ 31,673	113%	Green	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Opening Bal £34,023
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ -	£ -	£ -	£ 450	11%	Green	21/22 RCF 'rolled forward' budget set at original level of £15,450 without subtracting previous year's spending. Budget adjusted to reflect 21/22 spending only and true balance remaining rolled forward to 22/23. 22/23 opening bal £450
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 19,725	£ -	£ 4,307	£ -	£ 582	4%	Green	CBC dilapidation payment of £4,307 received into 1177/110 22/23 opening bal £582
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ -	£ -	£ -	£ 939	50%	Green	Negotiated discount of 5% within 5% accepted variance. 22/23 opening bal £939
4819	110	RCF - Barclays Defibrillator 22/23	Council	5213d	£ 1,770	£ -	£ -	£ -	£ -	£ 1,770	100%	Green	
4820	110	RCF - Purchase Camera Phone	Corporate	740c	£ 650	£ -	£ 511	£ -	£ -	£ 139	21%	Green	
4823	110	RCF - Heritage Website	Corporate	753a	£ 3,800	£ -	£ -	£ -	£ -	£ 3,800	100%	Green	RCF Budget Pending Resolution
4824	110	RCF - Rm20 Tenant Office Refurb	Business	1404bi	£ 4,920	£ -	£ -	£ -	£ -	£ 4,920	100%	Green	RCF Budget Pending Resolution
4825	110	RCF - Ditch & Boundary Works	Community	1000c	£ 4,900	£ -	£ -	£ -	£ -	£ 4,900	100%	Green	RCF Budget Pending Resolution

## Please note:

Unspent funds will remain as annual Rolling Capital Programme (5014/110) funds.

Accepted RCF budget variance at 5%

RCP opening balance for 2022/23 at £181,784

Summary of Accounts

Consolidated Revenue Account	Net	Expenditure	Income
Net Cost of Services	742989	1457250	-714261
Interest Payable	18112	18112	
Interest Receivable	-965		-965
Movement in C R R	0		
Movement in Reserves	-50123		
Capital Expenditure (tfr to CFA)	142720	142720	
Loan Repayments (tfr to CFA)	40291	40291	
Depreciation	0		
Deferred Grants	1350		1350
Precept	-854243		-854243
Surplus Deficit for the Year	40131	1658373	-1568119
Deduct			
Loan Charges		-58403	
Staff Costs (Note:)		-901628	
Precept			854243
Capital Receipts/Expended		0	-14600
Loan Receipts/Expended		800000	-800000
Def'd Grants/Expended		11000	-11000
Rounding			
	1509342	-1539476	
	Box 6	Box 3	

Balance Sheet			
Fixed Assets	4144151		4144151
Add back depreciation			1631900
			5776051
			Box 9
Intangible Assets			
Investments			
Current Assets			
Cash/Bank/Inv	1108150		
Other	917741		
Current Liabilities			
Loans	-286506		
Other	-64630		
Long Term Liabilities			
Deferred Grants	-866892		Unspent
	-179527		28513
	3919376	917741	-931522
	Box 8	Box 10	
Represented by:			
Council Investment in Fixed Assets			
A R R			
C F R	3061616		
Expendable Reserves			
C R R	14600		
E M R	226658		
Gen Fund	616502		
	857760	Box 7	
	3919376		857760
			886273
			Box 7
			Box 9

Annual Return Statement of Accounts

	Last Year £	This Year £	Variance
1 Balances brought forward	1210867	961927	-20.56%
2 (+) Annual Precept	854243	854243	0.00%
3 (+) Total other receipts	459758	1539476	234.84%
4 (-) Staff costs	-767683	-901628	17.45%
(-) Loan interest/capital repayments	-50944	-58403	14.64%
6 (-) Total other payments	-744314	-1509342	102.78%
7 (=) Balances carried forward	961927	886273	-7.86%
8 Total Cash & Investments	1022031	917741	-10.20%
9 Total Fixed assets	4938726	5776051	16.95%
10 Total Borrowings	171813	931522	442.17%
Reconciliation Of Boxes 8 and 9			
Total Cash & Investments	1022031	917741	
Add: Debtors & Stock	77934	190409	
Less: Creditors etc	-138037	-221876	
Less: Unspent Loan Funds			
Less: Grant Income in Advance			
Rounding	-1	-1	
	961927	886273	0

**Flitwick Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2022**

# **Flitwick Town Council**

## **Table of Contents**

**31 March 2022**

	Page
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Responsibilities.....</b>	<b>4</b>
<b>Statement of Accounting Policies.....</b>	<b>5</b>
<b>Income and Expenditure Account.....</b>	<b>8</b>
<b>Statement of Movement in Reserves.....</b>	<b>9</b>
<b>Balance Sheet.....</b>	<b>10</b>
<b>Cash Flow Statement.....</b>	<b>11</b>
<b>Notes to the Accounts.....</b>	<b>12</b>
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Related Party Transactions.....	13
5 Audit Fees.....	13
6 Members' Allowances.....	13
7 Employees.....	13
8 Pension Costs.....	14
9 Tangible Fixed Assets.....	14
10 Financing of Capital Expenditure.....	15
11 Information on Assets Held.....	15
11 Information on Assets Held (cont'd).....	16
12 Debtors.....	16
13 Creditors and Accrued Expenses.....	17
14 Long Term Liabilities.....	17
15 Financial Commitments under Operating Leases.....	17
16 Deferred Grants.....	18
17 Capital Financing Account.....	18
18 Earmarked Reserves.....	19
19 Capital Commitments.....	19
20 Contingent Liabilities.....	19
21 Reconciliation of Revenue Cash Flow.....	19
22 Movement in Cash.....	20
23 Reconciliation of Net Funds/Debt.....	20
24 Post Balance Sheet Events.....	20
<b>Appendices.....</b>	<b>21</b>

**Flitwick Town Council**

**Council Information**

**31 March 2022**

**( Information current at 21st June 2022 )**

**Town Mayor**

Cllr A. Snape

**Councillors**

Cllr Miss C. Thompson (Deputy Town Mayor)

Cllr K. Badham

Cllr I. Blazeby

Cllr A. Chacko

Cllr J. Daly

Cllr J. Dann

Cllr Mrs P. Earles

Cllr J. Gleave

Cllr H. Hodges

Cllr Mrs A. Lutley

Cllr G. Mackey

Cllr Miss B. Meredith-Shaw

Cllr M. Platt

Cllr J. Roberts

Cllr R. Shaw

Cllr D. Toinko

**Town Clerk**

R. McGregor CiLCA

**Responsible Financial Officer (R.F.O.)**

Mrs S. Stanley CiLCA

**Auditors**

Mazars LLP

Smaller Authorities External Audit Team

Salvus House, Aykley Heads

Durham, DH1 5TS

**Internal Auditors**

Auditing Solutions Limited

Clackerbrook Farm, 46 The Common

Bromham, Chippenham

Wiltshire, SN15 2JJ

**Flitwick Town Council**  
**Statement of Responsibilities**  
**31 March 2022**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Corporate Services Manager & RFO, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Flitwick Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed: .....

Mrs S. Stanley CiLCA- Corporate Services Manager & RFO

Date: .....

**Flitwick Town Council**  
**Statement of Accounting Policies**  
**31 March 2022**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.



**Flitwick Town Council**  
**Statement of Accounting Policies**  
**31 March 2022**

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 4 to 10 years on a straight line basis.

Play equipment is depreciated over 10 years at 10% per annum straight line.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**Flitwick Town Council**  
**Statement of Accounting Policies**  
**31 March 2022**

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 14.

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 15.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 17 to 18.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Flitwick Town Council**  
**Income and Expenditure Account**  
**31 March 2022**

	Notes	2022 £	2021 £
<b>Income</b>			
Precept on Principal Authority		854,243	854,243
Grants Receivable		57,829	(1,102)
Rents Receivable, Interest & Investment Income		965	1,784
Charges made for Services		648,066	449,956
Other Income		8,366	10,470
<b>Total Income</b>		<b>1,569,469</b>	<b>1,315,351</b>
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(615,409)	(565,253)
Grant-aid Expenditure		(6,162)	(6,162)
Other Costs	1	(426,111)	(562,434)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(268,219)	(202,430)
Other Costs	1	(159,461)	(131,906)
<b>Total Expenditure</b>		<b>(1,475,362)</b>	<b>(1,468,185)</b>
<b>Excess of Income over Expenditure/(Expenditure over Income) for the year.</b>		<b>94,107</b>	<b>(152,834)</b>
<b>Exceptional Items</b>			
(Loss) on the disposal of fixed assets		(11,012)	-
<b>Net Operating Surplus/(Deficit) for Year</b>		<b>83,095</b>	<b>(152,834)</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(40,291)	(40,291)
Capital Expenditure charged to revenue	10	(142,720)	(54,465)
Reverse profit on asset disposals		11,012	-
Transfer from Earmarked Reserves	18	50,123	316,229
<b>(Deficit)/Surplus for the Year (from)/to General Fund</b>		<b>(38,781)</b>	<b>68,639</b>
<b>Net (Deficit)/Surplus for the Year</b>		<b>(88,904)</b>	<b>(247,590)</b>
The above (Deficit)/Surplus for the Year has been (funded)/applied for the Year (from)/to as follows:			
Transfer from Earmarked Reserves	18	(50,123)	(316,229)
<b>(Deficit)/Surplus for the Year (from)/to General Fund</b>		<b>(38,781)</b>	<b>68,639</b>
		<b>(88,904)</b>	<b>(247,590)</b>

The council had no other recognisable gains and/or losses during the year.

*The notes on pages 12 to 20 form part of these unaudited statements.*

**Flitwick Town Council**  
**Statement of Movement in Reserves**  
**31 March 2022**

<b>Reserve</b>	<b>Purpose of Reserve</b>	<b>Notes</b>	<b>2022 £</b>	<b>Net Movement in Year £</b>	<b>2021 £</b>
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	3,061,616	37,274	3,024,342
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment		14,600	14,600	-
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	18	226,658	(50,123)	276,781
General Fund	Resources available to meet future running costs		616,502	(38,781)	655,283
Total			3,919,376	(37,030)	3,956,406

---

*The notes on pages 12 to 20 form part of these unaudited statements.*

**Flitwick Town Council**

**Balance Sheet**

**31 March 2022**

	Notes	2022 £	2022 £	2021 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	9		4,144,151	3,348,303
<b>Current Assets</b>				
Stock		6,196		5,681
Debtors and prepayments	12	184,213		72,253
Cash at bank and in hand		917,741		1,022,031
		<u>1,108,150</u>		<u>1,099,965</u>
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings		(64,630)		(40,291)
Creditors and income in advance	13	<u>(221,876)</u>		<u>(138,037)</u>
<b>Net Current Assets</b>			821,644	921,637
<b>Total Assets Less Current Liabilities</b>			4,965,795	4,269,940
<b>Long Term Liabilities</b>				
Long-term borrowing	14		(866,892)	(131,522)
Deferred Grants	16		<u>(179,527)</u>	<u>(182,012)</u>
<b>Total Assets Less Liabilities</b>			<u>3,919,376</u>	<u>3,956,406</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	17		3,061,616	3,024,342
Usable Capital Receipts Reserve			14,600	-
Earmarked Reserves	18		226,658	276,781
General Reserve			<u>616,502</u>	<u>655,283</u>
			<u>3,919,376</u>	<u>3,956,406</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 21st June 2022 .

Signed: .....

Cllr A. Snape

Town Mayor

.....

Mrs S. Stanley CiLCA

Responsible Financial Officer

Date: .....

.....

---

*The notes on pages 12 to 20 form part of these unaudited statements.*

**Flitwick Town Council****Cash Flow Statement****31 March 2022**

	Notes	2022 £	2022 £	2021 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(875,507)		(753,658)
Other operating payments		(608,683)		(659,103)
			(1,484,190)	(1,412,761)
<i>Cash inflows</i>				
Precept on Principal Authority		854,243		854,243
Cash received for services		670,230		491,156
Revenue grants received		31,700		(4,286)
			1,556,173	1,341,113
<b>Net cash inflow/(outflow) from Revenue Activities</b>	21		71,983	(71,648)
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(8,473)		(10,653)
<i>Cash inflows</i>				
Interest received		611		1,784
<b>Net cash (outflow) from Servicing of Finance</b>			(7,862)	(8,869)
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(953,720)		(54,465)
<i>Cash inflows</i>				
Sale of fixed assets		14,600		-
Capital grant received		11,000		-
<b>Net cash (outflow) from Capital Activities</b>			(928,120)	(54,465)
<b>Net cash (outflow) before Financing</b>			(863,999)	(134,982)
<b>FINANCING AND LIQUID RESOURCES</b>				
<i>Cash outflows</i>				
Loan repayments made			(40,291)	(40,291)
<i>Cash inflows</i>				
New loans raised			800,000	-
<b>Net cash inflow/(outflow) from financing and liquid resources</b>			759,709	(40,291)
<b>(Decrease) in cash</b>	22		<b>(104,290)</b>	<b>(175,273)</b>

The notes on pages 12 to 20 form part of these unaudited statements.

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

**Direct Service Costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Community Events	31,757	23,537
Community Centres	214,792	356,199
Outdoor Sports & Recreation Facilities	42,576	73,248
Community Parks & Open Spaces	33,029	44,791
Allotments	3,688	3,180
Cemeteries	4,316	3,101
Structure & Local	1,509	-
Community Development	93,414	62,823
Routine Repairs (other roads)	2,663	(600)
Street Lighting	4,529	2,317
Less: Grant-aid Expenditure	(6,162)	(6,162)
<b>Total</b>	<b>426,111</b>	<b>562,434</b>

**Democratic, Management & Civic Costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Corporate Management	121,587	120,805
Democratic Representation & Management	6,070	312
Civic Expenses	11,692	136
Town Mayor's Allowance	2,000	-
Interest Payable	18,112	10,653
<b>Total</b>	<b>159,461</b>	<b>131,906</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

**2 Interest Payable and Similar Charges**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
External Interest Charges - Loans	18,112	10,653
	<b>18,112</b>	<b>10,653</b>

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**3 Interest and Investment Income**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	965	1,784
	<u>965</u>	<u>1,784</u>

**4 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

**5 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Fees for statutory audit services	2,400	2,000
Total fees	<u>2,400</u>	<u>2,000</u>

**6 Members' Allowances**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Members of Council have been paid the following allowances for the year:		
Town Mayor's Allowance	2,000	-
	<u>2,000</u>	<u>-</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

**7 Employees**

The average weekly number of employees during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Full-time	13	13
Part-time	11	14
Temporary	11	-
	<u>35</u>	<u>27</u>

All staff are paid in accordance with nationally agreed pay scales.



## **Flitwick Town Council**

### **Notes to the Accounts**

**31 March 2022**

#### **8 Pension Costs**

The council participates in the Bedfordshire Pension Fund.

The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

FRSSE requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2022 was £149,388 (31 March 2021 - £127,231).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 25.80% of employees' pensionable pay with effect from 1st April 2022 (year ended 31 March 2022 – 25.80%).

#### **9 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Assets under Construction</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2021	3,535,058	746,097	578,219	3,230	76,122	4,938,726
Additions	889,510	50,303	13,907	-	-	953,720
Disposals	(42,220)	(74,175)	-	-	-	(116,395)
Reclassification						
At 31 March 2022	4,382,348	722,225	592,126	3,230	76,122	5,776,051
<b>Depreciation</b>						
At 31 March 2021	(557,166)	(559,202)	(474,055)	-	-	(1,590,423)
Charged for the year	(65,842)	(46,319)	(21,483)	-	-	(133,644)
Eliminated on disposal	17,992	74,175	-	-	-	92,167
At 31 March 2022	(605,016)	(531,346)	(495,538)	-	-	(1,631,900)
<b>Net Book Value</b>						
At 31 March 2022	3,777,332	190,879	96,588	3,230	76,122	4,144,151
At 31 March 2021	2,977,892	186,895	104,164	3,230	76,122	3,348,303

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2009 by external independent valuers, Messrs the District Valuer. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

#### **Assets Held under Finance Agreements**

The council held no such assets at 31 March 2022

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**10 Financing of Capital Expenditure**

2022	2021
£	£

The following capital expenditure during the year:

Fixed Assets Purchased

953,720	54,465
---------	--------

953,720	54,465
---------	--------

was financed by:

Capital Grants

11,000	-
--------	---

Loan Proceeds

800,000	-
---------	---

Revenue:

Capital Projects Reserve

118,935	296,917
---------	---------

Equipment Replacement Reserve

-	17,000
---	--------

Precept and Revenue Income

23,785	(259,452)
--------	-----------

953,720	54,465
---------	--------

**11 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

The Rufus Centre

Barclays' Bank Building

Depot and store

The Burial Ground

Playing Fields – 2

Allotment sites – 2

Play Areas – 3

Sea Scouts HQ and Changing Rooms

Flitwick Manor Park

Youth Hub

**Vehicles and Equipment**

Play Equipment – at 8 sites

Tractors - 2

Sundry grounds maintenance equipment

Sundry office equipment

Rendezvous furniture & equipment

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**11 Information on Assets Held (cont'd)**

**Infrastructure Assets**

Street lights – 47  
Bus shelters – 6  
Other street furniture  
Gates and fencing  
Flitwick Manor Park car park  
Skatepark  
Village Hall Car Park, Gates and Fencing  
Solar Panels on The Rufus Centre  
Millenium Park

**Community Assets**

War Memorial  
Childrens' play areas – 3  
Council Artefacts

**Assets under Construction**

New Burial Ground

**12 Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Debtors - Council	78,708	58,533
Debtors - Functions	6,282	(17,051)
Debtors - Cemetery	7,760	-
Trade Debtors	92,750	41,482
VAT Recoverable	3,029	15,964
Other Debtors	-	50
Revenue Grant Debtors	26,613	1,834
Prepayments	44,443	12,923
Accrued Income	17,024	-
Accrued Interest Income	354	-
	<b>184,213</b>	<b>72,253</b>

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**13 Creditors and Accrued Expenses**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade Creditors	7,617	53,858
Other Creditors	4,164	-
Superannuation Payable	16,603	14,174
Payroll Taxes and Social Security	16,701	11,010
Accruals	38,898	12,781
Accrued Interest Payable	9,639	-
Income in Advance	128,254	46,214
	<b>221,876</b>	<b>138,037</b>

**14 Long Term Liabilities**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	931,522	171,813
	<b>931,522</b>	<b>171,813</b>

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The above loans are repayable as follows:		
Within one year	64,630	40,291
From one to two years	56,105	40,291
From two to five years	113,958	55,231
From five to ten years	165,803	36,000
Over ten years	531,026	-
Total Loan Commitment	931,522	171,813
Less: Repayable within one year	(64,630)	(40,291)
Repayable after one year	866,892	131,522

**15 Financial Commitments under Operating Leases**

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	618	3,576
Obligations expiring between two and five years	9,068	6,403
Obligations expiring after five years	-	-
	<b>9,686</b>	<b>9,979</b>

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**16 Deferred Grants**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Unapplied</b>		
At 01 April	22,967	22,967
Grants received in the year	11,000	-
Applied to finance capital investment	(11,000)	-
At 31 March	22,967	22,967
<b>Capital Grants Applied</b>		
At 01 April	152,149	174,008
Grants Applied in the year	11,000	-
Released to offset depreciation	(12,135)	(21,859)
At 31 March	151,014	152,149
<b>Revenue Grants and S106 Revenue Contributions</b>		
At 01 April	6,896	8,246
Released to Revenue	(1,350)	(1,350)
At 31 March	5,546	6,896
<b>Total Deferred Grants</b>		
At 31 March	179,527	182,012
At 01 April	182,012	205,221

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**17 Capital Financing Account**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	3,024,342	3,027,505
Financing capital expenditure in the year		
Additions - using revenue balances	142,720	54,465
Loan repayments	40,291	40,291
Disposal of fixed assets	(116,395)	-
Depreciation eliminated on disposals	92,167	-
Reversal of depreciation	(133,644)	(119,778)
Deferred grants released	12,135	21,859
Balance at 31 March	3,061,616	3,024,342

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**18 Earmarked Reserves**

	Balance at 01/04/2021	Contribution to reserve	Contribution from reserve	Balance at 31/03/2022
	£	£	£	£
Capital Projects Reserves	228,259	126,900	(173,376)	181,783
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	48,522	2,000	(5,647)	44,875
Total Earmarked Reserves	276,781	128,900	(179,023)	226,658

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

**19 Capital Commitments**

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

**20 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**21 Reconciliation of Revenue Cash Flow**

	2022 £	2021 £
Net Operating Surplus/(Deficit) for the year	94,107	(152,834)
Add/(Deduct)		
Interest Payable	18,112	10,653
Interest and Investment Income	(611)	(1,784)
Deferred Revenue Grants Released to Revenue	(1,350)	(1,350)
(Increase) in stock held	(515)	(2,703)
(Increase)/Decrease in debtors	(111,960)	32,283
Increase in creditors	74,200	44,087
Revenue activities net cash inflow/(outflow)	71,983	(71,648)

**Flitwick Town Council**

**Notes to the Accounts**

**31 March 2022**

**22 Movement in Cash**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	1,200	800
Cash at bank	1,020,831	1,196,504
	<u>1,022,031</u>	<u>1,197,304</u>
<b>Balances at 31 March</b>		
Cash with accounting officers	1,200	1,200
Cash at bank	916,541	1,020,831
	<u>917,741</u>	<u>1,022,031</u>
<b>Net cash (outflow)</b>	<u>(104,290)</u>	<u>(175,273)</u>

**23 Reconciliation of Net Funds/Debt**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
(Decrease) in cash in the year	(104,290)	(175,273)
Cash inflow from new borrowings	(800,000)	-
Cash outflow from repayment of debt	40,291	40,291
<b>Net cash flow arising from changes in debt</b>	<u>(759,709)</u>	<u>40,291</u>
<b>Movement in net debt in the year</b>	<u>(863,999)</u>	<u>(134,982)</u>
Cash at bank and in hand	1,022,031	1,197,304
Total borrowings	(171,813)	(212,104)
<b>Net funds at 01 April</b>	<u>850,218</u>	<u>985,200</u>
Cash at bank and in hand	917,741	1,022,031
Total borrowings	(931,522)	(171,813)
<b>Net (debt)/funds at 31 March</b>	<u>(13,781)</u>	<u>850,218</u>

**24 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 21st June 2022), which would have a material impact on the amounts and results reported herein.

**Flitwick Town Council**

**Appendices**

**31 March 2022**

**Appendix A**

**Schedule of Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2021</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2022</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	228,259	126,900	(173,376)	181,783
	<u>228,259</u>	<u>126,900</u>	<u>(173,376)</u>	<u>181,783</u>
<u>Asset Replacement Reserves</u>				
Vehicles & Equipment Fund	0			0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Other Earmarked Reserves</u>				
Community Involvement	5,000			5,000
Election Costs	7,351	2,000	(5,647)	3,704
Allotments	20,357			20,357
Community Events	15,814			15,814
	<u>48,522</u>	<u>2,000</u>	<u>(5,647)</u>	<u>44,875</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>276,781</u></b>	<b><u>128,900</u></b>	<b><u>(179,023)</u></b>	<b><u>226,658</u></b>



## Flitwick Town Council

31 March 2022

### Annual Report Tables

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Community Events	38,500	29,775
Recreation & Sport	193,924	306,583
Open Spaces	(4,150)	(22,472)
Cemetery, Cremation & Mortuary	(10,300)	(38,218)
Planning & Development Services (including Markets)	48,272	92,513
Highways Roads (Routine)	500	2,663
Street Lighting	3,500	4,529
Investment Properties	-	(22,080)
Net Direct Services Costs	270,246	353,293
Corporate Management	391,606	370,000
Democratic & Civic	16,000	19,696
Net Democratic, Management and Civic Costs	407,606	389,696
Interest & Investment Income	(2,000)	(965)
Loan Charges	51,491	58,403
Capital Expenditure	219,687	142,720
Proceeds of Disposal of Capital Assets	-	(14,600)
Transfers to/(from) other reserves	(92,787)	(35,523)
(Deficit from) General Reserve	-	(38,781)
<b>Precept on Principal Authority</b>	<b>854,243</b>	<b>854,243</b>

**Flitwick Town Council**

**31 March 2022**

**Annual Report Tables**

**Table. 2 – Service Income & Expenditure**

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>CULTURAL &amp; RELATED SERVICES</b>				
Community Events}	31,757	(1,982)	29,775	16,967
Recreation & Sport	870,617	(564,034)	306,583	622,982
Open Spaces	36,717	(59,189)	(22,472)	29,368
<b>ENVIRONMENTAL SERVICES</b>				
Cemetery, Cremation & Mortuary	4,316	(42,534)	(38,218)	(31,188)
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Planning & Development Services	1,509	-	1,509	-
Community Development	95,574	(4,570)	91,004	45,149
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>				
Highways Roads (Routine)	2,663	-	2,663	(600)
Street Lighting	4,529	-	4,529	2,317
<b>OTHER SERVICES</b>				
Investment Properties	-	(22,080)	(22,080)	-
<b>CENTRAL SERVICES</b>				
Corporate Management	389,806	(19,806)	370,000	312,765
Democratic & Civic	6,070	-	6,070	312
Civic Expenses	13,692	(66)	13,626	136
<b>Net Cost of Services</b>	<b>1,457,250</b>	<b>(714,261)</b>	<b>742,989</b>	<b>998,208</b>

# Annual Governance and Accountability Return 2021/22 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2021/22

## FLITWICK TOWN COUNCIL

[www.flitwick.gov.uk](http://www.flitwick.gov.uk)

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

13 Oct 2021

18 Jan 2022

05 May 2022

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Sally King for Auditing Solutions Ltd

08 June 2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### FLITWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

**21 June 2022**

and recorded as minute reference:

**5252 c ii)**

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.flitwick.gov.uk](http://www.flitwick.gov.uk)



## Section 2 – Accounting Statements 2021/22 for

### FLITWICK TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	1,210,867	961,927	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	854,243	854,243	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	459,758	1,539,476	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	-767,683	-901,628	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	-50,944	-58,403	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	-744,314	-1,509,342	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	961,927	886,273	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,022,031	917,741	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	4,938,726	5,776,051	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	171,813	931,522	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N/A	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*J Stanley* **SIGNED**

Date

**31 May 2022**

I confirm that these Accounting Statements were approved by this authority on this date:

**21 June 2022**

as recorded in minute reference:

**5252 c ii)**

Signed by Chairman of the meeting where the Accounting Statements were approved

**SIGNATURE REQUIRED**

## Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

FLITWICK TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMMYY



## Confirmation regarding the exercise of public rights

Parish Council name: **Flitwick Town Council**

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised.


The inspection period must commence no later than 1 July 2022.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank holidays.

The inspection period commences on: **01 July 2022**

And ends on: **11 August 2022**

Signed:  \_\_\_\_\_

Date: **30 June 2022**

Position held **Corporate Services Manager (CSM) and  
Responsible Finance Officer (RFO)**

## **Flitwick Town Council**

***Internal Audit Report 2021-22: Final***

---

***Sally King***

***For and on behalf of Auditing Solutions Ltd***

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd provides this service to Flitwick Town Council.

This report sets out all the work undertaken in relation to the 2021-22 financial year to date, during our visits on 13<sup>th</sup> October 2021, 18<sup>th</sup> January 2022, and 8<sup>th</sup> June 2022.

## **Internal Audit Approach**

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in several key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are again pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Consequently, we have completed and signed the 'Internal Audit Report' as part of the year's AGAR process having concluded that, in all significant respects, the internal control objectives set out in that report were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

The Council's accounts are maintained on an accounting system, Rialtas, and comprise three cash books. DCK accounting provide support with the year-end close-down and accounts. Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have:

- Confirmed closing balances from 2020-2021 have been correctly brought forward to the current year.
- Checked to ensure that a comprehensive, meaningful, and appropriate nominal coding schedule together with cost centres remains in place.
- Checked and agreed transactions (both receipts and payments) in the Council's main Current and Business Saver account cashbooks to the relevant Barclays Bank statements for April, August, December 2021, and March 2022 including the daily "sweep" transfers to retain a level of £5,000 in the Current account.
- Checked and agreed the relevant bank account reconciliations for each account as of 31<sup>st</sup> March 2022 to ensure that no long-standing, uncleared cheques, or other anomalous entries exist.
- Confirmed with officers the arrangements for backing up the computer system; and
- Discussed arrangements for processing journals (manual adjustments) in the accounts.

### *Conclusions*

*We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; those financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- Commenced examination of the minutes of the Full Council and its various Standing Committees for the year to ensure that no issues affecting the Council's financial stability exist in the short, medium, or long-term, also that no legal issues appear to be in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred.

- We note that the Council have reviewed and readopted Standing Orders at its meeting held on 21st September 2021 (minute ref 5226 a.) and Financial Regulations were reviewed at the meeting held on 15<sup>th</sup> March 2022 (minute ref 5226 b.).
- Reviewed the external auditor's report, issued since our last visit, to confirm they are raising no matters regarding the Councils accounts and governance.

### ***Conclusions***

***We are pleased to report that no issues have been identified in this area, warranting further comment.***

## **Review of Expenditure**

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets.
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available.
- An official order has been raised for all purchases and service delivery where one would be expected.
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.
- The correct expense codes have been applied to invoices when processed.
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed this area selecting a test sample for compliance with the above criteria comprising all payments individually more than £5,000 plus every 50<sup>th</sup> cashbook transaction, irrespective of value, covering the period April 2021 to March 2022. Our test sample comprised of 102 payments, totalling £373,831 and represents 42% of all non-pay related payments with all the above criteria met.

Finally in this area we have reviewed we have reviewed the procedures regarding the issuing of grants.

### ***Conclusions***

***We are pleased to report that no issues have been identified in this area warranting formal comment.***

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

- Noted that the Corporate Risk Register has been reviewed in March 2022 (minute ref 5226 b.).
- Reviewed the Council's insurance policy with RSA which commenced in September 2021 noting that it includes public liability cover of £15million and employers liability cover of £10m and fidelity guarantee of £1.8m.

### Conclusions

*We are pleased to report that no issues have been identified in this area warranting further comment.*

## Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

In addition to the annual precept the Council has a variety of income sources arising mainly from the Rufus Centre lettings and rentals, allotment income, café, cemetery fees, also the letting of sports pitches, miscellaneous grants, and interest.

The Allotments are managed using Rialtos software. There are 2 sites containing 58 plots. New tenancy agreements are issued each year along with the invoices and chased if not returned with payment. We are pleased to note that the Council has reviewed its allotment fees and has agreed no increase in 2020/21 and an increase of 5% in 2021/22.

We have reviewed the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for the April to December 2021 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in accord with the published scales and recovered within a reasonable time.

Also, on our second interim visit we also examined the cash handling procedures and stock management at the onsite café.

### Conclusions

*We are pleased to report that no issues have been identified in the areas examined warranting further comment.*

## Petty Cash Account & Credit Cards

We are required, as part of the annual Internal Audit Certification process in the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities. The Council has an imprest style petty cash scheme it also holds floats for various activities. We confirmed this was within the limits set in Financial Regulations and confirmed controls over access to the safe where the money was kept. On our first interim visit we undertook a physical cash check of both the petty cash and floats held in the safe, with no issues arising.

The Council now has Barclaycards, and we are pleased to note that robust procedures are in place including provision of receipts and reconciliation of the statements.

### *Conclusion*

*No matters arise warranting formal comment or recommendation.*

## Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as regards employee contribution bandings. To meet this objective, we have: -

- Confirmed arrangements for processing and authorising salaries and wages via the bespoke IRIS payroll software in use by the Council.
- Reviewed the establishment listing and tested a sample of employees to correspondence confirming the employee's pay point.
- For a sample of staff, we checked the tax, NI and pension deductions for July also confirming overtime payments were correctly approved.
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff.
- Checked and agreed the amounts paid to individuals by reference to the approved new pay rates verifying payments on a small sample.
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner.
- Checked that any overtime paid is properly supported by authorised timesheets.

### *Conclusions*

*We are pleased to record that no issues have been identified in this area.*

## Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary

Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We also reviewed the level of retained funds at the year-end, assessing their adequacy to meet the Council's ongoing revenue spending requirements and future development aspirations. On 31<sup>st</sup> March 2022, the General Reserve balance stood at £616,502. Additionally, the Council holds earmarked reserves of £226,658.

We are pleased to note that, at the meeting of the Town Council held on 18th January 2022 the Council agreed that the precept for 2021-22 be set at £885,564 (minute ref 5200). This represents a 3.67 % increase from 2021-22.

### **Conclusion**

*No issues have arisen in this area. The Council has satisfactory arrangements for managing its finances.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During our visits we tested repayments of PWLB loans as recorded in the Council's accounts to independent PWLB statements. We have agreed the cash balances to the bank statements as reported earlier in relation to our work on accounting reconciliations and bank reconciliations. We have also verified the accurate disclosure of the residual year-end loan liability in the year's AGAR by reference to the advice received from the PWLB.

### **Conclusions**

*We are pleased to record that no issues have currently been identified in this area and have verified the accurate disclosure of the residual year end loan liability in the AGAR.*

## **Asset Register**

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the asset register has been updated by DCK for additions and disposals during the 2021-22 financial year.

### **Conclusions**

*We are pleased to report that there are no significant issues arising in this area of our review process warranting formal comment or recommendation. We have ensured the appropriate recording of these assets in the AGAR.*



## **Statements of Account and Annual Return**

The Annual Return provides the Council's statutory Statement of Accounts subject to external audit inspection. We also note that more detailed Accounts and Supplementary Notes have again been prepared by third party contract accountants (DCK Accounting Solutions Ltd) for presentation to members to further inform them of the underlying financial performance of the Council and provide comparative information with the previous year.

We have checked and agreed entries in the Statement of Accounts generated by the accounting software to the underlying Trial Balance and other documentation provided. Similarly, we have checked and agreed the financial data reported to the AGAR.

### ***Conclusions***

***No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.***

***Based on our detailed work during the course of the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances, in each relevant area.***

Flitwick Town Council	Calendar of Meetings	January 2022	December 2022
<b>January 2022</b>			
Tuesday 4 <sup>th</sup>	Community Services	7.45pm	
Thursday 6 <sup>th</sup>	Planning	7.45pm	
Thursday 13 <sup>th</sup>	Business Services	7.45pm	
Tuesday 18 <sup>th</sup>	Town Council	7.45pm	Approve Percept
Tuesday 25 <sup>th</sup>	Corporate Services	7.45pm	
Thursday 27 <sup>th</sup>	Planning	7.45pm	
<b>February 2022</b>			
Tuesday 1 <sup>st</sup>	Community Services	7.45pm	
Thursday 10 <sup>th</sup>	Business Services	7.45pm	
Tuesday 15 <sup>th</sup>	Town Council	7.45pm	
Thursday 17 <sup>th</sup>	Planning	7.45pm	
Tuesday 22 <sup>nd</sup>	Personnel	7.45pm	
<b>March 2022</b>			
Tuesday 1 <sup>st</sup>	Community Services	7.45pm	
Tuesday 8 <sup>th</sup>	Planning	7.45pm	
Thursday 10 <sup>th</sup>	Business Services	7.45pm	Risk Reg/Standing Order
Tuesday 15 <sup>th</sup>	Town Council	7.45pm	
Tuesday 29 <sup>th</sup>	Planning	7.45pm	
<b>April 2022</b>			
Tuesday 12 <sup>th</sup>	Community Services	7.45pm	
Thursday 14 <sup>th</sup>	Business Services	7.45pm	Cancelled
Tuesday 19 <sup>th</sup>	Town Council	7.45pm	
Thursday 21 <sup>st</sup>	Planning	7.45pm	
Tuesday 26 <sup>th</sup>	Annual Assembly	7.45pm	7 Clear Days' Notice
Thursday 28 <sup>th</sup>	Corporate Services	7.45pm	
<b>May 2022</b>			
Tuesday 3 <sup>rd</sup>	Community Services	7.45pm	
Tuesday 10 <sup>th</sup>	Planning	7.45pm	
Thursday 12 <sup>th</sup>	Business Services	7.45pm	
Tuesday 17 <sup>th</sup>	Annual Statutory	7.45pm	Mayor Making
Thursday 26 <sup>th</sup>	Personnel	7.45pm	Moved to 24th
<b>June 2022</b>			
Tuesday 7 <sup>th</sup>	Community Services	7.45pm	
Tuesday 14 <sup>th</sup>	Joint Committee	7.00pm	
Thursday 16 <sup>th</sup>	BI & DB	7.45pm	
Tuesday 21 <sup>st</sup>	Town Council	7.45pm	Approve Year End Acc & AGAR
Tuesday 28 <sup>th</sup>	Corporate Services	7.45pm	
<b>July 2022</b>			
Tuesday 5 <sup>th</sup>	Community Services	7.45pm	

Tuesday 12 <sup>th</sup>	BI & DB	7.45pm	
Tuesday 19 <sup>th</sup>	Council	7.45pm	
Tuesday 26 <sup>th</sup>	Corporate Services	7.45pm	
<b>August 2022</b>			
Tuesday 2 <sup>nd</sup>	Community Services	7.45pm	
Tuesday 9 <sup>th</sup>	BI & DB	7.45pm	
Tuesday 16 <sup>th</sup>	Personnel	7.45pm	
Tuesday 30 <sup>th</sup>	Corporate Services	7.45pm	
<b>September 2022</b>			
Tuesday 6 <sup>th</sup>	Community Services	7.45pm	
Tuesday 13 <sup>th</sup>	BI & DB	7.45pm	
Tuesday 20 <sup>th</sup>	Town Council	7.45pm	
Tuesday 27 <sup>th</sup>	Corporate Services	7.45pm	
<b>October 2022</b>			
Tuesday 4 <sup>th</sup>	Community Services	7.45pm	
Tuesday 11 <sup>th</sup>	BI & DB	7.45pm	
Tuesday 18 <sup>th</sup>	Town Council	7.45pm	
Tuesday 25 <sup>th</sup>	Corporate Services	7.45pm	1 <sup>st</sup> Interim audit
<b>November 2022</b>			
Tuesday 1 <sup>st</sup>	Community Services	7.45pm	
Tuesday 8 <sup>th</sup>	BI & DB	7.45pm	Budgets
Tuesday 15 <sup>th</sup>	Town Council	7.45pm	Approve Agar & External Auditors Report
Tuesday 22 <sup>nd</sup>	Personnel	7.45pm	
Tuesday 29 <sup>th</sup>	Corporate Services	7.45pm	
<b>December 2022</b>			
Tuesday 6 <sup>th</sup>	Community Services	7.45pm	
Tuesday 13 <sup>th</sup>	Council	7.45pm	
Tuesday 20 <sup>th</sup>	Corporate Services	7.45pm	

# NET ZERO DISCOVERY

## PROPOSAL

Prepared for:

**FLITWICK TOWN COUNCIL**

***Energise Ltd.***

8 Eaton Court  
Colmworth Business Park  
St Neots, PE19 8 ER

***Prepared by***

Adam Wright  
adam@energise.com

***Document Date***

24<sup>th</sup> March 2022

***Released***

24<sup>th</sup> March 2022

# CONTENTS

- 2 | Introduction**
- 3 | Why Go Net Zero**
- 4 | Net Zero Pathway**
- 5 | Our Net Zero Plan**
- 6 | Developing Your Net Zero Plan**
- 7 | Net Zero Plan Summarised**
- 8 | Net Zero Plan Summarised Contd.**
- 9 | Net Zero Plan Timeline**
- 10 | Working with Energise**
- 11 | The Net Zero Hub**
- 12 | Commercial/Fees**
- 13 | Proposal Acceptance**



## INTRODUCTION

**Thank you for requesting our proposed approach to supporting your organisation in going Net Zero.**

The below document details the steps to identifying a Net Zero Plan and the elements required to implement actions to achieve your targets. Following the production and adoption of a Net Zero Strategy, Energise can further assist in the implementation of your Strategy outcomes acting as your Net Zero Partner.

This proposal covers Flitwick Town Council's operations which has 4 buildings (Rufus Centre, Tractor Store, The Hub and Football Changing Rooms), land (cemetery and allotments), various vehicles and plant equipment. The Council has made some good progress through initial developing of an Environmental Action Plan and are now looking to understand their carbon position and to build a Net Zero Strategy.

The proposal has been produced using information provided by the Council and publicly available information.



### PARTNERSHIP

We believe this programme of works will require a close and integrated partnership. To manage the relationship from our side you will have:

- A named client Lead
- Expected service levels
- A clear annual action plan



### CONTRACT STRUCTURE

We are proposing a 6-month contract to develop your Net Zero Strategy

The project would review, analyse and develop key data sets, produce your Net Zero Strategy and set ambitious yet achievable Net Zero targets.

## WHY GO NET ZERO

**As humans our progress has been based on unsustainable use of natural resources. The extract-use-pollute-throwaway paradigm means our natural system cannot regenerate or adapt fast enough. It is time for us to change and adapt instead.**

Net Zero means reducing the UK's emissions by 100% from 1990 levels. Greenhouse gas emissions that can't be avoided must be matched by removing the equivalent from the atmosphere. In general, it is accepted that to be "going Net Zero" means to be acting in a way that will limit global temperature rise to 1.5°C.

The 21st Century sees a race to rapidly reduce greenhouse gas (GHG) emissions to zero, enabling us to transition from fossil fuel sources to Net Zero. The more of us that join the race, the faster we will progress and the more benefits we will generate for each other.

### HOW TO GET THERE

The 1.5°C was the agreed target from the Paris Agreement. To meet it we need to "put the carbon handbrake on". We can all do this by being more energy efficient, using renewable/low carbon technologies and then utilising tree planting/carbon offsetting to counterbalance the rest. We've set out in this plan how you first reduce your energy use, then generate your energy needs from low/zero carbon solutions and then ultimately "offset" the balance to achieve "Net Zero".

### HOW TO ACT

You can undertake a whole range of measures to reduce your carbon footprint directly. There are many ways to live a low carbon lifestyle or operate a low carbon organisation, and every one of them has a real impact on tackling climate change, air pollution, the security of energy supply, and in many cases, provide a financial benefit too.

### WHY NOW?

To avoid the most serious potential impacts of climate change, the UNFCCC has set out a limit to the amount of emissions that can be released into the atmosphere before the target to limit average temperature rise to a 1.5°C/2°C increase is achieved.

The amount of carbon that can still be emitted is termed a "carbon budget". It is crucial that we all set out a way to use our budget, as we would with any financial budget.

**The more carbon we emit now (i.e. carbon we've spent already), the faster and deeper our emissions reductions will need to be in the future, which will likely be at greater cost and risk.**

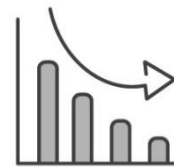
## NET ZERO PATHWAY

Our Pathway to Net Zero is built on a cycle of Review, Reduce, Renew, Rebalance. This cycle occurs on an annual basis with a carbon footprint, as part of the Review stage, being the ongoing measurement of performance and the identifier of new or continuing priorities.



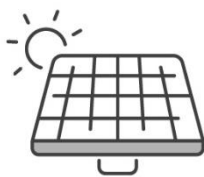
### 01. REVIEW

The first stage of any strategy is to know your current position. With Net Zero, that is knowing what your emissions sources are, how much you emit and how they can be reduced. This is a really important step in achieving Net Zero, so it's good to spend a bit of time getting this right and having an accurate answer set as your foundations.



### 02. REDUCE

Once your carbon baseline is known and you have an adopted Net Zero Strategy in place, it's time to take action to ensure your annual emissions reduce in line with your targets. Reduce actions will provide the carbon reductions required to achieve Net Zero and produce financial savings to reinvest in future projects. Options to reduce emissions vary across industry sectors and your type of operation.



### 03. RENEW

Alongside taking action to reduce your carbon footprint, it's key to identify options for renewable generation, innovative solutions and technology to further provide net carbon reductions.

As we all progress on our journeys to Net Zero, manufacturers and suppliers will create new solutions to help achieve this common goal. It's key to monitor these advancements and include in ongoing Net Zero action plans.



### 04. REBALANCE

It's unlikely that we'll be able to achieve Net Zero through Reduce and Renew actions alone, so we need to look at options to remove carbon from the atmosphere.

Offsetting options are varied such as sequestering carbon through forestation, carbon reductions by investing in projects and direct removals via carbon capture.



## OUR NET ZERO PLAN

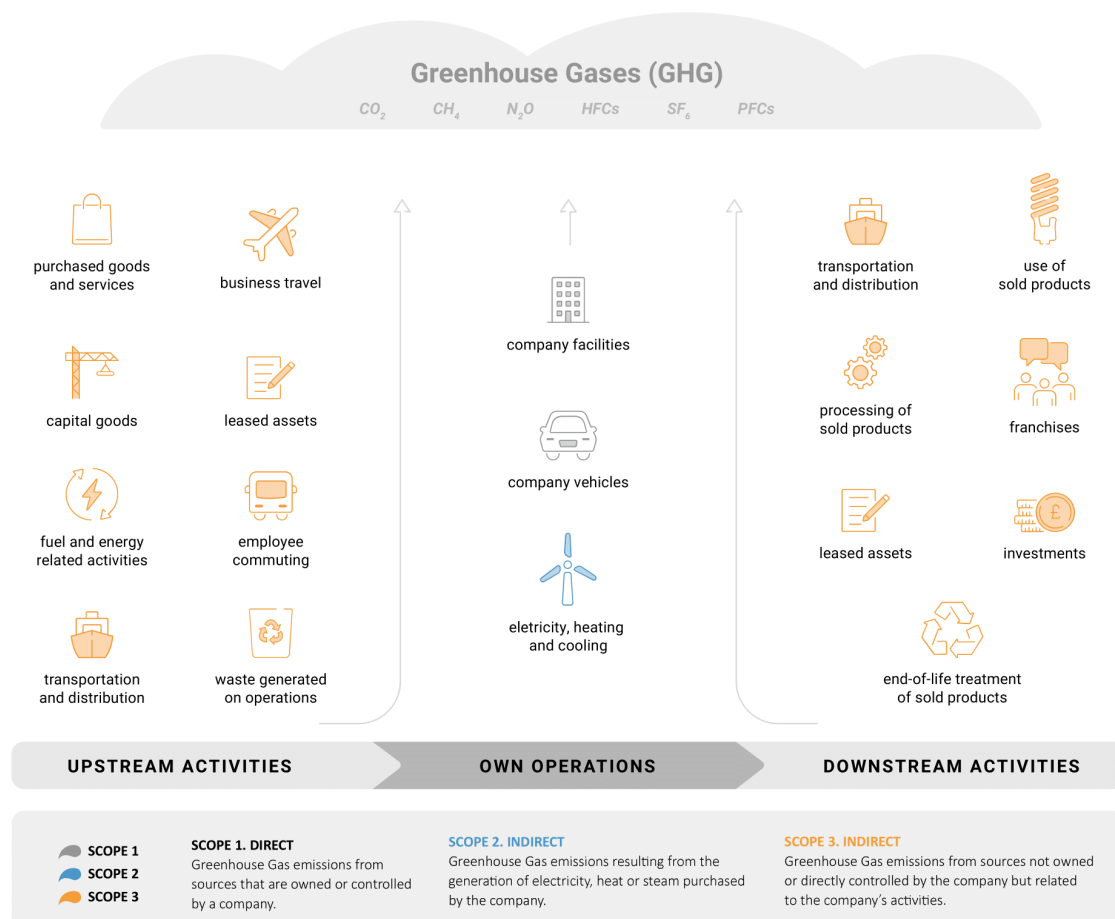
### HOW WE BELIEVE YOU CAN ACHIEVE NET ZERO

We believe Net Zero can be broken down into four clear steps – Review, Reduce, Renew, Rebalance. These can then be used to decide your approach. It starts first with reviewing your footprint, so you know where you are. You then reduce your resource use to ensure there is no unnecessary waste, followed by transitioning to renewables and cleaner technology (such as electric vehicles) and then the remaining carbon emissions can be offset.

### WHICH EMISSIONS SOURCE WE INCLUDE

Our Review stage of Net Zero includes a review of your carbon emissions and is mapped to the internationally recognized GHG Protocol. This carbon data forms the baseline of your Strategy. The GHG Protocol splits emissions into three scopes:

- **Scope 1** – direct emission from combustion of fuels by facilities and vehicles
- **Scope 2** – indirect emissions from purchased electricity, steam, heat, and cooling
- **Scope 3** – indirect emissions from your value chain split into upstream and downstream emissions and into 15 categories.



## DEVELOPING YOUR NET ZERO PLAN

### OUR APPROACH TO DEVELOPING YOUR NET ZERO PLAN

Below are the steps we would take to develop your Net Zero Strategy. This journey takes you from being in a potential position of completing mandatory reporting and climate-related compliance to having a strategic approach to tackling climate change and aligning to Net Zero.



# NET ZERO PLAN SUMMARISED

## SCOPE 1, 2 & 3 CARBON FOOTPRINT

- Compile a scope 1, 2 and upstream 3 carbon footprint covering all relevant emissions categories in line with the GHG Protocol
- Produce a report summarising current emissions, energy and costs at a site level with a presentation of overall performance, dependent on data availability
- Provide access to Energise's Net Zero Hub for review and interrogation of emission records
- Data will be collected retrospectively to cover 24 months (i.e. 2 financial years).

## CARBON STRATEGY

### EDUCATION/CARBON LITERACY WORKSHOP

- Carbon literacy and engagement workshop (1-2 hours) covering:
  - High level carbon literacy summary
  - Target setting process
  - Your carbon footprint summarised and a deep dive into some hotspots.

### BASELINE AND TECHNICAL AUDIT

- Conduct audits on all buildings and fleet within the portfolio to identify opportunities to reduce carbon emissions from energy, water and waste.
- Compile a formal evidence set from your carbon footprint work and energy auditing, as well as other available data sets to be summarised in a summary report and will be used to formulate scenario options
- This report will summarise known information relating to:
  - Buildings
  - Fleet

### NET ZERO SCENARIO MODELLING

- Produce a set of Net Zero scenarios using the National Grid Future Energy Scenarios and 6th Carbon Budget datasets (plus equivalents of other countries); the Council's own datasets and the data sets of Energise to allow assessment of different technical and financial approaches to Net Zero and inform other works in this scope (namely workshops on Objective/Target setting).

# NET ZERO PLAN SUMMARISED CONTD.

## CARBON STRATEGY CONTD.

### OBJECTIVE AND TARGET SETTING

Through a process; including workshop(s); arrive at a set of Net Zero objectives and targets that can be collated into a Net Zero Strategy. An initial target (and associated action plan) will be presented from the work that is in alignment with the requirements of the Science Based Target Initiative.

### NET ZERO STRATEGY

- Collation of findings from the carbon footprint, technical audit, scenario modelling and objective setting to form a Net Zero Strategy that can be adopted by the business
- Presentation to board-level team of the Strategy.

### ACTION PLAN

- High level action plan outlining the details of the actions required within the first year of the programme of works from the agreed Strategy to support the beginning of implementation
- Details main workstreams and the who, what, where, when and how of each of them

### WORKSHOPS

- Conduct workshops related to the development of the Net Zero Strategy developed by this project:
  - Objective and target setting
  - Strategy run-through/presentation

Sessions to be half day workshops as maximum length.

## NET ZERO PLAN TIMELINE

Assuming a project start date of April/May, the following indicative timeline is achievable.

	Task Title	Task Owner	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<b>1</b>	<b>Discovery Stage</b>							
<b>1.1</b>	Scope 1, 2 & U3 Carbon Footprint	ENE/Client						
<b>1.2</b>	Baseline & Technical Audit	ENE						
<b>1.3</b>	Supply Chain Assessment	ENE						
<b>1.4</b>	Scenario Modelling	ENE						
<b>1.6</b>	Objective & Target Setting Workshop	ENE						
<b>1.7.1</b>	Net Zero Strategy	ENE						
<b>1.7.2</b>	Net Zero Strategy Presentation	ENE						
<b>1.8</b>	Annual Action Plan	ENE						

The project timeline can be extended (or compressed if possible) through mutual agreement, and will be agreed during the project kick off meeting.

## WORKING WITH ENERGISE

### OUR MISSION

Since 2008, Energise aims to provide solutions required to meet the Net Zero Challenge. With a team of 23 working with around 100 active customers at any time, our intention is to be the catalyst for 1% of the UK to go Net Zero by 2025.

As is the case with everything in life, things are more likely to happen if we create and follow the path of least resistance. This means we need to make the journey for our customers easy to use, effective and enjoyable. It is our job to make this happen and as a result, we stand for “we did everything we could”. That’s why we don’t just help our clients to tick boxes. We go all in to help them connect with their own ‘why’ for reducing their carbon footprint and walk hand-in-hand with them on the journey towards net zero carbon.

### OUR IMPACT

# 100%

#### COMPLIANCE PASS RATE

Over 600 Programmes

# £49m

#### SAVINGS DELIVERED

Adding around £7m per annum

# 351k

#### Tonnes of Carbon Saved

And increasing daily

### OUR CUSTOMER SERVICE

Energise believes that the best customer relationships are true partnerships, where both the customer and ourselves deliver against key commitments in order to achieve common goals, and where each partner understands and respects the commercial and operational imperatives of the other. To support our aim in doing this, we have developed a 10 point Relationship Charter which is intended to help us work together as effectively and as productively as possible. You can view our Relationship Charter on request.

### OUR PROJECT MANAGEMENT

Our Delivery and Service Development Teams includes two Prince2 Trained Practitioners, both who have used their knowledge and experience to shape our delivery, project management and service development processes. All our projects are managed on a cloud-based project management platform which captures project progress, tasks, risks, opportunities and resource management.

### OUR CUSTOMERS



Huntingdon Town Council



St Neots  
Town Council

## THE NET ZERO HUB

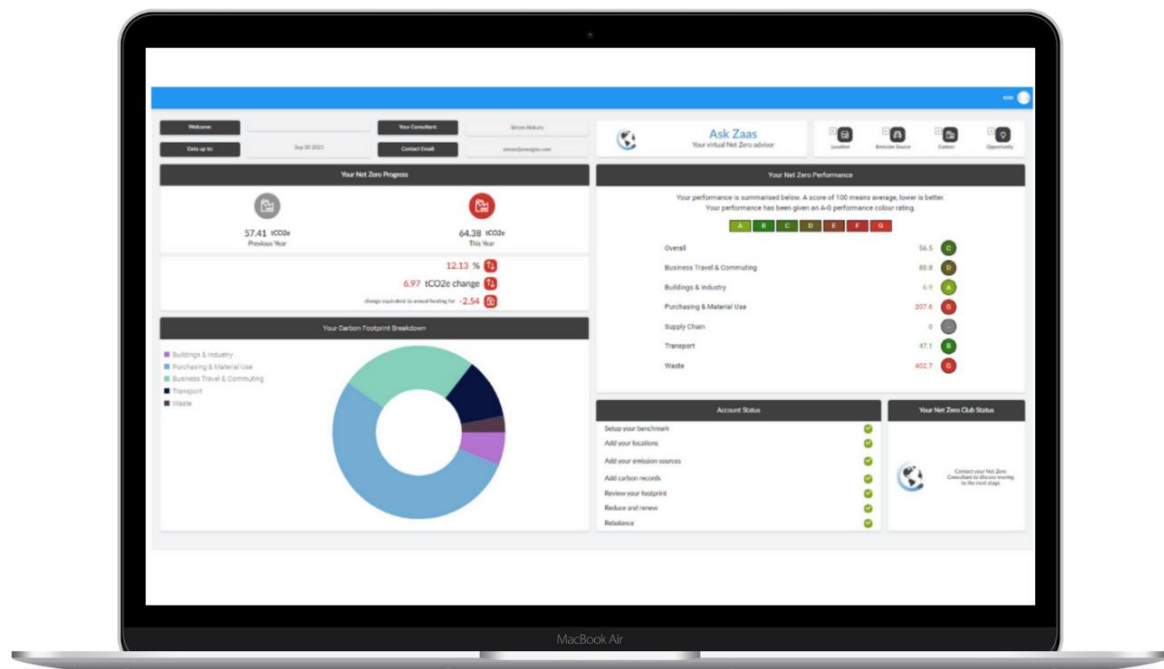
### BUSINESS INTELLIGENCE

The Net Zero Hub is where we track your carbon footprint, with various reports like the Carbon Map, Emissions Profile, the Action vs Impact Matrix and the report shown here as an example, “Carbon Bubbles”, which allows you to navigate the proportional size of different parts of your carbon footprint and then drill-down through the data to investigate areas that could provide opportunities on your Pathway to Net Zero.

### KNOWLEDGE BASE

We'll use the Net Zero Hub to track your progress to Net Zero. The portal provides you a single place to keep a track of:

- Your Pathway to Net Zero
- Your Action Plan (incl. Energy Efficiency Opportunities)
- Your Carbon Offsetting Records



## COMMERCIAL/FEES

Our Proposal to deliver the list of deliverables is as follows:

Section	Category	Fee
Discovery	Scope 1, 2 & U3 Carbon Footprint	£3,880
Discovery	Baseline & Technical Audit	£6,070
Discovery	Supply Chain Assessment	
Discovery	Scenario Modelling	
Discovery	Carbon Strategy & Annual Action Plan	
Discovery	Workshops (2) incl. Carbon Literacy	
<b>Total</b>	<b>Core Scope</b>	<b>£9,950</b>

### PROPOSAL TERMS

- All subject to our terms and conditions of supply (provided alongside)
- All costs stated are exclusive of VAT which will be charged at the prevailing rate, and subject to formal agreement by both parties
- Travel expenses, where applicable, are absorbed into any fee quoted above, and as such will not appear as a separate fee within the proposal
- Energise Ltd reserves the right to alter, amend or withdraw any proposal at any time prior to its formal acceptance of it via contract or purchase order.

### PAYMENT TERMS

- **Invoice 1** – On Instruction – 50% - £4,975.00
- **Invoice 2** – On Completion – 50% - £4,975.00
- Invoice terms are 30 days net.





## PROPOSAL ACCEPTANCE

Name	
Position	
Signature	
Date	
Purchase Order Number	
Invoicing Email Address	

### TERMS & CONDITIONS

This order is subject to our Terms and Conditions V1.4 which are provided alongside.

---

# THANK YOU FOR BEING A ZERO HERO.

**Keep up the good work!**



# TERMS & CONDITIONS

## VERSION 1.4

### 1. DEFINITIONS

In this document the following words shall have the following meanings: -

- 1.1 "Agreement" means these Terms and Conditions together with the terms of any applicable Specification Document;
- 1.2 "Client" means the organisation or person who purchases Services from the Supplier;
- 1.3 "End Client" means the party for whom Services are provided where this is not the Client, either on a "White Labelling" basis or under the Supplier's name through a third party;
- 1.4 "Intellectual Property Rights" means patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;
- 1.5 "Letter of Authorisation" or "LOA" refers to a document on the Client's headed paper and signed by a representative of the Client permitting the Supplier to request relevant information on the Client's behalf for the purpose of completing the work in the Specification Document. The example Letter of Authorisation is in the Specification Document.
- 1.6 "Normal Working Hours" means Monday to Friday (excluding Bank Holidays) between the hours of 9:00 and 17:00.
- 1.7 "Services" means the services provided by the Supplier to the Client, as set out in the Specification Document;
- 1.8 "Software" means any program or other operating information used by a computer including, but not limited to, CO2manager
- 1.9 "Specification Document" means a statement of work, Quotation, Proposal, Order Acknowledgement or other similar document describing the Services to be provided by the Supplier;
- 1.10 "Supplier" means Energise Ltd; Registered in England and Wales (Reg. No. 06470379) with Registered Office: 8 Eaton Court, Colmworth Business Park, St Neots, Cambridgeshire PE19 8ER
- 1.11 "White-Labelling" means Services provided by the Supplier to an End Client which have been branded to make it appear as though they are being delivered by the Client.

### 2. GENERAL

- 2.1 These Terms and Conditions shall apply to all contracts for the supply of services by the Supplier to the Client.
- 2.2 The Supplier shall submit to the Client a Specification Document which shall specify the services to be supplied and the price payable. The Specification Document is the agreed record between the Supplier and Client of the Services to be delivered. All Specification Documents shall be subject to these Terms and Conditions.
- 2.3 The Supplier shall use all reasonable endeavors to complete the services within estimated time frames but, unless an agreed delivery date is set out in the Specification Document, time shall not be of the essence in the performance of any services.

# TERMS & CONDITIONS

## VERSION 1.4

### 3. PRICE AND PAYMENT

3.1 The price for the supply of services is set out in the Specification Document.

3.2 Invoiced amounts shall be due and payable within 30 days following receipt of invoice. The Supplier shall be entitled to charge interest on overdue invoices from the date when payment becomes due from day to day until the date of payment in line with the Late Payment of Commercial Debts (Interest) Act 1998. In the event that the Client's procedures require that an invoice be submitted against a purchase order to make payment, the Client shall be responsible for issuing such purchase order before the services are supplied. For the avoidance of doubt, the Supplier will not be responsible for delays to the delivery of the Specification caused by the Client failing to issue a purchase order.

3.3 The price for the supply of services will be reviewed annually (usually in April) and changes will be notified to you in writing.

3.4 Our current rates, effective from 1st April 2020, are set out in the table below.

Grade	Description	Per Day (exc. VAT)
G1	Data entry	£295
G2	Junior support, data analysis	£360
G3	Basic net zero advice, reporting analyst, low complexity auditing, compliance support	£430
G4	Carbon footprint collation, compliance work, medium complexity auditing, advanced data analysis	£510
G5	Medium to high complexity auditing, complex data analysis, oversight of compliance/projects	£545
G6	Oversight of integrated programmes of work, high to complex auditing, strategic advice and consultancy	£645
G7	Strategic programme management, complex auditing, strategic advice and consultancy	£700
G8	Complex compliance advice, complex auditing, large/complex strategic advice and consultancy	£800

All prices are subject to the addition of VAT which is currently charged at 20%. VAT will be charged at the appropriate rate at the time of billing.



# TERMS & CONDITIONS

## VERSION 1.4

3.5 Aborted Site Survey fees will be charged at the hourly rate of the individual carrying out the work for travel time and time on site.

3.6 Prices quoted in the Specification Document are subject to the pre-site work information being as provided by the Client in relation to location, accessibility, floor area, unit size, complexity of operation and condition prior to provision of a Specification Document.

3.7 Any necessity to conduct additional Services due to provision by the Client of misleading information, or a request by the Client for the Supplier to compile additional information in order to complete the Services, will be subject to additional fees to be agreed in writing with the Client prior to completion.

3.8 Where authorisation to complete additional work is not given the Client will still be charged for work already completed even if the final deliverable cannot be achieved as per any original quote.

3.9 Prices quoted are subject to pre-proposal information being as provided by the Client in relation to organisation size, complexity, number of energy supplies or sources, required timetables and availability of data.

3.10 Prices quoted for site works are based on delivery of work during the Supplier's Normal Working Hours. An additional fee of 50% of the original site works cost may be charged for site works required outside of the Supplier's Normal Working Hours.

### 4. SPECIFICATION OF THE SERVICES

4.1 All services shall be required only to conform to the specification in the Specification Document. For the avoidance of doubt no description, specification or illustration contained in any sales or marketing literature of the Supplier and no representation, written or oral, correspondence or statement shall form part of the contract.

4.2 Amendments to the Specification Document must be agreed in writing by both parties and may be subject to a revised fee.

### 5. DELIVERY

5.1 All reasonable measures shall be taken to ensure that services as set out in the Specification Document are delivered in line with the dates in the Specification Document; however, where incidents outside of the Supplier's control cause a delay to this delivery, the Supplier shall not be liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the services.

5.2 Where incidents outside of the Supplier's control cause a delay to the originally agreed timetable of delivery, the Supplier makes no guarantees that the revised delivery date will be equal to the original delivery date plus the number of days over which the delay impacted the project. The original delivery timetable will have been agreed based on availability of resources during that original delivery timetable period, and the Client should be aware that those resources may not remain available in the new delivery timetable period.

# TERMS & CONDITIONS

## VERSION 1.4

### 6. CLIENT'S OBLIGATIONS

6.1 To enable the Supplier to perform its obligations under this Agreement the Client shall:

6.1.1 co-operate with the Supplier's reasonable requests;

6.1.2 provide the Supplier with any information reasonably required by the Supplier;

6.1.3 obtain all necessary permissions and consents which may be required before the commencement of the services; and

6.1.4 comply with such other requirements as may be set out in the Specification Document or otherwise agreed between the parties.

6.2 The Client shall be liable to compensate the Supplier for any expenses incurred by the Supplier as a result of the Client's failure to comply with Clause 6.1.

6.3 Without prejudice to any other rights to which the Supplier may be entitled, in the event that the Client unlawfully terminates or cancels the services agreed to in the Specification Document, the Client shall be required to pay to the Supplier as agreed damages and not as a penalty the full amount of any third party costs to which the Supplier has committed and in respect of cancellations the full amount of the services delivered to date for which payment has not yet been received by the Supplier plus six months of the annual fee on a pro-rata basis, and the Client agrees this is a genuine pre-estimate of the Supplier's losses in such a case. For the avoidance of doubt, the Client's failure to comply with any obligations under Clause 6.1 shall be deemed to be a cancellation of the services and subject to the payment of the damages set out in this Clause should such failures not be remedied by the Client within 30 days of receiving written notice from the Supplier that this Clause 6 has been breached.

6.4 In the event that the Client or any third party (from which the Supplier has requested further information in relation to the Client using a Letter of Authorisation) shall omit or commit anything which prevents or delays the Supplier from undertaking or complying with any of its obligations under this Agreement, then the Supplier shall notify the Client as soon as possible and:

6.4.1 the Supplier shall have no liability in respect of any delay to the completion of any project;

6.4.2 if applicable, the timetable for the project will be modified accordingly on agreement in writing by both parties;

6.4.3 the Supplier shall notify the Client at the same time if it intends to make any claim for additional costs and will provide evidence and reasonable grounds for doing so.

6.5 The Client shall provide a comprehensive scope of required works by completing the Supplier's template data collection form to enable the Supplier to commence the services for the Client.

6.6 Minor amendments required by the Client to the works shall be included within the scope of the Specification Document but major amendments shall be excluded from the scope of the Specification Document and shall be comprised in a further Specification Document. Whether or not the required works comprise minor amendments or major amendments shall be at the absolute discretion of the Supplier.

6.7 Feedback on and requests for amendments to any Services to be provided to the Client by the Supplier shall be referred by the Client through the Supplier's Helpdesk (for which login details will be provided on receipt of a signed copy of this Agreement).

6.8 Feedback and support requests submitted following completion of the Services by the Supplier shall be submitted by the Client through the Supplier's Helpdesk

6.9 The Client shall conduct an operational test of any reports created by the Supplier as part of the Services prior to final sign off of the same.



# TERMS & CONDITIONS

## VERSION 1.4

6.10 The Client shall provide any requisite Letter of Authority allowing the Supplier to request data from third parties and shall provide all reasonable assistance to facilitate the provision of such data. The Client accepts that the Supplier shall not be responsible for the accuracy of such data so used in the delivery of reporting services, the Supplier being responsible only for the accuracy in the entry of such data into any Software package used for reporting and in the event that the required data is not forthcoming the Supplier shall make reasonable efforts to estimate data if appropriate and shall be entitled to submit incomplete reports if complete data is not provided.

6.11 The Client hereby acknowledges as follows: -

6.11.1 that whilst the Supplier shall ensure any request for the negotiation of a utility supply contract together with consumption data is passed to a third party, the Supplier shall have no responsibility for the negotiation of, or failure to negotiate any supply contract by, any such third party

6.11.2 The Supplier shall have no responsibility for any Client's legislative compliance with schemes which the Supplier may assist the Client with participating in.

## 7. ALTERATIONS TO THE SPECIFICATION DOCUMENT

7.1 The parties may at any time mutually agree upon and execute new Specification Documents. Any alterations in the scope of services to be provided under this Agreement shall be set out in the Specification Document, which shall reflect the changed services and price and any other terms agreed between the parties.

7.2 The Client may at any time request alterations to the Specification Document by notice in writing to the Supplier. On receipt of the request for alterations the Supplier shall, within 14 working days, advise the Client by notice in writing of the effect of such alterations, if any, on the price and any other terms already agreed between the parties.

7.3 Where the Supplier gives written notice to the Client agreeing to perform any alterations on terms different to those already agreed between the parties, the Client shall, within 14 working days of receipt of such notice, advise the Supplier by notice in writing whether or not it wishes the alterations to proceed.

7.4 Where the Supplier gives written notice to the Client agreeing to perform alterations on terms different to those already agreed between the parties, and the Client confirms in writing that it wishes the alterations to proceed on those terms, the Specification Document shall be amended to reflect such alterations and thereafter the Supplier shall perform this Agreement upon the basis of such amended terms.

## 8. WARRANTY

8.1 The Supplier warrants that the services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.

8.2 Except as expressly stated in this Agreement, all warranties whether express or implied, by operation of law or otherwise, are hereby excluded in relation to the services to be provided by the Supplier.

## 9. INDEMNIFICATION

9.1 The Client shall indemnify the Supplier against all claims, costs and expenses which the Supplier may incur and which arise, directly or indirectly, from the Client's breach of any of its obligations under this Agreement.

# TERMS & CONDITIONS

## VERSION 1.4

### 10. LIMITATION OF LIABILITY

10.1 Nothing in these Conditions shall limit or exclude the Supplier's liability for:

- (a) death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;
- (b) fraud or fraudulent misrepresentation;
- (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession);
- (d) breach of the terms implied by section 12 of the Sale of Goods Act 1979 (title and quiet possession); or
- (e) defective products under the Consumer Protection Act 1987.

10.2 Subject to clause 10.1:

- (a) the Supplier shall under no circumstances whatever be liable to the Client, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with this Agreement; and
- (b) the Supplier's total liability to the Client in respect of all other losses arising under or in connection with this Agreement, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall in no circumstances exceed twice the price paid by the Client to which the claim relates.

10.3 The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and the terms implied by sections 3 to 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from this Agreement.

10.4 This clause 10 shall survive termination of this Agreement.

### 11. CONFIDENTIALITY

11.1 A party (receiving party) shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the receiving party by the other party (disclosing party), its employees, agents or subcontractors, and any other confidential information concerning the disclosing party's business, its products and services which the receiving party may obtain. The receiving party shall only disclose such confidential information to those of its employees, agents and subcontractors who need to know it for the purpose of discharging the receiving party's obligations under this Agreement, and shall ensure that such employees, agents and subcontractors comply with the obligations set out in this clause as though they were a party to this Agreement. The receiving party may also disclose such of the disclosing party's confidential information as is required to be disclosed by law, any governmental or regulatory authority or by a court of competent jurisdiction. Provided always that the Supplier may name the Client or the End Client as a client and utilise non-commercially sensitive information for marketing purposes. In the event that the Supplier is providing services on a "white-labelling" basis, the Supplier reserves the right to name itself as the Supplier in the event that confirmation is sought by the End Client. This clause shall survive termination of this Agreement.



# TERMS & CONDITIONS

## VERSION 1.4

### 12. SOFTWARE

12.1 Where set out in the Specification Document, the Supplier grants a restricted limited non-transferable, non-sub licensable, royalty-free non-exclusive licence to the Client for the use of CO2manager which is protected by copyright law and international copyright treaty provisions. Where Services are provided through a third party, the Supplier extends the use of this license to the End Client. The Client must ensure that the End Client agrees to the terms set out within this Clause 12.

12.2 The Client may copy the content of the Supplier's Software for the purpose of archiving only provided that such copies retain all original proprietary notices.

12.3 The Client is strictly prohibited from directly or indirectly modifying, translating, reverse-engineering, decompiling, disassembling, creating derivate works based on, or otherwise attempting to discover source codes including ideas or algorithms of the Supplier's Software or programming.

12.4 The Client is strictly prohibited from removing any proprietary notices or labels from CO2manager.

12.5 The Client is not permitted to lease or distribute the Supplier's Software without the Supplier's prior written consent which may be withdrawn at any time and following the withdrawal of such consent the Client shall forthwith destroy all copies.

12.6 The Intellectual Property Rights in CO2manager are the sole property of the Supplier.

12.7 Save as may be provided herein or in the Specification Document all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law provided that where Software is supplied to a Client dealing as a consumer nothing herein shall affect the statutory rights of such a Client.

### 13. TERMINATION

Either party may terminate this Agreement forthwith by notice in writing to the other if:

13.1 The other party commits a material breach of this Agreement and, in the case of a breach capable of being remedied, fails to remedy it within 28 calendar days of being given written notice from the other party to do so;

13.2 The other party commits a material breach of this Agreement which cannot be remedied under any circumstances;

13.3 The other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect;

13.4 The other party ceases to carry on its business or substantially the whole of its business; or

13.5 The other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrator receiver, manager, trustee or similar officer is appointed over any of its assets.

13.6 Subject to Clause 13.7, the Agreement can only be terminated on the first anniversary of service, or after this point has passed, on completion of the term stated in the Specification Document, giving not less than 3 months' notice in writing to the other party. In the case that the Client terminates the Agreement, it shall be liable to pay the relevant fees for work delivered to date in that period.

13.7 The Agreement may be terminated by mutual consent in the event that changes to legislation waver the Client's need for the Services. In the case that the Agreement is terminated, the Client shall be liable to pay the relevant fees for work delivered to date, including any work required to terminate the Services prematurely.

# TERMS & CONDITIONS

## VERSION 1.4

### 14. INTELLECTUAL PROPERTY RIGHTS

14.1 All Intellectual Property Rights produced from or arising as a result of the performance of this Agreement shall, so far as not already vested, become the absolute property of the Supplier, and the Client shall do all that is reasonably necessary to ensure that such rights vest in the Supplier by the execution of appropriate instruments or the making of agreements with third parties. For the avoidance of doubt, any data relating to the operation of the Client which is used in the delivery of the Services will remain the property of the Client. Any material created by the Supplier to present the operational data to the Client as part of the Services shall remain the property of the Supplier.

### 15. FORCE MAJEURE

15.1 Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, the act or omission of government, highway authorities or any telecommunications carrier, operator or administration or other competent authority, or the delay or failure in manufacture, productions, or supply by third parties of equipment or services, and the party shall be entitled to a reasonable extension of its obligations after notifying the other party of the nature and extent of such events.

### 16. INDEPENDENT CONTRACTORS

16.1 The Supplier and the Client are contractors independent of each other, and neither has the authority to bind the other to any third party or act in any way as the representative of the other, unless otherwise expressly agreed to in writing by both parties.

### 17. TITLE AND RISK

17.1 The risk in the Software shall pass to the Client on delivery.

17.2 Title to the Supplier's Software shall remain solely with the Supplier.

17.3 Access rights to the Software shall not pass to the Client until the Supplier has received payment in full (in cash or cleared funds) for:

(a) The Software.

(b) Any other Software or Services that the supplier has supplied to the Client in respect of which payment has become due.

### 18. ASSIGNMENT AND OTHER DEALINGS

18.1 Assignment and other dealings

(a) The Supplier may at any time assign, transfer, mortgage, charge, subcontract or deal in any other manner with all or any of its rights under this Agreement and may subcontract or delegate in any manner any or all of its obligations under this Agreement to any third party who shall be subject to the requirements of the Supplier's quality management system.

(b) The Client shall not, without the prior written consent of the Supplier, assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with all or any of its rights or obligations under this Agreement.

# TERMS & CONDITIONS

## VERSION 1.4

### 19. SEVERABILITY

19.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provisions eliminated.

### 20. WAIVER

20.1 The failure by either party to enforce at any time or for any period any one or more of the Terms and Conditions herein shall not be a waiver from them or of the right at any time subsequently to enforce all Terms and Conditions of this Agreement.

### 21. NOTICES

21.1 Any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party given in the Specification Document or such other address as such party may from time to time have communicated to the other in writing, and if sent by email shall unless the contrary is provided be deemed to be received on the day it was sent, if sent by fax shall be deemed to be served on receipt of an error free transmission report, if given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by post shall be deemed to have been delivered in the ordinary course of post.

### 22. ENTIRE AGREEMENT

22.1 This Agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreement, arrangements, undertakings or proposals, oral or written. Unless expressly provided elsewhere in this Agreement, this Agreement may be varied only by a document signed by both parties.

### 23. NO THIRD PARTIES

23.1 Nothing in this Agreement is intended to, nor shall it confer any rights on a third party whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise.

### 24. GOVERNING LAW AND JURISDICTION

24.1 This Agreement shall be governed by and construed in accordance with the law of England and the parties hereby submit to the exclusive jurisdiction of the English courts.





## **Proposal to undertake an Environmental Audit - Flitwick Town Council**

**23<sup>rd</sup> May 2022**

### **OVERVIEW**

EQH Ltd is pleased to submit a proposal for carrying out an environmental audit on behalf of Flitwick Town Council in accordance with its environmental policy commitment:

#### **The Objective**

Flitwick Town Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring, and reducing such impacts and will:

1. Measure the organizations carbon footprint and agree the necessary actions to reduce it
2. Undertake periodic environmental audits
3. Ensure up to date assessments of its environmental impacts
4. Develop systems to monitor and maintain action plans

The scope of the audit is determined by the councils own environmental objectives and will review the 11 commitments within its environmental policy

### **OUR PROPOSAL**

EQH limited will undertake an environmental audit of FlitwickTown Council to provide an evaluation of the performance of the organisation, management systems and processes designed to protect the environment.

The Audit will include:

1. A review of control of practices and an assessment of compliance with the Authority's existing policies and practices
2. An assessment of all emissions to air, land and water; legal constraints; the effects on the neighbouring community, landscape and ecology and a compliance audit
3. An evaluation of the authority's current carbon footprint



Upon completion of the audit, the consultants deliver a short training session for councillors and staff on the environmental responsibilities of a local council and outline the main findings of the audit. Using the information from the audit to work with the Council to develop an Environmental Action Plan.

## PRICING

Our prices are built on our standard charge per consultant of £500 per day. Our research and administrative support is included in this rate. Expenses are restricted to £0.45 per mile travelling or rail/air travel and subsistence/overnight stays at cost. We do not charge for travelling time. We operate a helpline during this work which is included in our costs.

Services Costs	Time Period
<p><b>Preparation of environmental audit plan with deliverables.</b></p> <p>Request all relevant information requirements which should be available from the Council's records, to include issues identified within the Environmental Policy including energy use, vehicle and fuel use and waste produced as well as relevant policy decisions.</p> <p>In addition, we would undertake background research necessary to supplement the available information. Analyse the information and present in a useable form.</p>	3 Days
<p><b>Site Visits</b></p> <p>We would wish to discuss the Council's work with staff and key councillors and visiting all sites and premises for which the Council are responsible.</p> <p>We would meet with environmental groups and the appropriate sustainability officer from Bedfordshire council.</p>	3 Days
<p><b>Preparation of Draft Audit Report</b></p> <p>We would prepare a draft audit report, including calculation of the Council's Carbon Footprint from available data and recommended action plan and make it available for comment by officers and key councillors.</p> <p>We would then finalise these documents to go out with a Committee Agenda.</p>	3 days



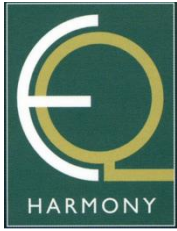
<b>4. Presentation to Committee</b> <p>We would present our findings to Committee and answer any questions raised by councillors.</p> <p>We would also provide a short training session which we hope all councillors would be invited to, explaining the environmental responsibilities of local councils. We would include guidance to how the Council could work with community partners to develop a “transition town” approach and possibly develop a state of the environment or energy descent plan for the town.</p>	0.5 Days
<b>5. Development of Staff</b> <p>On the same day as presenting to councillors, we would offer training to staff on the environmental responsibilities of local councils. Additionally, we would coach nominated staff on updating of the environmental audit and action plan and integrating with the Council's Business Plan</p>	0.5 Days
<b>Services costs</b>	
Full workdays (x10)	£500
Travelling/Accommodation/Subsistence	£600
Total	£5600

## CONCLUSION

We are grateful, for the opportunity to quote for undertaking an Environmental Audit at Flitwick Town Council and to help support the Council in protecting the environment and reducing its environmental impact.

If you have questions on this proposal, feel free to contact Glyn Chambers at your convenience by email at [eqharmony@btinternet.com](mailto:eqharmony@btinternet.com) or by phone at 01503250040 or 07775515167. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration



## **Appendix 1**

### **QUALIFICATIONS**

EQH Ltd currently supports several local councils with strategic governance planning, and Project Management skills, safety audits governance matters staffing issues and grant funding applications.

The lead Director is Glyn Chamber a previous local authority chief executive and a qualified environmental health officer. Holding senior positions in pollution control during his career, he is a trained environmental and quality auditor. Glyn was also previously a Local Agenda 21 and environmental sustainability officer at a Principal authority and managed the first pilot for the removal of cfc gasses from domestic equipment, undertaking all council environmental audits and managed the development of 'the state of the environment' report in collaboration with the private and third sectors



## Flitwick Town Council

### Report to Town Council 21<sup>st</sup> June 2022: Land between Brogborough, Lidlington, and Marston Moretaine

#### Implications of recommendations

**Corporate Strategy:** There are no direct implications from this report

**Finance:** There are no direct financial implications from this report.

**Equality:** No equalities implications have been identified from what is discussed in this report.

**Environment:** There are no direct environmental implications arising from this report.

#### Recommendations

That that Council consider the matters relating to the Land between Brogborough, Lidlington, and Marstone Moretaine raised in this report. The Planning Improvement Group advises that should the Council consider objecting to the application, that it be done on grounds of impacts on health services and insufficient measures being taken to mitigate the impacts of the development on the A507.

Regardless of the Town Council's position, it is recommended that the following conditions be requested should the planning application be permitted:

- A sufficient financial contribution is made to improving the capacity of local health services, in line with contribution recommended by the NHS and CCG, though prioritised on improving the capacity of healthcare facilities in the West Central Beds area;
- The targets for use of non-car modes of transport in the Travel Plan be explicitly included as a planning condition, to mitigate the impact of the development on the A507;
- That a financial contribution be made to junction improvements at the One-o-One roundabout; to mitigate the impact of the development on the A507;
- That a Construction Traffic Management Plan be agreed between Central Beds and the developer, with the involvement of town and parish councils, that actively encourages the use of the M1 and A421 by construction traffic, to mitigate the impact of the development on the A507.

#### Background

The Planning Improvement Group has been tasked with the consideration of, and making recommendations to, Town Council concerning major planning applications. As well as such planning applications within Flitwick, this also considers major applications that are likely to have an impact on the town.



The planned development of the 'Marston Valley' – formally known as Land between Brogborough, Lidlington, and Marston Moretaine – has been in consideration for a number of years. This is a significant development that will impact upon Flitwick. Consequently, the Planning Improvement Group has reviewed this application in line with the adopted Planning Guide.

Councillors can view the application documents online on the [Central Beds Planning Portal](#), citing planning application reference CB/18/01969/OUT.

## The proposals

The planned development is for a significant-sized new community between Brogborough, Lidlington, and Marston Moretaine, of a scale comparable in size to Flitwick currently. This proposal constitutes the following in a series of 4 'villages' across the area:

- Up to 5000 new homes
- Up to 30 hectares of employment land
- Other land uses such as retail, community, leisure and sport uses, and hotels
- 4 lower schools, 2 middle schools, and 1 upper school
- Woodland planting, waterways, ecological areas, and landscaping works
- Supporting infrastructure, vehicle access, walking and cycling routes, and public transport routes

An overall plan of the development is shown below.

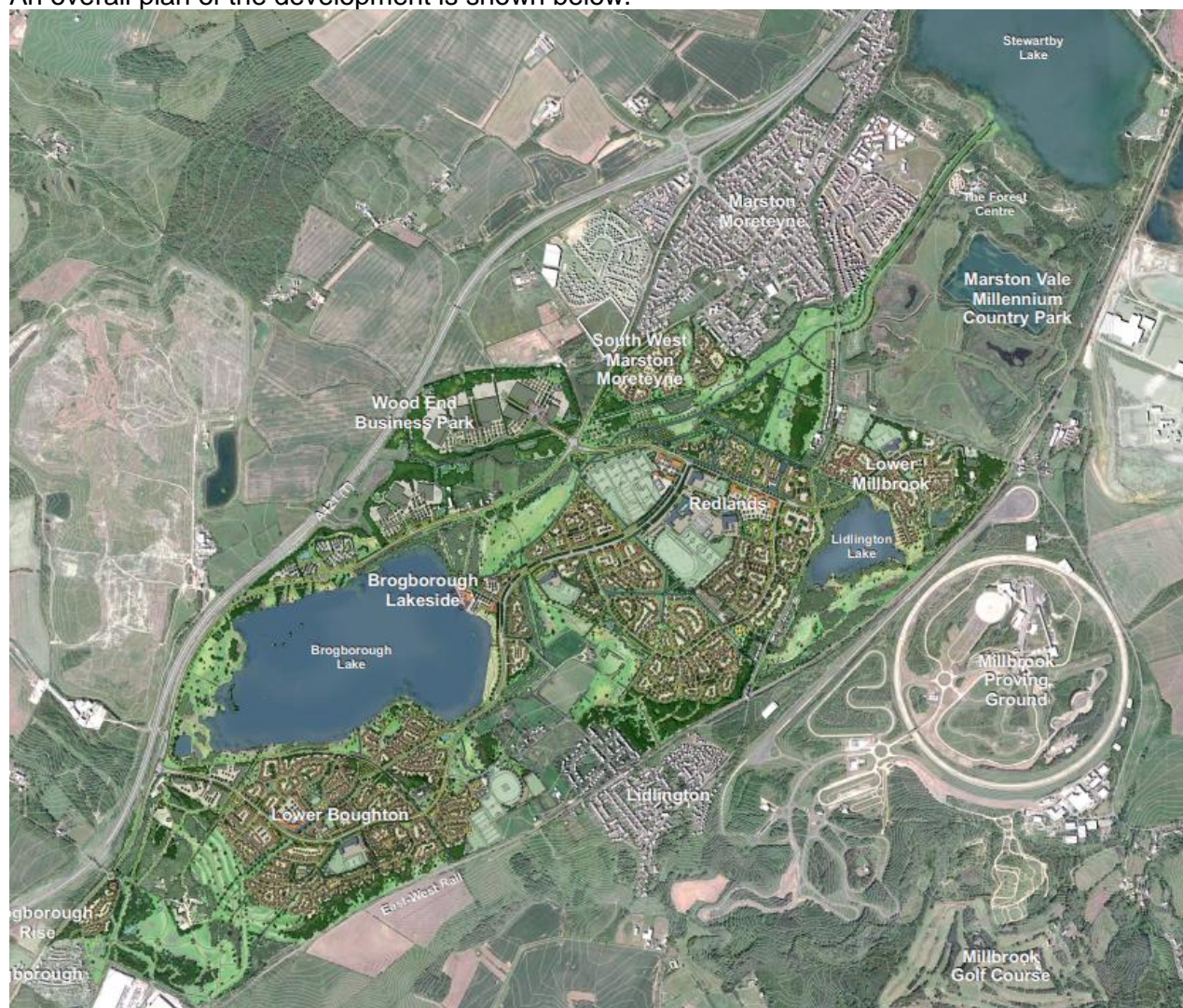


Figure 1 - Overview map



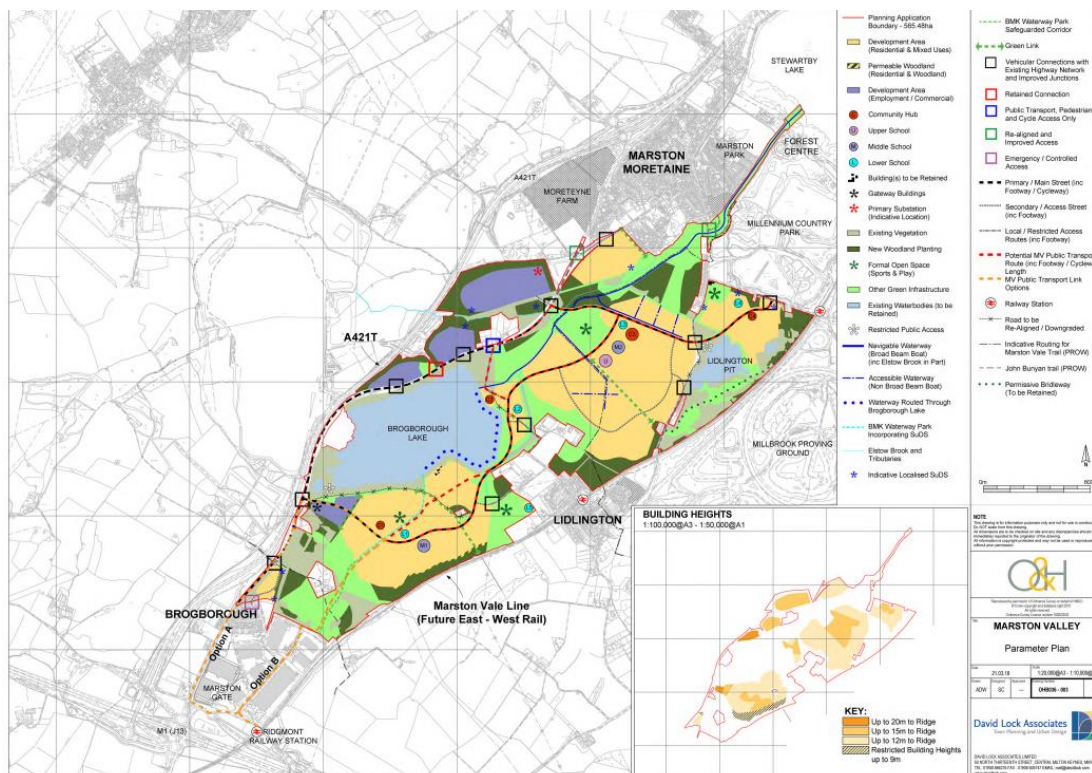


Figure 2 - Parameters Plan for the Marston Vale Development

This planning application has been live since 2018. However, [following the adoption of a Development Brief for the site](#), the original application has been updated, with changes made to a number of key documents. This includes the Environmental Statement, the Transport Assessment, the Design and Access Statement, the Planning Statement, and Landscape and Visual Statement.

## Matters for consideration

This is a significant development that is likely to have a major impact on all surrounding areas. In our consideration of the application, the Planning Improvement Group largely focussed our discussions on the impact of the development on infrastructure and services in a manner that will directly affect Flitwick. But we have also considered the principle of the development in our discussions.

### Principle of development

The principle of the development is established in both [the Central Bedfordshire Local Plan](#) and [the adopted Development Brief for the site](#). A number of policies in the Local Plan are relevant to the development, with the most significant being Policy SP1 – Growth Strategy, which states that:

*“New homes and jobs will be delivered via a combination of strategic and small - medium scale allocations throughout Central Bedfordshire. Strategic allocations will be made at the following locations:*

- *Marston Valley (New Villages) – 5,000 homes and 30ha employment land...*”

Policy SA2 of the Local Plan deals specifically with the new growth planned in the Marston Vale, setting out a number of development principles that the site should accord to. The relevant parts of the policy for the Town Council are set out below

*The land for Marston Vale New Villages, as identified in the Policies Map, is allocated for a mixed-use development comprising of approximately 5,000 dwellings and approximately 30 hectares of employment land. The employment land is allocated for new non-strategic E(g) and*

*B2 uses, intended specifically for employment relating to research and development, office, services and tourism to contribute towards meeting local employment needs.*

*Development proposals will be permitted where the principles set out below are met. These principles will be defined in more detail through the preparation of a Development Brief which will include a concept plan and an indicative phasing plan. Planning permission will only be granted for development following the Council's endorsement of this Development Brief. A site wide Design Code(s) will also be required, followed by area specific Design Codes for each phase, to be prepared by the developer and approved by the Council. In order to ensure the development will be supported by the local and strategic infrastructure needed to ensure sustainable development, the Council will refuse any piecemeal planning permission that would undermine the Council's ability to deliver such infrastructure...*

*...The development shall provide dedicated and safe pedestrian and cycle links between the new and existing villages, connecting new local centres, employment opportunities, schools, shops, public transport nodes and community facilities with existing pedestrian and cycle networks in the wider Marston Vale...*

*...the development will provide supporting transport infrastructure to mitigate the impact of traffic associated with the development, including a deliverable scheme of improvements at J13 of the M1 and improvements to the strategic and the local highway network as necessary, to mitigate the impacts of development. The development shall deliver viable and efficient public transport routes and segregated cycling routes through the development that enable links with key destinations including the nominated East West Rail stopping station and employment areas...*

*...The development shall provide commensurate contributions towards the provision of appropriate off-site infrastructure improvements including towards public transport interchange facilities relating to the enhancement of the nominated stopping station for East West Rail..."*

The development brief takes these and other principles outlined in the policies, and develops them in more detail. For example, by identifying site access arrangements and the locations of planned housing and employment facilities. This brief was adopted by Central Bedfordshire Council at its Development Management Committee on 16<sup>th</sup> March 2022.

The Planning Improvement Group advises that the principle of development in this area is well established in Local Plan policy. And therefore it would not be possible for the Council to object to the application on the basis of the principle of development.

#### *Impacts on healthcare*

The Planning Improvement Group has noted that the new development itself will provide up to 1750m<sup>2</sup> D1 floorspace, which will be split between health facilities (up to 1200m<sup>2</sup>) and Learning and non-residential institution (up to 550m<sup>2</sup>). The number of patients that this is expected to serve is uncertain, however the application notes that there are two nearby GP surgeries at Marston Moretaine (that is at capacity) and Cranfield.

The Clinical Commissioning Group (CCG) has noted the capacity issues at local surgeries, and has requested a "contribution of £2,445 per dwelling...towards the proposed new primary care centre in Marston Valley, West Mid Beds Integrated Health and Care Hub and improvement of capacity at Bedford Hospital and Milton Keynes Hospital."

There is uncertainty as to how this development will be phased. However, there are known capacity issues at nearby NHS facilities, including Flitwick Surgery. It is uncertain as to whether this contribution will mitigate the impact of the development on local healthcare facilities sufficiently. This is matter not clarified either by the application documents or the CCG's response. This in itself may be a material consideration on which to object to the application.

This matter could potentially be overcome by requesting a planning condition that specifies the planning contribution requested by the CCG, but prioritises such funding towards improving local healthcare facilities (a new facility in the Marston Vale and the West Mid Beds Integrated Health and Care Hub). Furthermore, a condition could be requested where the provision of funding towards additional healthcare facilities be provided at an early stage of the development, so that the worst impacts of the development could be mitigated.

Should such a contribution be sought, the choices of the NHS of the location of the West Mid Beds Integrated Health and Care Hub is only a planning matter relevant to the application in that it is likely to be spent in a location 'relevant' to the development – i.e. within close proximity. Therefore, the Town Council will need to engage with the CCG at a later time on the location of this Hub.

#### *Impacts on local schools*

The Planning Improvement Group reviewed the application for its impacts on local schools. The assessment of the capacity of the local schools in the immediate vicinity of the development highlights that several schools in Marston Moretaine and Cranfield have issues in terms of insufficient capacity for new pupils. However, the Group is concerned that one of the closest Upper Schools to the site at Redbourne has not been assessed in terms of the impact on capacity. There are no comments from the Education department at Central Beds Council on the application either.

This impact is primarily mitigated by the scale of the school construction on the development site – 4 lower schools, 2 middle schools, and 1 upper school. Whilst no numbers are given for the planned schools, the Planning Improvement Group considers that this is likely to be a substantial increase in capacity that will cater for the planned development. The delivery timescales for these are slightly uncertain.

Whilst ultimately the impact of the development on local school capacity will be mitigated, the plans do not consider the impact of the development on that capacity as it is delivered. This could be mitigated by requesting a planning condition that provides a plan for the delivery of this additional capacity.

#### *Impacts on transport and roads*

The plans of the development place a significant emphasis prioritising sustainable modes of transport, namely walking and cycling for local trips, and public transport for longer distance trips. This includes providing segregated walking and cycling infrastructure throughout the development, and providing new bus links.

For longer distance trips, the Transport Assessment notes that it is likely that the majority of such trips are likely to be to and from Bedford and Milton Keynes, and as such will use the A421 and M1. The Planning Improvement Group considers that this is a reasonable assumption, although there will be impacts on the A507 and Flitwick.

It should be noted that the planned East-West Rail link has been factored into the development. The application anticipates that the link will use the existing Marston Vale Line between Bedford and Bletchley, and has also taken account of planned closures and diversions to existing level crossings planned as part of the link. Also, the application assumes that the Wixams station between Bedford and Flitwick will open as planned in 2024/25.

The proposals also put forward a new bus service running between Flitwick and Cranfield, via the new development. No route details are set out, but it is reasonable to assume that this bus will run at least as far as the new interchange at Flitwick Station. For Flitwick, this could result in a new, frequent bus service operating down Steppingley Road, and providing for new public transport journeys towards the Marston Vale and Cranfield.

Traffic modelling as part of the Transport Assessment forecasts that, assuming nothing is done, the development will result in traffic congestion issues on the A507. Most notably for us, the Transport Assessment notes:

- At the Millbrook roundabout, traffic will be queuing on the approach to the roundabout coming from Millbrook. Traffic levels will also grow on all other approaches, but not to a significant degree;
- At the One-o-One roundabout, traffic will be queuing on all approaches to the roundabout as the development is constructed

For the Millbrook roundabout, the developer proposes to mitigate the issues by encouraging residents of the new development to use the planned new bus service. The sites Travel Plan proposes non-binding targets to encourage a shift to using public transport, and a series of actions to do this. For the One-o-One roundabout, the developer has indicated that it will provide a contribution to an unspecified junction upgrade being planned by Central Bedfordshire Council.

The Planning Improvement Group is concerned that, should the development go ahead, these will be insufficient in mitigating the impact of the development. Targets for encouraging the use of buses to and from Flitwick (and the use of non-car modes of transport generally) need to be binding on the developer, and secured by planning condition. For the bus service itself, this also needs to be delivered from an early stage of the development, and financially supported by the developer. It also needs to be frequent, and timed to meet commuter trains from Flitwick from early in the morning until late in the evening. There is also no evidence given of the impact of the planned improvements to the One-o-One roundabout.

The plans do not include any details on how construction traffic will be managed as part of the development. It is standard practice that a Construction Traffic Management Plan is agreed prior to the development commencing, and it is essential that this is done here through a planning condition. As part of this Traffic Management Plan, construction traffic should be encouraged to not travel through Flitwick, owing to the availability of alternative routes (the M1 if heading south) and the impact on communities. We also recommend urging the developer and Central Beds Council to consider strong enforcement measures should construction traffic contravene this plan,

Finally, the Planning Improvement Group commented that as part of the development, providing a safe cycle route as far as the Millbrook roundabout would be useful. This would enable residents of the development cycling to Flitwick, and even visitors to the country park at the Forest Centre from Flitwick to cycle there safely.

#### *Other matters commented upon*

The Planning Improvement Group also observed a number of aspects of the development that were considered to be of interest, although were either not material to Flitwick or were insufficient in scale to warrant further consideration. These included:

- A commitment by the development to have a 'net benefit' impact in terms of biodiversity;
- The development planning to have a 'woodland contribution' to the Marston Vale of at least 32% of the surface area of the development;
- The development providing a dedicated alignment for the Bedford to Milton Keynes Waterway



## Flitwick Town Council

### Report to Town Council on 21<sup>st</sup> June 2022: Land south of Church Road

#### Implications of recommendations

**Corporate Strategy:** There are no direct implications from this report

**Finance:** There are no direct financial implications from this report.

**Equality:** No equalities implications have been identified from what is discussed in this report.

**Environment:** There are no direct environmental implications arising from this report.

#### Recommendations

That the Council objects to the application for the Land south of Church Road on the following grounds:

- That the development is situated in green belt, which is contrary to Policy SP4 of the Local Plan. Additionally, no exceptional circumstances have been demonstrated by the developer that justifies development on the Green Belt;
- No satisfactory assessment has been undertaken of the development's impact on the Flitwick Manor County Wildlife Site, specifically the impact on the floodplain marshy grassland and swamp National Priority Habitat, making this development contrary to Policy EE3 of the Local Plan;
- No plans have been identified for how the scheme will make a contribution to the Greensand Ridge Nature Improvement Area through enhancing access to and the experience of the NIA in a way that is sympathetic and sustainable towards existing habitats, making it contrary to Policy EE8 of the Local Plan;
- The development is likely to have a significant visual impact on the Greensand Ridge Nature Improvement Area, making the development contrary to Policy EE8;
- No assessment has been undertaken of the impact of the development on local healthcare facilities, nor have appropriate mitigation measures been recommended;
- Significant concerns over the impact of the development on flooding of the River Flit and associated wetland habitats in Manor Park, potentially making this development contrary to Local Plan Policy CC3.

Additionally, the Planning Improvement Working Group (PIWG) has identified a number of areas of concern about the development, which it is recommended that the Council raises in its response to CBC:

- The Transport Assessment raises the issue of speeding traffic on Church Road approaching the site entrance from both directions. Yet no mitigation measures are proposed to reduce vehicle speeds approaching the site entrance from the West along Church Road, potentially raising a significant road safety issue for approaching vehicles;

- The proposed pedestrian link to the footpath at the junction of Temple Way and Church Road would require any pedestrians using it to cross roads 3 times to continue on a footpath that is on the same side of Church Road as the site;
- Concern that the scale of and quantity of development is detrimental to the historical character of the Grade II Listed Flitwick Manor Park, with the heritage assessment seemingly to primarily focus on views from the parkland as opposed to the wood;
- Concerned at the lack of detail on sewage outflow from the site, with the main sewage facility being some way from the primary sewer main and in a location that could impact on the wetland habitat of Flitwick Manor Park;
- The site is located on agricultural land that is identified as Good to Moderate in quality, and therefore we are concerned about the loss of agricultural land;
- A general concern about the quantity of development that is being proposed on greenfield sites in Flitwick, and the ability of the key services and infrastructure in Flitwick to be able to effectively facilitate this planned and unplanned growth that will affect the town.

## Background

The PIWG has been tasked with the consideration of, and making recommendations to, Town Council concerning major planning applications. As well as such planning applications within Flitwick, this also considers major applications that are likely to have an impact on the town.

This report concerns the planning application for the development of the site informally known as 'Church Road,' but formally known Land south of Church Road, Flitwick. The Planning Improvement Group has reviewed this application in line with the adopted Planning Guide.

Councillors can view the application documents online on the [Central Beds Planning Portal](#), citing planning application reference CB/22/01575/OUT.

This application has generated significant local interest from the residents of Flitwick. The PIWG has noted the matters raised by local residents in its deliberations, but in line with the Planning Guide has reviewed and determined its view on the application based on the applications own merits.

## The proposals

The planned development is for a mixture of retirement accommodation to the south of Church Road, on the edge of Flitwick adjacent to Flitwick Manor Park. The description of the planning application is as so:

*Development of a 162-unit Integrated Retirement Community (IRC) providing Extra Care housing (Class C2) including 30% affordable housing in the form of 29 bungalows and 20 apartments and a 66-bed Care Home with ancillary community and service space, garden and leisure areas, car parking, circulation space, internal access ways, principal access, and ancillary landscaping. Access only, all other matters reserved.*

It should be noted that this is an Outline Application, focussing on access only. Consequently, this application is about establishing the principle of the development on the site, and the details of the access arrangements. Detailed matters, such as the design of buildings, will be considered later through Reserved Matters applications.

The layout plan, which also gives an indication of the sites location, is shown below.





Figure 1 - Overview map

## Matters for consideration

The PIWG focussed its discussions and consideration of the development on several key issues identified through the planning application documents, and through its own knowledge of the site and its surroundings. These discussions are summarised as follows.

### *Principle of development and the Green Belt*

The application site is located on land that is part of the South Bedfordshire Green Belt, as identified in [the Central Bedfordshire Local Plan](#). Policy SP4 – Development in the Green Belt is particularly relevant in this regarding, stating that...

*The Council will work proactively with developers, and landowners to enhance the beneficial uses of the Green Belt.*

*Within the Green Belt there is a general presumption against inappropriate development. Development proposals within the Green Belt will be assessed in accordance with government guidance contained in the NPPF and NPPG.*

*Within this Plan's washed-over Green Belt settlements, applicants will be expected to pay particular attention to the quality and design of development proposed, to ensure that development respects and is sympathetic to the character and openness of the settlement and its surroundings.*

*The redevelopment of brownfield sites within the Green Belt will be acceptable as long as the redevelopment would not have a greater impact on the openness of the Green Belt or the purposes for including land within the Green Belt than the existing development.*

The National Planning Policy Framework generally advises against harmful development in the green belt unless 'very special circumstances' can be demonstrated. The applicant argues in its



submission that the type of development that it is proposing (specialist retirement living accommodation) is not adequately catered for in the Local Plan and in future proposals for care homes in the area. The applicant notes that the current Local Plan approach is to provide bungalow accommodation as part of all major developments as elderly living accommodation, and argues that this is insufficient on its own to deliver the extra capacity for the type of accommodation that they are proposing. Combined with an increasingly elderly population, this constitutes very special circumstances, and so is permissible under the NPPF.

The PIWG noted the Older Persons Housing Need Assessment provided alongside the application. This document is primarily a review of various research papers on the need for elderly person accommodation, a review of some local housing market indicators, a critique of Central Bedfordshire Strategic Housing Needs Assessment, and a review of appeal decisions considered relevant to the application site. Whilst a comprehensive document, it is the view of the PIWG that the document does not demonstrate very special circumstances. Specifically, it does not identify a quantum of unmet demand for this type of facility in Central Bedfordshire. Furthermore, the Strategic Housing Needs Assessment work of CBC for the Local Plan has been suitable enough to warrant the adoption of the Local Plan.

As a consequence of this, the applicant – in the view of the PIWG – has not provided a demonstrable reason for permitting this development in line with established Green Belt policy. Therefore, the principle of the development has not been established.

#### *Impact on landscape, ecology, and Flitwick Manor Park*

The applicant provided a number of technical assessments to support the application that are relevant to the landscape, ecology, and setting of the site, specifically in relation to the Grade II Listed Flitwick Manor Park. The PIWG has reviewed this documentation, which has primarily focussed on the site itself. The most notable findings of these assessments and plans are as follows:

- The site is currently a field for arable farming, that the applicants documentation considers to be of a relatively poor quality with low agricultural value;
- Ecological surveys have identified trees and other ecology that are suitable for nesting birds and bats, both of which have been observed on the site;
- There is a recognition of the presence of Flitwick Manor Park both as a Grade II Listed Park and County Wildlife Site, and that the development is likely to have a small impact on the site;
- That the development accords with the intention and specifics of policies to minimise the impact of developments on sensitive landscapes, through a mixture of the use of topography to limit the visual impact of the development, screening on the development boundary edge, and reflecting the 'edge of settlement' nature of the site;
- The Heritage Impact Assessment noted that the primary views in Flitwick Manor Park are confined to the main parkland area of the site, particularly for views of Flitwick Manor itself, although there are some more limited views from the wood.

The assessments conclude that the impact on the setting of Flitwick Manor Park is low, and the current ecological value of the land is low. It also argues that the development proposal does not have a significant impact on the landscape.

The application proposes a number of measures that seek to mitigate the impact of the development. The most notable of which is planting along the eastern boundary of the site, adjacent to the current woodland in Flitwick Manor Park. Other measures include integrating bird and bat boxes within all buildings, and the establishment of a variety of new habitats in the open areas of the development.

The PIWG considers that the impacts of the development on the Flitwick Manor Park County Wildlife Site have not been given the due consideration or assessment of impact that reflects the

important nature of this habitat. The Town Council's own ecological surveys specifically identifies two types of National Priority Habitat in Flitwick Manor Park:

- Parkland, and;
- Floodplain marshy grassland and swamp.

With the exception of surveying the main pond in Flitwick Manor for the presence of Great Crested Newts (none were found), no assessment of the impact of the scheme on the ecology and potential conservation of the Flitwick Manor Park County Wildlife Site has been undertaken. The extent of the works intended to mitigate the impact of the development on Flitwick Manor may be considered by the applicant that this meets the requirements of Local Plan Policy EE3 (Nature Conservation), which states that:

*Development proposals will be permitted where... They are designed to prevent any adverse impact on... County Wildlife Sites.*

*The assessment of adverse impacts will apply to potentially damaging development proposals that may affect the designated area. It will include the consideration of adverse cumulative effects with other existing or proposed development. Adverse impacts, such as disturbance through increased recreational pressure can result from new development and require mitigation to prevent detrimental impacts to the ecological resource.*

The PIWG considers that the impact on the ecology of the Flitwick Manor County Wildlife Site has not been given due consideration in the development proposals, and therefore the adverse impacts on this ecology has not been considered. This makes this development contrary to this policy.

The PIWG also considers that in the Heritage Assessment, the impact of the development on the heritage value of the woodland of Flitwick Manor Park has not been given due consideration. The Group accepts that there is significant heritage value in the relationship between the park and Flitwick Manor itself. However, the impact on views into and out of the woodland and the associated heritage value of the woodland is deemed of secondary importance by the Heritage Assessment. This would require a more detailed, technical assessment of the development on this heritage asset, and as such is not considered by the group to be grounds for objection.

The PIWG notes and agrees with the comments of the Central Bedfordshire Landscape Officer with regards to the potential landscape impacts of this development. In the first instance, the site is outside the settlement envelope of Flitwick. Whilst the site may be on the settlement edge in terms of proximity, it is the view of the PIWG that this is not the case in terms of the character of the site. This is emphasised by the strong rural feel and visual separation caused by the borders with Flitwick Manor Park, and open countryside to the South, West, and North West. The relatively isolated homes on Church Road to the north do not give the feel of a built up area.

The PWIG also notes that the site sits within the Greensand Nature Improvement Area. Policy EE8 of the Local Plan states that

*Development proposals within the Greensand Ridge Nature Improvement Area (NIA) will be permitted where they:*

- 1. Demonstrate how a net gain in biodiversity will be delivered, including how gains in the quality and connectivity of ecological networks within and linking to the development will be delivered;*
- 2. Enhance wildlife networks and increase ecological connectivity through buffering, extending and linking characteristic habitats (as listed above) both within and adjacent to developments;*
- 3. Demonstrate how provision is made for species recovery and resilience;*

4. *Respect the topography and landscape of the NIA and be designed in such a way that it minimises visual impacts and protects local amenity; and*
5. *Provide opportunities for people to access and experience the NIA in a way that is sympathetic and sustainable towards existing habitats.*

The developer contends that all but the closest views of the site will be filtered, softened, or screened, to minimise the visual impact of the scheme. However, from reviewing the proposals, the PIWG can only identify that this may be so through the creation of a natural boundary between the woodland and the development. The impact of the development is likely to be particularly significant on views from the south of the site, especially towards Westoning. The PIWG agrees with the comments of the Landscape Officer at CBC who notes that.

*“The site is located outside the settlement envelope on rising topography above the Flit Valley and with expansive views to the south east and south – to Westoning and Chiltern Hills beyond forming the horizon. The elevation and openness of the site within the immediate and wider landscape setting is highly sensitive to inappropriate change.”*

The PWIG also disagrees with the assertion by the developer that the fieldscape of the site will remain unaltered. This site will include substantial topographical works, in addition to providing a significant number of dwellings on what is currently an arable field.

#### *Transport and traffic impacts*

The Transport Assessment that has been provided as part of the development details what the transport impacts of the development are likely to be. In summary, the Transport Assessment concludes that:

- The planned development, whilst increasing traffic flow along Church Road, is unlikely to cause issues in terms of traffic congestion along Church Road as far as the junction with Dunstable Road;
- The majority of traffic into and out of the development will be going into and out of Flitwick, or through Flitwick to other destinations, with relatively little heading West along Church Road from the site;
- There are no significant safety issues on Church Road in the vicinity of the site in terms of the number of recorded slight, serious, or fatal crashes;
- The site is some way from local services, with the nearest bus stop being 350m from the site, and the services (doctors, food stores etc.) being located in the town centre.

The Framework Travel Plan contains a list of potential initiatives to encourage sustainable travel to the site. This includes a dedicated minibus to help residents of the site access services in the town, encouraging walking to local facilities as part of independent living, and encouraging car sharing.

Additionally, changes to Church Road are recommended as part of the application, which includes the following. This design has been subject to an initial Road Safety Audit and comments from CBC, to which the design has been updated to reflect these:

- A new footway along the northern edge of Church Road;
- A raised table at the junction of Temple Way and Wren Close;
- A raised table at the junction of Manor Way and Church Road;
- A speed table on Church Road, near the blocked up section of Church Road that runs down towards Dunstable Road;
- A build out that functions both as an informal pedestrian crossing and a traffic calming measure just to the North East of that location;
- A build out that functions both as an informal pedestrian crossing and a traffic calming measure on the North Eastern corner of the site

The PIWG has concerns that the methodology used to identify the number of trips (what is called the trip rate per dwelling) is based on sites that are lower in terms number of dwellings, and so does not give an accurate reflection of the impact of the development. However, as both the Manor Way / Church Road and Temple Way / Dunstable Road junctions are operating well within capacity, it is likely that even a substantial increase in traffic from this development is unlikely to be assessed as having a significant congestion impact. Therefore, the impacts on traffic congestion are not grounds for objection.

The PIWG is concerned that the Transport Assessment highlights speeding traffic in the vicinity of the site, with the average speeds being between 35mph and 39mph in the site location, in excess of the 30mph speed limit. The raised tables and build outs are likely to overcome this issue for vehicles approaching from Flitwick. But no such measures have been proposed to slow traffic approaching from the East. This is a significant safety issue not considered in the Road Safety Assessment, albeit one that could be overcome by delivering traffic calming measures approaching the site from this direction.

The applicant states that this issue has been considered by providing a junction with the development that has good sight lines up and down Church Road, and so vehicles emerging from the development have good visibility of approaching traffic (and approaching traffic of them). This junction has been designed to the average speed, however doing so is contrary to best practice in Manual for Streets. This recommends that junctions be designed to the desired speed at which traffic should approach (in this case, we would assume this is the speed limit of 30mph). Therefore, measures should be taken to reduce the speed of approaching traffic.

The PIWG also notes that whilst a 'swept path' analysis has been undertaken to determine whether the planned changes can handle larger delivery vehicles effectively (they can), such an analysis has not been undertaken on the remainder of Church Road leaving Flitwick. This road is narrow, with even cars passing each other at close quarters and with difficulty, especially when the hedgerows are in bloom. This impact has not been considered in the application, and is considered to be a significant oversight.

Finally, the PIWG is concerned about the proposed pedestrian footpath linking the site to the current pavements along Temple Way. Residents walking from the site would be required to cross 3 informal crossings – including crossing Church Road twice – in order to access a pavement into Flitwick that is already on the same side of Church Road as the development. We believe that this is against CBC's own guidance on providing pedestrian links (and even if the crossings were needed, CBC's own recommends considering more formal pedestrian crossings), and is against established best practice on providing direct pedestrian routes that cater for those with limited mobility. This could be overcome by simply providing a footpath along the southern edge of Church Road.

### *Impact on Flooding and Drainage*

The application includes a Flood Risk Assessment and Drainage Strategy. In summary, the assessment concludes that the site itself is not susceptible to flooding, and that the proposed development of the site is considered to be appropriate in terms of flood risk and drainage. This includes the implementation of a Sustainable Urban Drainage Strategy (SuDS) to reduce the amount of stormwater run-off that would flow downhill into the River Flit. The strategy also proposes detention basins, swales, and geocellular storage as part of this strategy – essentially holding up flood water through the use of ponds, reedbeds, and storage facilities close to buildings.

Without further detailed and professional analysis of the Flood Risk Assessment and Drainage Strategy, the PIWG cannot confirm whether these measures will be sufficient to reduce the risk of flooding on the River Flit and specifically the field to the south of the site in Flitwick Manor Park. This field is known to flood and become very marshy during periods of wet weather. As well as having a duty of care to Flitwick Manor Park, the Town Council has a statutory duty to promote biodiversity, including in the nationally-important marsh and wetland habitat of this field. The Group

is extremely concerned that the applicant has not sought to work with the Town Council as part of the development of its Drainage Strategy, instead focussing on consultation with Anglian Water and the Internal Drainage Board.

The PIWG is also concerned that the plans for development include a foul pumping station for the whole development in the south west corner of the site, close the field mentioned above. The Drainage Strategy notes that a rising main would be required to convey foul sewage from this pumping station back up to the public foul sewer on Church Road, which would require discussion and agreement of Anglian Water. The Group is concerned that should this pumping station fail, there may be a risk of the release of sewage into the field, and this is a matter that needs to be urgently clarified in discussion with the developer and Anglian Water.

### *Design of the development*

The design of the buildings on the development site is a matter that will be covered in greater detail in any Reserved Matters applications that come forward should Outline Planning Permission be granted. However, the development has submitted a Design and Access Statement in support of the application, and within this can be found a Design Statement. This can be summarised as so:

- Housing units designed with the care of residents as a top priority, and laid out in a manner so that the main communal facilities are centrally located in the development;
- The specialist care home facility – the largest building on the site – is located close to the entrance onto Church Road, and will be a maximum of two storeys in height;
- The buildings will be a mixture of 1 – 2.5 storeys in height, and the materials used are expected to be defined as a condition of the Outline Planning Permission;
- The adoption of a Landscaping Strategy that seeks to strengthen existing site boundaries with further planting, creating a ‘natural green interface’ on the southern and western edges of the site, and maintain the current Public Right of Way that crosses over the site;
- The use of native trees and planting throughout the development;
- The provision of internal pedestrian routes, and car and cycle parking in line with CBC’s adopted parking standards.

Some of the parameter plans are shown below.

The PIWG found it difficult to comment on the specific designs as there is no detail provided as part of the planning application. However, the Group consider that the scale of the development is not in keeping with the density of surrounding land uses, nor with the sites countryside nature. Furthermore, the Group considers that the density and scale of the development will have a significant visual impact not just from Church Road, but from other surrounding areas such as Westoning, from which the site is visible.

The PIWG also considers that the scale of the development that is planned does not respect the landscape of the Greensand Ridge Nature Improvement Area. This is because the site will not have a minimal visual impact on the Nature Improvement Area owing to its scale and the proposed heights of the buildings. Whilst the Public Right of Way is maintained, the Group considers that access to and experience of this part of Nature Improvement Area will be fundamentally changed, and not in a manner that is sympathetic in terms of design, or sustainable in terms of its outcomes.



### Impact on Healthcare Facilities

The PIWG notes that no assessment has been undertaken of the impact of the development on local healthcare facilities. Furthermore, at the time of writing this report, there is no evidence that the Clinic Commissioning Group (CCG) has been consulted on the development of these proposals, nor has the CCG provided any comments on the application.

Healthcare facilities in Flitwick are significantly over-subscribed, and are known to be above the national average in terms of number of patients to GP surgeries. Whilst much of the immediate medical needs of the residents of the site may be catered for on site, this development will increase the demand on already overstretched local healthcare facilities. With no mitigation measures considered or identified by the applicant.

#### *Economic impact of the development*

The applicant published an economic impact assessment of the development as part of its planning application. The assessment estimates that an additional 63 jobs will be provided directly by the development once it is operational, and generate £25.9 million in Gross Added Value. While the PIWG considers that some of the estimates of jobs created and economic impact may be over-estimated (particularly the 3054 direct and indirect jobs to be created over 10 years), it is likely that there will be an overall net positive economic impact of the development for Flitwick. This is likely due to the additional jobs the development will create, and a likely increase – even if small – in spending in local shops by residents of and visitors to the development.





## FLITWICK TOWN COUNCIL

### Report Town Council, 21<sup>st</sup> June 2022 Working Groups

#### Implications of recommendations

**Corporate Strategy:** Takes forward policy objectives directly.

**Finance:** Nil

**Equality:** Nil

**Environment:** Nil

#### Background

At the annual Statutory Meeting 17<sup>th</sup> May 2022 members were asked to determine membership of the Heritage Website Working Group and the Allotment Liaison Committee.

A point was raised under the items that it may not be legal for Council to determine membership of these groups, the Town Clerk to investigate and bring back a report to next Town Council.

#### Introduction

#### Corporate Services

At the Corporate services meeting 28<sup>th</sup> April 2022, the Committee considered the creation of a new heritage website for the town – ‘Creating Flitwick Memories.’

It was **recommended** to accept the recommendations set out below:

1. Agree to fund the creation of the Flitwick Memories website to the quoted cost of £3,800 via an application to the Rolling Capital Fund.
2. Create social media post/highlight in Flitwick Papers, the opportunity for interested residents to join a group of mediators administering the website.
3. Include the opportunity for Councillors to put themselves forward for inclusion in the Administrative/Moderation Working Group.
4. Create a list of content guidelines for agreement by the Corporate Services Committee.
5. Ensure relevant Council Staff in the Marketing and Communications team are trained how to administer access to the moderation group.

At the Annual Statutory meeting 17<sup>th</sup> May 2022, members approved the resolutions and recommendations of the Corporate Services Committee.



## **The Town Councils Standing Orders:**

### **4. COMMITTEES AND SUB-COMMITTEES**

- a** *Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.*
- b** *The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.*
- c** *Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.*

The Corporate Services Committee can appoint a Sub Committee of Corporate Services, or a Working Group of Corporate Services and they would report back to Corporate Services. Looking at the proposal of the Committee 28<sup>th</sup> April 2022 the Committee proposed that Councillors put themselves forward for inclusion in the Administrative/Moderation Working Group.

The Corporate Services Committee are setting up this group and can seek Councillors from the Corporate Services Committee for inclusion in the group, the group would report back to Corporate Services.

### **Allotment Liaison Committee**

At the Annual Statutory Meeting 17<sup>th</sup> May 2022, members were asked to determine membership of the ALC.

Members asked for clarification on who should be electing members, the Town Clerk to report back to the next meeting of the Town Council.

As far as current officers understand, the ALC has been in operation for well over 17 years.

The Committee is made up of Councillors and elected representatives of allotment holders and meets on a monthly basis, meetings last around 1 hour.

Members and officers of the ALC hold site inspections and these are discussed at the ALC meetings, (a duplication of work).

Collectively agree any actions for untidy plots which include Officers issuing untidy letters, notices to quit as well as making phone calls/sending emails to plot holders.

ALC produce the Allotment Strategy every 5 years which is then adopted by the Community Services Committee.

Discuss any other request from plot holders (i.e., a request for a community area was discussed last year).

Staff time spent on allotments is approx. 12 hours per month from April-November

ALC members report any maintenance issues to Officers.

There are a number of issues with this group and no clear understanding of the role of the ALC.

If the ALC are a Committee they have no delegated authority to agree actions, they have no delegated authority to determine if plots are overgrown and if letters or notices to quit should be sent. Some of the work is being duplicated and should be a matter of day-to-day officer operations.

The ALC cannot be a Committee reporting to a Committee, if they are a Committee, they should be reporting to Town Council and on that basis the Town Council should determine the role of the Committee and its membership.

If the Committee is reporting to Community Services, it should become a Sub Committee or Working Group of Community Services and Community Services should determine its membership.

I think an understanding of why the group was formed, the frequency of meetings, its function without delegation, the duplication of work needs to be considered before its makeup and reporting procedures are determined.

**Officer Recommendations:**

- 1. For the Corporate Services Committee to determine the membership of the Heritage Website Working Group.**
- 2. For the Council to determine how to proceed with the Allotment Liaison Committee.**

Rob McGregor  
Town Clerk & CEO



## FLITWICK TOWN COUNCIL

### Report to Council 21st June 2022 Section 17, Crime & Disorder Audit

#### Implications of recommendations

**Strategic priorities:** Safety of the Town is a priority in the Strategy.

**Finance:** Cost of a day's facilitation advice.

**Equality:** Helps develop inclusiveness

**Environment:** None directly.

**Community Safety:** Legal responsibility to undertake review.

The Council's Corporate Strategy contains several actions to improve safety in the Town and it has relevant powers to do so.

Section 17 of the Crime and Disorder Act 1998 however gives certain public authorities such as the Town Council, a specific duty to consider the crime and disorder implications of its actions and to exercise its functions with due regard to the likely effect of these functions and the need to do all that it reasonably can to prevent crime and disorder in its area.

"An Engaged Community" is one of the five "pillars" of the Council's Strategy 2021-2025, Flitwick Matters. Within this, one of the key actions is to "Work to make our Town Safer" which includes commitments to:

- Work with Central Bedfordshire Council to extend CCTV services and monitoring
- Work with the Police and other partners on community safety initiatives, disseminate information to the community and ensure residents know where to report matters of concern.
- Undertake a crime reduction audit on the Council's activities and services to enable the Council to lead by example.
- Lobby for road safety improvements.

Flitwick is a relatively safe place with 46 recorded crimes per 1000 people in 2021. This compares with 70 recorded crimes per 1000 people in Bedfordshire, 78 in England and 79.5 in the UK. Despite this, in the Town Council's recent Resident's Survey, fear of crime, particularly at night was an issue. 56% of respondents felt safe or relatively safe at night, against a national average of 75%. 90% of residents felt safe during the day against a national average of 94%.

This is the first Section 17 audit recorded and Council is now asked to consider the impacts and recommendations resulting. It is important that crime reduction is built into the everyday business of the Council. The audit should be reviewed and revised annually, and any actions included in the Delivery Plan.

The following is a summary of the conclusions and recommendations:

<b>Cen</b>	<b>Impact</b>	<b>Actions in place</b>	<b>Recommendation</b>
Policy	Can affect the way services and activities are operated	Cascades from Strategy and Delivery Plan.	See proposal on Crime and Disorder Policy for Rufus Centre. Recommend widening it to cover all facilities, services and activities.
Public Office at the Rufus Centre.	Can impact on staff or the public	Public access only to Foyer, one corridor (with toilets) and Café. Authorised access to other areas of building. Designated Safe Place (linked with CBC) where people can get immediate help or reassurance and securely speak to other agencies such as BDAP (Partnership on Domestic Abuse) or have other agencies contacted on their behalf such as Police, ambulance or Social Services.	Ensure necessary staff are fully aware of security and safe place and trained to respond.
Flexible rooms for hire for meetings and training.	Can impact on staff or the public, but low risk. Generally known organisations and businesses.	Usual security arrangements for the Rufus Centre apply.	
Rufus Centre: Office Accommodation for rent on first and second floor.	Control on who enters these areas is down to tenants.	Council controls access to other parts of the Centre. Tenants have keypads to control who enters rented areas. Alarm system set in specific areas.	Reinforce security rules and responsibilities to tenants and make share Crime and Disorder Policy with them when adopted.
CCTV provision	Can detect and deter crime	Council currently provide CCTV on Millennium Park and the Rufus Centre. Recordings viewed as necessary and made available to Police on request.	In accordance with Strategy, Council will liaise with CBC on extending CCTV (and possibly ANPR cameras at Town's gateways).
Running and facilitating events &	Generally, a great community spirit and positive effect, but can attract criminals	The Council lead on some events such as Family Funday and Christmas lights	

festivals.	such as thieves or scammers. Can attract anti-social behaviour particularly when continue later in the evening	and support others such as the Food Fest. Council work with the CBC Safety Advisory Group on all events to ensure an adequate event management plan and insurance etc. Consideration is given to how attractions and Christmas lights are placed. Police presence is requested for larger events and security is provided for events after 7pm.	Ensure that Management Plans and risk assessments take account of potential for crime. Apply relevant parts of Crime & Disorder Policies to events such as capacity considerations.
Allotments. • Station Road  • Steppingley Road.	Few issues but can be minor theft of produce.	All allotment holders have a gate key and a "responsibility to lock up".  Steppingley Road is easier to access as hedge not so secure	Discuss with Safer Central Team and remind allotment holders about locking up.  Improve fencing at Steppingley Road.
Market	No reports of theft but can attract adult daytime drinkers.	Council support and promote the weekly market at Village Hall. Provide bin for cans.	Discuss issues with new Market Manager and assist with risk assessment.
Burial Ground at Church Road	Low impact, very little vandalism even though open at all times.	Council maintain to a high standard which discourages vandalism and encourages tidiness and pride.	
Council owned Street Lighting.	Street lighting can deter crime and antisocial behaviour.	Small number of columns not adopted by CBC are maintained by FTC. Council fix "lights out" without delay.  Pass on any complaints about CBC lights to the principal council.	Arrange regular inspection by Public Realm team. In the longer term consider viability of upgrading and passing to CBC.
Car Parks • The Hub	Low impact but parked cars can always attract crime.	General carpark serves Town as well as Hub. No CCTV but locked between set times. Lights to be upgraded.	Consider CCTV. Replace barrier separation to Village Hall Carpark.

<ul style="list-style-type: none"> <li>Rufus Centre</li> </ul>		Serves mainly only the Centre. It is lit when building is in use. CCTV covers top carpark and all vehicles entering or leaving.	
Bus Shelters	Type & location can affect anti –social behaviour. Some graffiti takes place.	FTC maintain small number of bus shelters.	<p>Consider implications of the location of any new or re-sited shelters. In long term CBC will provide real time information.</p> <p>Inspect regularly and remove graffiti promptly.</p>
Promotion of the Town across various media.	Can impact positively on the image of the Town.	<p>FTC promote town through all channels in accordance with its Communications and Marketing Policy.</p> <p>Take a multi-agency approach to a Community Safety Plan.</p>	Provide more crime prevention and security information advice through all communication channels.
Civic Reception.	Positive impact on the community.	Annual event by Mayor to strengthen community and recognise achievement.	
Other Civic events, including Remembrance Day & Civic Service.	Positive impact on the community. Aware crowds can always attract criminals or anti-social behaviour.	FTC organise and undertake risk assessments. Liaise with CBC and Police as necessary.	
Public Open Space:		FTC maintain parks to a high standard to encourage pride in the park and discourage anti-social behaviour.	
<ul style="list-style-type: none"> <li>Flitwick Manor Park.</li> </ul>	Has been some sculpture stolen and lighting fires and people rough sleeping.	Have cleared the area used for rough sleeping. Electric gates to carpark. Liaise with Police re prevention of drugs.	
<ul style="list-style-type: none"> <li>Hinksley Road</li> </ul>	Some drug taking	Again, liaise with Police re prevention of drugs	

<ul style="list-style-type: none"> <li>• Playing field &amp; Skatepark at Millennium Park</li> <li>• Station Road (next to Allotments)</li> </ul>	<p>Generally little problem, but some complaints of loud music playing.</p> <p>No significant issues</p>	<p>Work with Youth Service provider for Skatepark and influencing users.</p>	<p>There is debate about whether it would be beneficial to remove a hedge which might shield anti-social behaviour. Keep this under review.</p>
<p>Play Areas</p> <ul style="list-style-type: none"> <li>• Althorp Close</li> <li>• Beaumont Road</li> <li>• Firtree close</li> <li>• Hinksley Road (including Street Snooker and outdoor Gym equipment)</li> <li>• Millennium Park (inc outdoor Gym equipment)</li> <li>• Naseby Close</li> <li>• Roman Way</li> </ul>	<p>Can attract older young people to “hang out” with some potential for anti-social behaviour.</p> <p>Some issues with children throwing, resulting in complaints from residents.</p> <p>Some complaints from noise from playing football and playing music</p> <p>Some graffiti</p> <p>Some vandalism has occurred.</p>	<p>FTC maintain all play areas to a high standard to encourage users not to abuse the facilities and discourage anti-social behaviour. Regular inspections for safety, litter &amp; fouling</p> <p>Some CCTV coverage</p>	<p>Ensure some inspections are at busy times to monitor use.</p> <p>Remove graffiti promptly. May be necessary to re-locate Street Snooker.</p> <p>Consider upgrading CCTV.</p>

<ul style="list-style-type: none"> <li>• Station Road</li> <li>• Trafalgar Drive</li> </ul>			
Other Public Realm Services	<p>Keeping the Town tidy and well maintained has a positive impact on anti-social behaviour, littering and creates pride.</p> <p>Instances of “tagging” graffiti (symbol identifying writing author)</p> <p>Some occurrences of rough sleeping</p>	Continue to “top up” maintenance of public realm	<p>Consider impact when planning work priorities.</p> <p>Remove graffiti as soon as possible. Consider providing a graffiti wall and making known on social media.</p> <p>Liaise with Police and CBC.</p>
Flitwick Papers	Good publicity tool which facilitates information and advice on avoidance of crime and personal safety.	Quarterly newsletter to all homes.	Use to promote community safety
People Project Partnerships.	Help to support and strengthen the community and support vulnerable people. Makes them less susceptible to crime.	<p>FTC support, facilitate and promote. Groups include:</p> <p>Alzheimer’s Support Group.</p> <p>Countryside Volunteer Group.</p> <p>Good Neighbours Volunteer Scheme</p> <p>Asperger’s Group</p> <p>“Bobby Van” for home safety.</p>	Consider joining the “Friends Against Scams”( a National Trading Standards Scams Team initiative, which aims to protect and prevent people from becoming victims of scams.)
Monthly Lunch Club for older people and delivery to vulnerable people.	A supportive service which helps strengthen the community. In times of rising costs can help prevent some people in need not turn to crime.	FTC initiates this service.	Consider also supporting “Xtra Food”
IT & Data Protection	Can be vulnerable to scams and fraud.	FTC recognises its legal obligations and	Consider security when undertaking



		has policies and procedures in place to ensure compliance with best practice.	risk assessments and continually review with IT contractor.
Financial Management	Need to consider possible crime	FTC reviews Financial Regulations annually and undertakes financial risk assessment.	Develop financial operating procedures.
Health & Safety	Safe systems of work should consider crime potential.	FTC have health and safety advisers to assist with safe working procedures and safety risk assessments.	Ensure that where possible, crime is designed out.
Grants	Subject of funding could have positive or adverse effects	FTC give grants to support community groups.	Include crime & disorder box to application form, to consider any impact of the proposal.
Planning Application and current Licensing Applications.	Can have considerable effect.	FTC consider implications when making observations to CBC.	
Road improvements	Can have implications	FTC consider when commenting or lobbying	
Mayoral Engagements	Promote Town and support community groups and events. Undertaken in various locations or on-line, impact difficult to assess.		Need to consider security of Mayor and undertake risk assessments. Take advice from Police.
Councillor surgeries	Undertaken in various locations.		Need to consider security of councillors and undertake risk assessments. Take advice from Police.
Working with CBC to deliver town centre regeneration.	Impact can depend on use of frontage. May introduce continental type market,	Council have now purchased 3 Station Road and town centre frontage.	Consider CCTV. Incorporate crime considerations at any planning stage.
Youth Hub	Some damage caused at centre. Generally, very positive outcomes.	Operation contracted to 4YP. Includes youth Club night, Asperger's Group and Baby sign language class. Includes awareness of drugs and	At end of contract, evaluate benefits of an "in-house" provision.

		nuisance issues.  The Hub has been offered for the Education of Ukrainian children on two days per week	To help the integration of local refugees which must have positive effect for the future.
Distribution of a range of waste sacks on behalf of CBC.	Useful service which helps to reduce littering and fouling.	.	FTC continues this service.
Flitwick Business Group-	Businesses working together can not only help the local economy but get businesses to work together to deter crime.	Support given by Council to the Group by offering space for meetings.	Expand Business Network and evaluate the benefits of linking with Ampthill.  Could progress initiatives with CBC and Police including Shop Watch and Pub Watch and also link with CCTV coverage.
Signage & Notice Boards	Can have positive impact by providing use information but may be vandalised.	FTC provide a number of noticeboards including 3 new ones.	Consider height, type and location Counter vandalism early. Consider trialling digital noticeboards.
Economic Development/ Tourism	A more affluent town helps to reduce crime and vandalism.	FTC have regular meetings with local police.	Take crime reduction in to account when agreeing to new projects.
Flit Valley Walk-leading partners, walk on existing rights of way.	Positive for community and promotion of the Town. Occasionally some vandalism, latterly to signage.	Listed on FTC's assets. Public Realm team maintain, and volunteers also report any damage.	Continue with service as it helps appreciation of the countryside. Include as part of Green Wheel project.
Rufus Centre taken over in 1999. A range	Hospitality can attract anti-social behaviour and it is important it is well	FTC provides a range of hospitality events such as weddings, celebrations	Council is developing a suite of policies and related procedures

of facilities and services, including the new Rendezvous Café.	managed.	and conferences and also provides facilities for the community. Adopt a high standard of management.	summarised in Appendix 1 below, which it is believed should be adopted to ensure the Centre is compliant with the industry's best standards. See also recommendation under "Policy" above.
New services	Opportunity to reduce crime by design.	FTC uses as an opportunity to review delivery methods and impact on crime reduction.	
Maulden Road-proposed Country Park.	As with all parks, as it is developed it can attract crime and anti-social behaviour. There have been cases of illegal occupation by travellers.	FTC own the site and intend to develop it as wetland and woodland and to have paths to ensure it is disability friendly. It will encourage biodiversity and be included in the Green Wheel route.	As the plan is drawn up, there will be the opportunity to design out crime.
Town Centre Project-Station Rd	Again, as open space it can attract crime and anti-social behaviour.	FTC intend to keep this site as an open space asset for the future. In the meantime, it will be developed as recreational land and a wildflower meadow. A good standard of maintenance is important.	Again, there is an opportunity to design out crime.

#### **Appendix 1: Summary of Suite of Crime & Disorder policies being developed for the Rufus Centre.**

##### Crime and Disorder Policy.

How to identify situations which could facilitate crime.

Identifying possible criminal activity.

Associated procedures and responsibilities.

Working in partnership, including "Pub Watch" and "Best Bar" None.

##### Rufus Centre Functions, Events & Bar Policies and Procedures.

Right of refusal and removal.

Preventing drug dealing on the premises.

Adequate security and door staff.  
Ensuring people incapable from drink get home safely.  
Major incident procedure.

Drug Policy.

Expected standards and counter measures.  
High risk areas.

Customer Search Policy

How and when to implement the search policy.  
What to search for.  
Personal safety of staff carrying out searches.

Alcohol Policy and Code of Practice.

Recognising with the sale of alcohol comes social responsibility. i.e., responsible retailing.

Dispersal Policy.

Steps to disperse customers safely after last orders or at the close of an event.

Proof of Age Policy.

Challenge 25 policy-asking for ID for customers who look under 25.

Capacity Management.

Identifying areas of potential overcrowding and a crowd management plan.

Alcohol Promotion Policy.

Promoting alcohol in a socially responsible way in accordance with the Portman Code.

Drunk & Disorderly Behaviour Policy.

What to look for and internal.  
When to step in.

Drinks Service Policy.

What will and will not be sold.  
Free drinking water always available.

Glass Collection Policy.

Lost and Found Property.

Noise and Public Nuisance Policy.

External and internal noise control.

Weapons Policy.

Prevention of people with weapons entering the premises.

**Recommendations:**

1. To adopt the Section 17 Crime & Disorder Audit recommendations.



Andrea Pellegram Ltd.

# Planning Local

*BRIEFING*

## Biodiversity Net Gain – What it means for Local Councils and Neighbourhood Plans

### Introduction

The Environment Act 2021 introduced a new requirement for new developments to secure a Biodiversity Net Gain of at least 10 per cent from existing baseline conditions on development sites. The gain must be sustained over a period of at least 30 years.

Until now, the system has been introduced piecemeal in accordance with existing local planning policy and National Planning Policy Framework requirements. The new Act formally introduces the new system as a statutory requirement. Much of the detail will be introduced through Regulations which were consulted on between January-April 2022. The main components of the system are clear, and they are highly relevant for Parish Councils to consider in promoting Neighbourhood Plans.

### To what development would the Biodiversity Net Gain Requirement apply?

Draft Regulations make clear the requirement would apply to most developments, with some proposed exemptions for householder developments, development under permitted development rights, proposals for change of use, variations and changes to existing planning permissions and phased planning permissions.

A de-minimis threshold is proposed that would apply to area-based habitat (options from 2m<sup>2</sup> to 50m<sup>2</sup>) and linear habitat (2m-50m+). Whilst the requirement would apply in Conservation Areas, Areas of Outstanding Natural Beauty and National Parks (where permitted development rights are removed), the proposal is that the de-minimis threshold would apply to many developments.

There is also a proposal that the requirement would apply to brownfield sites, to temporary permissions, and where development is proposed inside statutory nature conservation sites, and this would apply over and above other requirements in relation to such sites. The new requirements will also apply to Nationally Significant Infrastructure Projects (NSIP).

# Briefing on Biodiversity Net Gain

## When will requirements be fully in place?

A two-year transition is proposed for liable development, with introduction in 2024. For NSIP, an extra year is allowed (2025). The consultation on draft regulations asked for views on extending these transition periods.

## What determines the baseline Biodiversity value of a site?

A Biodiversity Metric (a calculator) made available from Natural England is being used to calculate the baseline value of individual sites prior to development. Factors relating to habitat size, habitat condition, the distinctiveness of the habitat and its strategic significance are considered and input to the metric to produce a baseline score, measured as biodiversity units. The workings are included within planning applications for consideration by the Local Planning Authority.

## How is Biodiversity Net Gain Demonstrated on site?

Developers are encouraged to use the metric at an early stage of their site selection and site design process so that impacts on the existing biodiversity can be avoided or minimised, before thinking about how design of proposals can conserve and enhance biodiversity, and how the development can incorporate additional benefits. The metric is used again to 'score' the biodiversity value of the site post development, to produce a net gain of 10% in biodiversity units over the baseline, pre-development conditions.

## What happens if Biodiversity Net Gain cannot be achieved on site?

The Act allows developers to meet their requirements off-site where Biodiversity Net Gain cannot be achieved on site, for example because of space constraints. This can be done directly by the developer who might indicate a site that would be the subject of works to improve biodiversity to the required level, or it could be through the purchase of Biodiversity Net Gain Credits relating to other sites (see below). Section 106 Agreements, Conservation Covenants and planning conditions would secure these commitments from developers.

## What are Conservation Covenants?

Conservation Covenants are introduced as a new, voluntary, and standalone legal mechanism that can secure long term conservation management obligations on land even if the land is sold. Conservation Covenants can be used to secure habitat enhancements for biodiversity gain. The Government expects this will make them a valuable tool for local authorities and developers to ensure that compensatory habitats are maintained in the long term.

# Briefing on Biodiversity Net Gain

## How do Habitat Banking and Purchasing of Biodiversity Credits Work?

The Act provides for three complementary measures that would provide credits for purchase by developers to meet their requirements off-site.

The first would be through the purchase of credits from the market from sites on the Biodiversity Gain Site Register. Landowners will put land (based on a lease of at least 30 years) into a legal agreement and onto the biodiversity gain site register. These could be from sites registered for the purpose of demonstrating net gain associated from a specific development. The biodiversity metric would be used to determine baseline value and gain value as a number of units which would form the total available for the site. Units purchased by developers would be referenced against a planning reference.

The second is a system of Habitat Banking which requires a supply of market finance to support. The agreement provides upfront financial support for landowners to undertake works to prepare and create habitat improvements (in accordance with a Habitat Management Plan) and then an annual income for management and maintenance of the habitat over the period of the agreement. This would create an on-going supply of biodiversity credits independently of specific development, available for purchase. There are already a number of Habitat Banks operating in England and these are already supporting the establishment of registered sites.

The third would be statutory biodiversity credits to be sold by the UK Government to developers as a last resort, where developers can demonstrate as part of the net gain plan that they are unable to achieve net gain on-site, off-site on other landholdings or by purchasing biodiversity units on the market.

## How do developers demonstrate compliance with requirements through a Biodiversity Gain Plan?

The Act makes the achievement of biodiversity net gain a requirement of all planning permissions, subject to the thresholds set out in regulations. Developers will need to submit a Biodiversity Gain Plan or information in support of their planning applications, and the full gain plan in order to discharge this condition following grant of permission. The plan will set out the calculated baseline biodiversity value of the site, address the factors which have influenced site selection and design to mitigate impacts and take opportunities for enhancement. It will demonstrate the position on whether biodiversity net gain can be met on site and, if so, how this will be achieved over time through the phases of the development. This would be particularly relevant in relation to outline planning permissions with clear phases. The government propose to make it a requirement to demonstrate compliance prior to commencement of each phase.

If it is not possible to meet requirements on site, alternative approaches may be presented, including clear plans to meet requirements on another site, or evidence (credit certificates)



## Briefing on Biodiversity Net Gain

to demonstrate that an appropriate number of credits can be secured from a habitat bank. If obtaining credits, this should be in relation to a single site.

### **Can a Habitat be created in advance of development?**

It would be possible for a landowner to create a habitat in advance of any development and then, provided it is a registered site, use this as a credit towards Biodiversity Net Gain requirements connected to a proposed development.

### **What safeguards are in place to ensure the biodiversity net gains are delivered over the long term?**

The Environment Act has established a requirement for a public biodiversity gains sites register. Regulations and criteria will be established to determine what sites can be put onto the register and what enhancements would need to be satisfied. Sites on the register will be subject to monitoring and reporting requirements to ensure requirements are being met. There will be a requirement for sites to be managed and maintained for at least 30 years.

Mechanisms will be established to prevent double-counting of biodiversity credits for developments in relation to sites on the register. Monitoring and reporting requirements on performance against the agreed Habitat Management Plan can be a condition of planning permission. Those responsible for managing sites on the register will report as required to local planning authorities. Developers will be required to submit information at planning application stage giving the baseline biodiversity value, indicating any degradation since 30 January 2020 other than that associated with a planning permission.

### **What types of land can deliver the best uplift in biodiversity?**

Potentially, all sites can be improved in biodiversity terms. Arable land offers the best potential uplift, perhaps with a focus on lower-yield land given the need for some consideration of retaining the best and most versatile agricultural land in food production. Habitat improvements for woodlands, wood meadows, species rich grassland, wetlands or rewilding all could foster high value biodiversity habitats. It is important to consider the specific local context within the framework emerging Nature Recovery Networks and Nature Recovery Strategies.

### **What scale of sites are suitable for Biodiversity Net Gain Projects**

Habitat Bank companies currently funding the creation of registered sites say they are considering sites larger than 10 hectares, up to around 100 hectares. Beyond this, the Act makes provision for the introduction of regulations setting out criteria and conditions for placing land on the statutory register of biodiversity net gain sites to be introduced. This may cover site area.

# Briefing on Biodiversity Net Gain

Understanding the criteria will be important for determining whether smaller local sites can be identified to become net gain sites with credits in relation to developments which need to meet the requirement off-site. If not, bespoke agreements with owners of land would be needed, secure through Section 106 Agreements.

## What does the new system mean for protected sites – SSSI, SAC, SPA, Ancient Woodland etc?

Schedule 13 to the Act says that current legislation and policy governing the protection of statutory nature sites and irreplaceable habitats are unchanged, i.e. proposed development should avoid creating significant impacts on them and net gain cannot be applied to development of irreplaceable habitats. The new system is not intended to allow this to be bypassed by net gains in biodiversity.

## What are the implications for Parishes and Neighbourhood Plans?

There are a number of ways in which, and perspectives from which, communities working on Neighbourhood Plans could act on the Biodiversity Net Gain provisions in the Environment Act.

**Identify locations** – There is an opportunity for Neighbourhood Plans to identify areas suitable for biodiversity improvements. Indeed, areas which could experience significant development might wish to identify such areas in order to ensure that biodiversity improvements happen locally, reducing the potential that developers will purchase credits for habitat improvement and management elsewhere. Draft Regulations encourage local off-site mitigation and the biodiversity metric includes a ‘spatial risk multiplier’.

**Develop partnerships** – Going a step further, local councils could foster the development of suitable partnerships between local nature conservation bodies and local landowners to create areas at scale for local habitat improvements, with economic benefits accruing to landowners who would then deliver the works required and manage sites with support. Landowners with land being promoted for development could have a clear interest in doing this, but so would others looking for opportunities to diversify farms businesses as the farms subsidies regime is replaced.

**Ensure allocated sites can meet requirements** – In allocating sites for development, Neighbourhood Plans will need to ensure that biodiversity net gain requirements are capable of being met through the available mechanisms.

# Briefing on Biodiversity Net Gain

**Promote what's needed locally** - Understanding the local context for nature conservation by examining emerging local Nature Recovery Strategies and Nature Recovery Networks, and existing biodiversity baseline, could be important groundwork for determining what's possible, needed and desirable. The biodiversity metric includes a 'strategic significance score' which captures this contribution.

**Connect habitats** - There is a clear focus on emerging strategies for measures which recognise the value of existing habitats and enhance them further. There is a further strong emphasis on improving connectivity between habitats to reduce isolation and increase the scale of habitat available to species which gives them a much stronger chance to flourish.

**Guide developers** - Within a Neighbourhood Plan setting, having a locally identified area for nature conservation and improvement could provide clear guidance to developers and local planning authorities. Ensuring that this is based on sound understanding of the biodiversity of the area is important.

**Encourage wider support** – Whilst the focus of bio-diversity net gain is on development, it could be imagined that the ability to make contributions or take credits for local bio-diversity improvements would be attractive to corporate enterprises looking to demonstrate corporate environmental and social responsibility, or off-set impacts from business processes.

**Support Net-Zero** - Similarly, whilst the focus is on bio-diversity gain, some forms of habitat improvement could also make a carbon-sequestration contribution, helping to meet community goals to delivering net-zero carbon.

Lee Searles

**Andrea Pellegram Ltd**

9<sup>th</sup> June 2022



Andrea Pellegram Ltd.

# Planning Local

*BRIEFING*

## The Leveling Up and Regeneration Bill (published 11 May)

### WHAT DOES IT MEAN FOR LOCAL COUNCILS AND NEIGHBOURHOOD PLANNERS?

The Levelling Up and Regeneration Bill (the Bill) was introduced to Parliament on 11 May 2022. The Second Reading of the Bill took place on 8<sup>th</sup> June. A brief summary of the Bill is given below and more detailed references follow. Further consultations are planned, including on a revised National Planning Policy Framework which is intended to remove the requirement to maintain a rolling five-year housing land supply subject to maintaining adopted local plans which are less than five years old.

#### Summary of key measures for local councils

**Stronger role for Neighbourhood Plans** – The Bill incorporates the purposes and functions of Neighbourhood Plans into the Planning and Compulsory Purchase Act, promising a stronger regard to Neighbourhood Plan policies in local decision making on planning applications. *This provides assurance to neighbourhood planners that their work is valued and that neighbourhood planning is now embedded in the planning system in England.*

**Basic Conditions** – The Bill removes the requirement for Neighbourhood Plans to be in general conformity with adopted plans. Instead, Neighbourhood Plans must not result a lower level of housing development than would otherwise result from the implementation of the adopted local plan. This provides much greater flexibility for Neighbourhood Plans to set local policies which show greater variance from adopted local plan policies. *This will provide more flexibility for neighbourhood planners and will enable them to look forward to the emerging local plan policies, rather than needing to react to policies that will become out of date when a new local plan is adopted. This will also allow neighbourhood plans to set more stringent policies, for instance for climate change, than the local plan might require.*

**Neighbourhood Priorities Statements** – The Bill introduces Neighbourhood Priorities Statements as an option for areas which lack the governance and local resources to develop a Neighbourhood Plan. The scope of the statements will be defined to address local matters. They would be consulted on and when adopted would be published by the Local Planning Authority and would be taken into account in the production of local plans. *This will enable*

## The Levelling Up and Regeneration Bill (May 2022)

*smaller areas, or areas that do not have enough to say to merit a full neighbourhood plan, to set a decision-framework for more limited matters, such as design or the need to protect certain features of merit.*

**Supplementary Plans** – The Bill will put onto a statutory footing, documents currently published as Supplementary Planning Documents so that they become part of the Development Plan when adopted. *Whilst the change to basic conditions removes the need for general conformity with adopted policies, a potentially more frequent adoption of updated local plan policy could mean that Neighbourhood Plans need to be reviewed and updated more frequently. Experience will be needed to see how this operates in practice.*

**National Development Management Policies** – The Government intends to introduce a suite of national development management policies which will take primacy where there is a conflict with adopted local policies. The stated intention is that national policies will focus on matters on which there is no or very little difference between local plans. *This means that local plans will be able to focus more on meeting local requirements for housing, commerce and environmental improvements, and less on reviewing standard development management policies. It is not clear yet how the government intends to implement this approach in terms of the level of direction that will be set out in centrally-created policy.*

**Duty to Co-operate** – The Bill abolishes the Duty to Co-operate between local authorities on local plan making.

**Area Design Codes** – Local Planning Authorities will be required to prepare Design Codes for their whole-area and these are expected to be taken into account in decision making on planning applications. These are not likely to be specific enough to address neighbourhood-level design considerations. *There will still be scope for neighbourhood plans to set out area-specific design guidelines.*

**Environmental Outcomes Reports** – A new system of Environmental Outcomes Reports will replace Environmental Impact Assessments and Strategic Environmental Assessments. Subject to the definition of a relevant plan, plans cannot be adopted without these reports. The new system will be focused on outcomes with reports considering the effect of proposals in the context of mitigations. Regulations will be published in due course to provide greater detail on the new system. These are needed to provide clarity on how the new system will apply to Neighbourhood Plans. *We can hope that the process will be easier to administer than the current SEA/HRA process.*

**Infrastructure Levy** – The Bill proposes to replace the current Community Infrastructure Levy (CIL) in England outside London with a non-negotiable Infrastructure Levy. The new levy would be compulsory and be levied against gross development value payable on sale, instead of levied on floorspace payable upon the start of development. A policy paper published alongside the Bill promises that distribution of income from the levy to neighbourhoods will

## The Levelling Up and Regeneration Bill (May 2022)

be on the same basis as CIL. *This should lead to the same level of neighbourhood portion of funding or perhaps a growth in funding for areas that do not operate CIL.*

**Empty High Street Properties** – The Bill provides for local authorities to designate high streets and shopping centres which provide important local functions and take action to address problems associated with empty properties, based on interventions to auction the letting of properties which have been empty for at least twelve months, subject to procedures. *This could potentially be very important for neighbourhood plans where it might become possible to designate high street areas to prevent them from falling into high vacancy rates, or perhaps even resisting changes from commercial to dwelling uses.*

**Combined County Authorities** – County Councils and Unitary District Councils may be able to join to create combined authorities and, if they wish, adopt a Mayoral system of governance. Combined authorities may be able to take on the functions of other public bodies in their areas.

**Locally-Led Development Corporations** – The Bill provides the potential for locally-proposed urban development corporations and New Town Development Corporations to be established with proposed specific functions which could include local planning, neighbourhood planning and development management. *This will be important for parishes where Garden Towns are planned and where LDCs may become the new form of local government – the LDCs would then taken on the role of supporting neighbourhood planners, as the local planning authority does now.*

**Joint Spatial Development Strategies** – Two or more local authorities will be able to join to create voluntary Joint Spatial Development Strategies covering strategic planning matters.

**Compulsory Purchase measures** – The Bill sets out a suite of measures to improve the ability of local authorities to assemble land for regeneration purposes, including through a wider definition of ‘improvement’ to include ‘regeneration’ and an extension of time periods for implementation beyond the current 3 years. It also improves consultation processes and tools for establishing valuation of land.

**Heritage Protections** – The Bill ensures that the same regard is to be given by local planning authorities to impacts from development on Scheduled Monuments, Protected Wreck Sites, Registered Parks and Gardens, Registered Battlefields or World Heritage Sites, as is currently given to listed buildings and Conservation Areas. It also introduces a Temporary Stop Notices to protect listed buildings from harm caused by unauthorised building works and makes the maintenance of Historic Environment Registers a statutory requirement.

**Street Votes** – A short clause provides for a system of street votes in connection with proposed residential development put forward by residents. There is no further detail as yet. *We think that this means that if a group of residents wish to do something that current planning policy might resist (solar panels in a conservation area, or restrictions on digging ice berg basements) that they could vote to have a “street” policy to meet their communal wishes.*

## The Levelling Up and Regeneration Bill (May 2022)

**Empty Dwellings and Second Homes** – The Bill reduces the time-period for the definition of a long-term empty dwelling, to 12 months. The Bill also provides for local authorities to increase the council tax levied on second homes/holiday homes by 100 per cent. *This is in recognition of the damage that second homes do to some communities. Neighbourhood planners could pair this disincentive with strong policies resisting second homes in their areas.*

**Enforcement Measures** – The Bill sets out measures to improve the effectiveness of local authority enforcement against unauthorised development, including an increase in the maximum time period for temporary stop notices of up to 56 days. *We can all be happy about this!*

**Commencement and Completion Notices** – The Bill will require developers to provide commencement notices indicating timescales for completion and setting out who is liable for works undertaken. It also gives Local Planning Authority the power to confirm Completion Notices to ensure developers complete their projects in a timely manner. *This is very helpful and is aimed at reducing the amount of landbanking by forcing developers to build-out their permissions rather than shelving them in order to manipulate housing land supply in an area.*

**Transparency over land transactions** – The Bill provides for a requirement to make available information on land ownership and control of land, including the terms of agreements. *This will make it easier for communities and parish councils to understand who is promoting sites in their areas.*

# The Levelling Up and Regeneration Bill (May 2022)

## LEVELLING UP AND REGENERATION BILL – REFERENCE TO CLAUSES

A brief summary of the main measures is set out below.

### PART 1 – LEVELLING-UP MISSIONS

The Bill will set a requirement for the Government to set out a Levelling Up Mission, set for five years with targets set and reviewed in statements published annually. The Bill makes provision for changes to be made to all aspects of the mission including, time period, reporting requirements and targets. The stated aim of Levelling-Up Missions is to reduce spatial disparities and ensure achieving this is considered in government decision making.

### PART 2 – COMBINED COUNTY AUTHORITIES

The Bill gives power to the Secretary of State to establish Combined County Authorities (CCA), which would consist of unitary district councils and county councils (but not district councils). It provides Regulations to enable the functions of a County Council and a Unitary Council to be undertaken instead by a Combined County Authority (or concurrently or jointly). In the same way, it makes provision for a CCA to take on the functions of another Public Authority within its area. This does not include allowing a CCA to take on a regulatory function from a public authority which is exercised for the whole of England and for which the CCA already has regulated functions within its area.

Section 22 creates a power for the Secretary of State by Regulations to change the boundary of a CCA by adding or removing relevant local government areas (County Councils or Unitary District Councils), with consent. This provides the prospect for a CCA to grow beyond one county/unitary area to incorporate further unitary district councils and county councils (provided that these areas are not already part of another CCA).

Section 24 provides a power for the election of a Mayor of a CCA.

The Bill sets out detailed provisions relating to the constitution, functions, governance, police and crime functions and fire and rescue functions of a CCA.

**Long Term Empty Dwellings** – Section 72 of the Bill reduces the time period to one year, from two years, the definition of a long-term empty dwelling.

**Council Tax on Second Homes and Holiday Homes** - Section 73 provides an ability for local authorities to increase by up to 100% of council tax payable on a property where there is no resident of the dwelling and it is substantially furnished (such as a second home). This is subject to a notice period of at least twelve months.



# The Levelling Up and Regeneration Bill (May 2022)

## PART 3 – PLANNING

This part of the Bill contains several provisions which address planning data, development management policies, development plans and neighbourhood planning.

**Planning Data** – Section 76 creates a power in relation to the provision of planning data in which a relevant planning authority may by publishing a notice require a person or persons of a particular description, as to the form and manner of that data. This is intended to provide more consistently presentation of planning data across different areas to foster ease of use and allow comparison.

**Development Management Policies** – Section 83 amends existing planning legislation to ensure that regard is given to both development plan and national development management policies (previously it referred only to development plans).

Section 84 defines the meaning of national development management policy as those (however expressed) of the Secretary of State relating to development or the use of land, for any part of England, designated as a national development management policy, by direction. This can be changed or revoked by the Secretary of State. Before making or revoking, or modification of a direction, the Secretary of State must ensure that consultation with and participation by the public or any bodies or persons (if any) as the Secretary of State thinks appropriate, takes place. Subsection 5C says that where there is a conflict between the two, this must be resolved in favour of national development management policy. Schedule 6 to the Bill makes further amendments through various acts to cement this principle.

The intention of these measures are to support the introduction of national development management policies on matters which are, or should be, addressed in a standard way across all areas.

**Statutory basis for Neighbourhood Plans** – Section 88 and Schedule 7 to the Bill amend the Planning and Compulsory Purchase Act 2004 to insert matters out that a neighbourhood development plan may include, as follows:

*(a) policies (however expressed) in relation to the amount, type and location of, and timetable for, development in the neighbourhood area in the period for which the plan has effect;*

*(b) other policies (however expressed) in relation to the use or development of land in the neighbourhood area which are designed to achieve objectives that relate to the particular characteristics or circumstances of that area, any part of that area or one or more specific sites in that area;*

*(c) details of any infrastructure requirements, or requirements for affordable housing, to which development in accordance with the policies, included in the plan under paragraph (a) or (b), would give rise;*

*(d) requirements with respect to design that relate to development, or development of a particular description, throughout the neighbourhood area, in any part of that area or at one*

## The Levelling Up and Regeneration Bill (May 2022)

*or more specific sites in that area, which the qualifying body considers should be met for planning permission for the development to be granted.*

It inserts a subsection into Section 38B of the PCPA 2004, after Subsection (2A) as follows:

*So far as the qualifying body considers appropriate, having regard to the subject matter of the neighbourhood development plan, the plan must be designed to secure that the development and use of land in the neighbourhood area contribute to the mitigation of, and adaption to, climate change.*

A further subsection is inserted to say that neighbourhood developments must not include anything not permitted by the existing and new provision outlined above. Taken together, these clauses provide an important statutory basis in primary legislation for Neighbourhood Plans.

**Basic Conditions of Neighbourhood Plans** – Importantly, Section 89 substitutes Paragraph 8(2)(e) of Schedule 4B of the TCPA 1990, which currently requires neighbourhood plans to be in general conformity with the strategic policies contained in the development plan, with a different requirement to:

*‘not have the effect of preventing development from taking place which—*

- (i) is proposed in the development plan for the area of the authority (or any part of that area), and*
- (ii) if it took place, would provide housing,’.*

This appears to change an important requirement of neighbourhood plans which would allow more variation in policy provided it does not prevent development taking place which is proposed in the development plan and which would be housing.

This section also inserts a basic condition to include compliance of Neighbourhood Plans with requirements in Part 5 of the Land Use and Regeneration Act 2020 (in relation to Environmental Outcome Reports).

**Neighbourhood Priorities Statements** – Schedule 7 to the Bill, Section 15K introduces a new simpler neighbourhood planning tool called a “neighbourhood priorities statement”. The context for this is that the take-up of neighbourhood plans is uneven across the country and is generally low in urban and more deprived areas. Communities in these areas face additional barriers which makes it more difficult for them to progress a neighbourhood plan, including a lack of an established governance structure or finding volunteers to help prepare the plan. Neighbourhood Priorities Statements will allow communities to identify their key priorities for their local area, including their development preferences, and will provide a simpler and more accessible way for them to participate in neighbourhood planning. Extracts from Section 15K below provides the scope and purpose of the measure.

## The Levelling Up and Regeneration Bill (May 2022)

*(1) Any qualifying body may make a statement, to be known as a “neighbourhood priorities statement”, which summarises what the body considers to be the principal needs and prevailing views, of the community in the neighbourhood area in relation to which the body is authorised, in respect of local matters.*

*(2) “Local matters” are such matters as the Secretary of State may prescribe, relating to—*

*(a) development, or the management or use of land, in or affecting the neighbourhood area,*

*(b) housing in the neighbourhood area,*

*(c) the natural environment in the neighbourhood area,*

*(d) the economy in the neighbourhood area,*

*(e) public spaces in the neighbourhood area,*

*(f) the infrastructure, facilities or services available in the neighbourhood area, or*

*(g) other features of the neighbourhood area.*

*.....*

*(6) Regulations made by the Secretary of State may impose requirements which must be met for a neighbourhood priorities statement.....*

*(7) Regulations under subsection (6) or section 15LE(2)(k) may provide that a requirement may be met, or (as the case may be) procedure may be complied with, by virtue of things done by a parish council, or other organisation or body, before it becomes a qualifying body.*

*(8) Regulations under subsection (6) and section 15LE must (between them)—*

*(a) require a qualifying body to publish any proposed neighbourhood priorities statement, so that people who live, work or carry on business in the neighbourhood area to which the statement relates can comment on the proposed statement before the body makes the statement,*

*(c) require a relevant local planning authority to publish a neighbourhood priorities statement, if the statement is made in accordance with this section and any regulations made under this Part,*

*.....*

*(14).....*

# The Levelling Up and Regeneration Bill (May 2022)

*“neighbourhood area” has the meaning given by sections 61G and 61I(1) of the principal Act;*

*“qualifying body” means a parish council or an organisation or body designated as a neighbourhood forum, which is authorised to act in relation to a neighbourhood area as a result of section 61F of the principal Act (whether or not as applied by section 38C of this Act).*

**Joint Spatial Development Strategies** - Schedule 7, New Section 15A, creates a new power for at least two local planning authorities to work jointly together to produce a Spatial Development Strategy (SDS). Planning authorities agreeing to produce a joint SDS will be referred to as participating authorities. The power is available to all local planning authorities outside of Combined Authorities, Mayoral Combined Authorities and Greater London. The power is optional for local planning authorities to use at their discretion.

Section 15AA sets the contents of a Joint SDS as the same as those for the Mayor of London and Mayoral Combined Authorities. They are intended and only able to deal with matters of strategic importance. They will not be able to designate the use of land.

**Supplementary Plans** – Schedule 7, New Section 15CC – Supplementary Plans are a new type of document that may be prepared by a local planning authority and will replace ‘supplementary planning documents’ prepared under existing legislation. Current Supplementary Planning Documents do not have the weight of the development plan (and whose status can, in practice, be uncertain). The new documents will be part of the development plan.

Section 15CC sets out the legislative basis for supplementary plans, including the nature of the policies that they may contain. Section 15DB sets out the process for the independent examination of supplementary plans.

There are certain limits on the allowable scope of supplementary plans (either by subject matter or geographically), so that they do not subvert the role of the local plan as the principal planning policy framework for the area of a local planning authority.

**Design Codes for whole area** – Schedule 7, New Section 15F, introduces a new duty for local planning authorities to prepare a local design code at the spatial scale of their authority area, which will set the design requirements development must follow. Local planning authorities will be able to prepare and adopt local design codes as either a Supplementary Plan or as part of their local plan, giving the design requirements set within them the weight of the development plan in decision making.

**Abolition of Duty to Co-operate** - Schedule 7 abolishes the Duty to Co-operate on the development of local plans and replaces it with a requirement that relevant bodies should be involved in local plan making. Explanatory notes do not specifically refer to the need for local authorities to assist each other, but it is clear that they could be regarded as a relevant prescribed body, which it would be up to the Secretary of State to determine.

# The Levelling Up and Regeneration Bill (May 2022)

**Requirement to assist in the preparation of local plans** - Section 90 would create a power to require assistance from prescribed public bodies with preparation of relevant plans (local plan, minerals plans, waste plans, supplementary plans, policies maps, infrastructure delivery strategy and marine plans). A “prescribed public body” is a body which, or other person who, is prescribed or of a prescribed description and certain of whose functions are of a public nature.

The intention is to ensure infrastructure providers and organisations with a regional or national focus, and do not engage in local plan making, are required to do so.

**Duty of regard to heritage assets** - Section 92 inserts a new section 58B into the TCPA 1990 which introduces a duty of regard to certain heritage assets in granting planning permissions. It applies to the asset and to the setting of the asset and says that LPAs must have ‘special regard to the desirability of preserving or enhancing the asset or its setting’. This section applies to NDOs/NDPs via new sub-paragraphs insert into paragraph 2 of Schedule 4B.

Local planning authorities are under a statutory duty to have special regard to the preservation of Listed Buildings and Conservation Areas in the exercising of their planning functions. This clause extends this duty to Scheduled Monuments, Protected Wreck Sites, Registered Parks and Gardens, Registered Battlefields or World Heritage Sites.

**Temporary Stop Notice to protect Listed Buildings from harm** - Section 93 introduces Temporary Stop Notices in England through an insertion of a new S44A into the Listed Buildings Act. The authority may issue a temporary stop notice if, having regard to the effect of the works on the character of the building as one of special architectural or historic interest, they consider it is expedient that the works (or part of them) be stopped immediately. The notice would apply for a maximum of 56 days.

**Street Votes** – Under Section 96 The Secretary of State may by regulations make provision for a system that permits residents of a street to—

*(a) propose development on their street, and*

*(b) determine, by means of a vote, whether that development should be given planning permission, on condition that certain requirements prescribed in the regulations are met.*

The Government wishes to introduce a “street votes” system which would allow for intensification of predominantly housing development on existing residential streets where support for that intensification was signalled through a street vote. The current clause is a placeholder clause that would be replaced by substantive Clause when regulations are brought forward (these would be subject to Parliamentary Scrutiny).

**Urgent Crown Development** - Section 97 makes changes to the TCPA 1990 through the introduction of new sections 298B-293J which makes provisions for Urgent Crown Development by establishing a means for the consideration of applications directly to the Secretary of State.

# The Levelling Up and Regeneration Bill (May 2022)

**Minor Variations in Planning Permission** - Section 98 addresses the issue of S73 changes to conditions which also involve a change to the descriptor of development (which currently needs to be addressed via a separate S96A application (NMA) first. So, it inserts a new S73B into the TCPA 1990.

**Commencement Notices** - Section 99 inserts new section 93G into the TCPA 1990 on Commencement Notices. This makes it compulsory for applicants or landowners to submit a notice with their intended commencement date and to update that notice to confirm commencement took place or to inform the LPA that it did not. If the applicant or landowner fails to provide this information, then the LPA can issue a notice requiring it to be provided in whatever form they prescribe, within 21 days. Failure to comply is an offence, punishable by fine on level 3 of the scale. Further, once accepted that the correct information has been provided, LPAs are required to put Commencement Notices on their public register.

The Commencement Notice must set out details of the proposed delivery rate of the scheme over a specified time period with an expected completion date. The notice must provide contact details and make a declaration of liability for works done or not done.

**Completion Notices** - Section 100 inserts new section 93H into the TCPA 1990 on Completion Notices. It applies to developments which have begun but have not been completed. If the LPA is of the opinion that the development will not be completed within a reasonable period they may serve a completion notice stating that the planning permission will cease to have effect at a specified time (deadline). The notice would be served on the landowner, or the occupier, or another person who's interest is materially affected in the opinion of the LPA. The period allowed for completion from the issue of the notice must be at least 12 months from the issue of the notice or beyond any dates specified in a planning permission or NDO, whichever is the greater.

Under Section 93I, the completion notice can be appealed. The grounds for appeal are that the development will be completed within a different 'reasonable' period or that the deadline is unreasonable, or that the notice was not served correctly. Regulations will set out how this will work in terms of timeframes, appeal procedures etc.

Section 93J sets out the effect of a completion notice coming into force as making a planning permission for any development not yet carried out to be invalid. It also makes clear that completion notices can be applied to all uncompleted developments with planning permissions granted before (unless a notice was already served under Section 94(2) of the TCPA 1990), as well as after this section comes into force.

These clauses make it easier for LPAs to issue Completion Notices directly, subject to appeal, without the need for confirmation by the Secretary of State (which is currently required).

**Enforcement Time Periods** - Section 101 increase times time limits for enforcement by amending Section 171B of the TCPA 1990. The increase is from four years to ten years in England (stays at four years in Wales). This applies to development/operations and to change of use.



# The Levelling Up and Regeneration Bill (May 2022)

(This brings it into line with S171C for other breaches. It would mean that unauthorised use of a building as a dwelling would be enforceable for up to 10 years after the date of the breach.)

**Increase in period for Temporary Stop Notices** - Section 102 increases the maximum duration of a temporary stop notice from 28 days to up to 56 days in England.

**Enforcement Warning Notices** - Section 103 creates a new power for LPAs to issue Enforcement Warning Notices, which would advise of the breach, likely to be addressed through a planning permission, and ask for submission of a retrospective planning application within a defined time period after which further enforcement action can be taken if not provided.

**Relief from the Enforcement of Planning Conditions** - Section 107 introduces a power to provide relief from enforcement of planning conditions through the insertion of a new Section 196E into the TCPA 1990. This would, via regulations, set out what when a LPA may not take, or be restricted in taking, relevant enforcement measures in relation to any actual or apparent failure to comply with a relevant planning condition. A relief period would be specified during which this would apply and it would apply to situations where the failure to comply started before (but continues) the relief period and where the failure starts within the relief period and may continue afterwards. The enforcement measures that would be precluded would include anything done by a local planning authority in England for the purposes of investigating, preventing, remedying or penalising an actual or apparent failure to comply with a relevant condition.

This is explained in the context of flexibilities urged since the start of the COVID-19 Pandemic and then later shortages in HGVs – construction working hours, delivery hours and periods etc, but the power is general).

**Pre-application consultation requirements** - Section 108 amends the TCPA 1990 to make permanent currently temporary powers to require pre-application consultation which are currently applied to onshore wind turbines. Regulations can be brought forward to require certain applicants to undertake pre-application consultation and to require them to have regard to comments made as part of it.

**Control over the form and content of planning applications** - Section 109 seeks to provide greater control over the form and content of planning applications. It also includes provision to require the application or associated document, be prepared or endorsed by a person with particular qualifications or experience.

## PART 4 INFRASTRUCTURE LEVY

The Bill introduces a new system of infrastructure levy charges on new development to replace Community Infrastructure Levy (CIL). CIL is to be retained in London and Wales. The key difference with the current CIL regime is that Infrastructure Levy Charges will be required to be levied whereas CIL was discretionary. The Bill provides a power for the Secretary of State to set a deadline date for the introduction of IL in a particular area.

# The Levelling Up and Regeneration Bill (May 2022)

A further key difference is what the charge is applied against. CIL was levied on the floorspace of development when planning permission is granted, whereas Infrastructure Levy will be levied on final gross development value of development.

The process for developing and setting an infrastructure levy will be similar to the current CIL process, on the basis of the development of an infrastructure development strategy which is subject to consultation and examination. Rules will be set as to what income can be spent on similar to CIL.

**Planning Obligations** – The Bill allows the Secretary of State to make regulations on how infrastructure Levy will relate to planning obligations to deliver mitigations to impacts of development in the area the development occurs.

**Infrastructure Levy Income Distribution** - Schedule 11 to the Bill says that Regulations (see section 204O) may determine to whom parts of IL proceeds should be passed (such as Parish Councils). It does not make any specific statements on Parish Councils or level of income distribution. Supporting policy documents state that the intention is that distribution of income will be as operates currently for CIL.

## PART 5 ENVIRONMENTAL OUTCOMES REPORTS

The Bill introduces a new system of Environmental Outcome Reporting to replace Environmental Impact Assessment. These are essentially the same as Environmental Impact Assessments, but without the foundation on and reference to European Legislation.

**Reference to Environmental Improvement Plan** - The core reference point for Environment Outcome Reports will be as set out in Section 116 which provides a power to specify environmental outcomes relating to environmental protection. Any regulations on Environment Outcome Report must have regard to the environmental improvement plan specified in part 1 of the Environment Act 2021:

*(2) “Environmental protection” means—*

*(a) protection of the natural environment, cultural heritage and the landscape from the effects of human activity;*

*(b) protection of people from the effects of human activity on the natural environment, cultural heritage and the landscape;*

*(c) maintenance, restoration or enhancement of the natural environment, cultural heritage or the landscape;*

*(d) monitoring, assessing, considering, advising or reporting on anything in paragraphs (a) to (c).*

*(3) The “natural environment” means— (a) plants, wild animals and other living organisms,*



# The Levelling Up and Regeneration Bill (May 2022)

*(b) their habitats,*

*(c) land (except buildings or other structures), air and water, and the natural systems, cycles and processes through which they interact.*

*(4) “Cultural heritage” means any building, structure, other feature of the natural or built environment or site, which is of historic, architectural, archaeological or artistic interest.*

**Section 117 Environmental Outcomes Reports** – These will be prepared in relation to proposed consents and proposed plans. Regulations will be set. A key consideration will be how a proposal would affect delivery of specified environmental outcome. Against that, a range of possibilities exist from increasing the outcome sought through to compensating for not delivering the outcome.

The extracts from Section 117 below set out the requirement for the report in plan-making, but the Bill does not define precisely what a relevant plan is and does not specify the circumstances in which an Environmental Outcome Report will be required, or what the scope will be in relation to proposed plans. This will follow in regulations.

Subsection (3) says that:

*‘Where an environmental outcomes report is required to be prepared in relation to a proposed relevant plan—*

*(a) no step may be taken which would have the effect of bringing the proposed relevant plan into effect, unless an environmental outcomes report has been prepared in relation to it, and*

*(b) that report must be taken into account or given effect, in accordance with EOR regulations, in determining whether and on what terms the proposed relevant plan is to have effect.’*

A further extract from Section 117 provides the meaning and scope of Environment Outcome Reports.

Subsection 4 says that:

*(4) An “environmental outcomes report”, in relation to a proposed relevant consent or proposed relevant plan, means a written report which assesses—*

*(a) the extent to which the proposed relevant consent or proposed relevant plan would, or is likely to, impact on the delivery of specified environmental outcomes,*

*(b) any steps that may be proposed for the purposes of—*

*(i) increasing the extent to which a specified environmental outcome is delivered;*

## The Levelling Up and Regeneration Bill (May 2022)

*(ii) avoiding the effects of a specified environmental outcome not being delivered to any extent;*

*(iii) so far as the effects of a specified environmental outcome not being delivered to any extent cannot be avoided, mitigating those effects;*

*(iv) so far as the effects of a specified environmental outcome not being delivered to any extent cannot be avoided or mitigated, remedying those effects;*

*(v) so far as the effects of a specified environmental outcome not being delivered to any extent cannot be avoided, mitigated or remedied, compensating for the specified environmental outcome not being delivered, and*

*(c) any proposals about how—*

*(i) the impact of the proposed relevant consent or proposed relevant plan on the delivery of a specified environmental outcome, or*

*(ii) the taking of any proposed steps of the kind mentioned in paragraph (b), should be monitored or secured.*

Subsection (5) says that

*The reference in subsection (4)(b) to steps includes—*

*(a) reasonable alternatives to the relevant consent, to the project to which 10 the relevant consent relates or to any element of either, or (as the case may be)*

*(b) reasonable alternatives to the relevant plan or any element of it.*

**Familiar Framework** - Much of the architecture of Environmental Outcome Reports would be familiar, including a definition of identified category 1 and 2 projects, the consideration of alternatives, scope defined in relation to specified environmental outcomes and whether other SEO reports already address matters. Regulations will provide more clarity.

**Dynamic Mitigation** - Section 119 introduces the concept of ‘dynamic mitigation’ based on the monitoring of SEO for individual consents where Specified Environmental Outcomes are not being met or impacts are reported.

**Non-Regression** - Section 120 enshrines non-regression (in relation to the agreement reached on leaving the EU).

**Exemptions from Environmental Outcome Reporting** - Section 122 provides a potential exemption from Environmental Outcome Reporting regulations for national defence and civil emergency etc.

# The Levelling Up and Regeneration Bill (May 2022)

## PART 6 – DEVELOPMENT CORPORATIONS

**Urban Development Areas** - Section 131 inserts new section 134A into the Local Government, Planning and Land Act 1980 to enable proposals by one or more local authorities to designate locally-led urban development area, specified on a map (the area does not have to be contiguous), with oversight by local authorities. Proposals must be submitted with evidence of consultation with residents, businesses, elected representatives and others.

**New Town Development Corporations** - Section 132 would insert a new section 12A into the New Towns Act 1981 to allow the creation of locally-led (and proposed) New Town Development Corporations based on a defined area of land.

**Urban Development Corporations** – Section 134 would allow local authorities to be the LPA for an urban development corporation where so ordered.

**Removal of borrowing restrictions** – Section 139 would remove all limits on borrowing of urban development corporations (currently £100 million across all) and new town development corporations (currently £5,250 million per new town).

## PART 7 COMPULSORY PURCHASE

Section 140 widens the meaning of improvement as a reason for Compulsory Purchase to include 'regeneration'. This part of the Bill allows greater use of online publicity in relation to Compulsory Purchase proposals and allows conditional confirmation of the purchase ahead of confirmation. It provides for the extension of time limits for implementation beyond the current three years.

The intention of this part of the Bill is to improve the ability of local authorities to assemble land for regeneration purposes through compulsory purchase.

## PART 8 - HIGH STREETS AND TOWN CENTRES.:

This part allows local authorities to identify and designate high streets within which they can intervene to ensure property is let. Section 150 says:

*(1) A local authority may designate a street in its area as a high street for the purposes of this Part if it considers that the street is important to the local economy because of a concentration of high-street uses of premises on the street.*

*(2) A local authority may designate an area within its area as a town centre for the purposes of this Part if -*

*(a) the built environment of the area is characterised principally by a network of streets, and*

*(b) the authority considers that the area is important to the local economy because of a concentration of high-street uses of premises in the area.*

# The Levelling Up and Regeneration Bill (May 2022)

*(3) A street or area is not to be designated, however, if the authority considers that its importance derives principally from goods or services purchased in the course of business.*

Section 151 defines high street uses and premises

*(1) For the purposes of this Part, any use of premises that falls within any of the following sub-paragraphs is a “high-street use”—*

*(a) use as a shop or office;*

*(b) use for the provision of services to persons who include visiting members of the public;*

*(c) use as a restaurant, bar, public house, café or other establishment selling food or drink for immediate consumption;*

*(d) use for public entertainment or recreation;*

*(e) use as a communal hall or meeting-place;*

*(f) use for manufacturing or other industrial processes of a sort that can (in each case) reasonably be carried on in proximity to, and compatibly with, the preceding uses.*

*(2) For the purposes of this Part, premises are “qualifying high-street premises” if—*

*(a) they are situated on a designated high street or in a designated town centre, and*

*(b) the local authority considers them to be suitable for a high-street use.*

*(3) But premises are not “qualifying high-street premises” if they are, or when last used were, used wholly or mainly as a warehouse.*

Subject to a range of conditions relating to Vacancy, Local Benefit, Initial and Final Notices, Restrictions on Letting, Restrictions of works, Counter-notices and Appeals, Local Authorities will be able to arrange rental auctions, contract and grant tenancies with the aim of ensuring that high street uses continue.

## PART 9 - INFORMATION ABOUT INTERESTS AND DEALINGS IN LAND

**Requirement to provide information on ownership and control of land** - Section 178 sets a requirement to provide information about ownership and control of land for the purpose of identifying persons who own relevant interest in land, have relevant rights concerning land or have the ability to control or influence the owner of a relevant interest or right concerning land in the exercise of that ownership or right, and to ascertain the nature, extent of duration of those rights or that ability. Control or influence includes by reasons of interest or rights in a company, partnership, trust or similar legal structure or arrangement.

# The Levelling Up and Regeneration Bill (May 2022)

**Information on transactions** - Section 179 Sets a requirement to provide transactional information. Section 180 would set the framework for this by regulation.

**Retention and use of information** - Section 181 provides for regulations to set out the retention and use of information, including with persons exercising functions of a public nature, for use for the purposes of such functions, and for publication of information!!

An extract from explanatory notes to the Bill says that the Government anticipates collecting information on a range of transaction types for a range of purposes.

*i. To meet the 2017 housing white paper land transparency commitment by collecting and publishing data on contractual arrangements used by developers to control land, such as rights of pre-emption, options, and conditional contracts.*

*ii. To identify attempts to evade sanctions or the new disclosure requirements placed on companies owning UK land and property contained in the Economic Crime (Transparency and Enforcement) Act 2022.*

*iii. For wider national security and macroeconomic purposes.*

**False and misleading information** – Section 182 says Regulations may create an offence in connection with a failure to comply with a requirement under S178 and S179, and for providing false or misleading information in purported compliance. Conviction could result in a prison sentence of up to two years and/or a fine! It also refers to regulation to prevent a relevant registration from being carried out in relation to a relevant interest in land or relevant right concerning land in relation to which a requirement imposed has not been complied with.

## PART 10 - MISCELLANEOUS

**Pavement licences** - Section 184 refers to Schedule 17 which makes permanent provision for pavement licences under S1 to S9 of the Business and Planning Act 2020.

**Historic Environment Records** - Section 185 makes a statutory requirement on a relevant authority to maintain a historic environment record for its area.

**Provision for independent review of the RICS** - Section 186 provide for the SoS to appoint and independent review of the RICS to address governance and effectiveness against its objectives and any other matters specified in the appointment. (this is related to a recent governance issue)

## PART 11 – GENERAL

Contains definitions and consequential provisions.

# The Levelling Up and Regeneration Bill (May 2022)

# The Levelling Up and Regeneration Bill (May 2022)

# Our strategic plan

Flitwick Joint Committee

14 June 2022





# A strategic plan that...

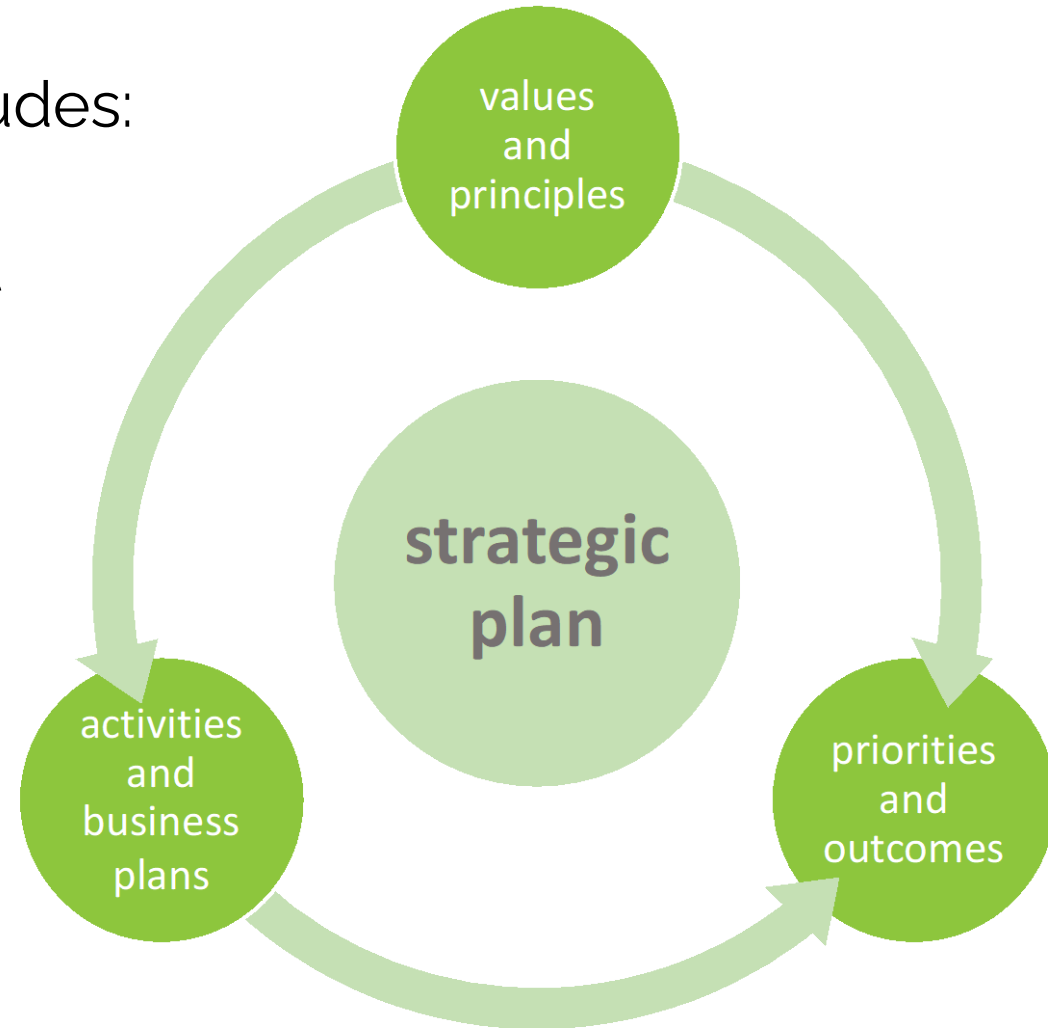
- sets out our 5-year response to Vision 2050 and areas of focus
- builds on the focus from our financial discussions and priorities
- has been informed by discussions with service leaders across CBC

## A clear focus

- The proposed MTFP keeps a clear focus on
  - economic recovery and getting people back to work
  - educational achievement, and our provision for children with special educational needs or disabilities
  - early intervention, including targeted universal services
  - housing
- Underpinned by a place-based approach and commitment to sustainability

# What's driving our strategic thinking

- The framework for our strategic plan includes:
  - **Our values** (how we work together)
  - **Underlying principles** (guiding all that we do)
  - **Priorities and Outcomes** (what we're aiming to achieve)
- **More detailed service plans** (are now under development across the Council)



# Our **principles** and the way we work

- We will be guided by:
  - our **sustainability plan**: evolving the attitude, practices and behaviour of residents and businesses to cut CO2 emissions; ensuring that local communities and industry to grow sustainably
  - **fairness**: we want Central Beds to be a great place, for everyone, lifting people out of poverty, and putting safeguards in place to avoid people slipping into poverty
  - our **economic strategy**: we want to encourage local businesses and help our residents develop skills for the future with lifelong learning and digital skills for all
  - our **place-based approach**: engaging stakeholders to work in partnership together to deliver what matters to people locally

# Our **priorities and outcomes**

- Five key priorities and outcomes:
  - creating **opportunities for rewarding work** that pays a living wage
  - delivering **quality housing**
  - improving **educational achievement and progress**
  - enabling **people to live their best lives**
  - making the **best use of resources**

**Our principles  
and values**

**Our priorities  
and outcomes**

**Our vision**

**... our  
strategic plan**



# The central purpose of Our Strategic Plan

- Connecting Vision 2050 with the work of the whole Council and influencing how we work with our partners across Central Bedfordshire Council
- Focusing our attention on what is most critical for us to deliver
- Providing a framework for service plans, key performance indicators and resourcing decisions.



# Flitwick Town Council



## *Strategic Vision & Priorities*





# About our Council



## Flitwick Town Council



Cllr Keith Badham



Cllr Ian Blazeby



Cllr Ashwin  
Chacko



Cllr Jeremy Dann



Cllr Joe Daly



Cllr Patricia Earles



Cllr James  
Gleave



Cllr Howard  
Hodges



Cllr Ann Lutley



Cllr Gareth  
Mackey



Cllr Becky  
Meredith-Shaw



Cllr Martin Platt



Cllr John Roberts



Cllr Russ Shaw



Cllr Andy Snape



Cllr Dan Toinko



Cllr Clare  
Thompson

- Historically non-political
- Seventeen elected members
- Council meets monthly
- Four standing committees:
  - Community Services
  - Corporate Services
  - Business Improvement & Development Board
  - Personnel



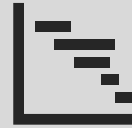
# Vision & Strategy 2021-2025



## BACKGROUND



**'New' strategy** taking us through to 2025 adopted in June 2021 after public consultation



**Linked business plan** allowing Council to measure delivery and to introduce accountability and scrutiny



**Vision & Mission** allows us to focus our effort on where we can add the most value



**A new focus on partnership working** means we don't need to lead on everything and increases community involvement



**Clear Priorities** give assurance of delivery within agreed timescale and allow flexibility



**Renewed engagement with residents** ensures delivery, recognising opportunities to improve and that we meet need/expectations

# Our Vision



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



# Our Mission



1

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

2

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

3

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

4

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



# The Heart of our Strategy – five pillars



## 1 A Prosperous Town

- Increase economic prosperity, encouraging a vibrant & diverse town.
- Develop improved services to meet demand as the town grows.

## 2 A Sustainable Environment

- Improve the quality of the public realm
- Respond to Climate Challenge
- Protect our local environment

## 3 An Engaged Community

- Develop a sense of pride across all age groups
- Improved public engagement
- Develop a strong sense of wellbeing and belonging

## 4 A Centre for Everyone

- Develop the Rufus Centre as a profitable commercial business
- Leverage the Rufus Centre to deliver community services & business support

## 5 A Council that Delivers

Develop capacity and competencies needed to deliver aims and services efficiently, effectively, imaginatively and collaboratively

# Areas for future collaboration with CBC



## 1 Public Realm

- A shared vision for the Town Centre
- De-cluttering the Town Centre
- Understanding and tackling parking issues – parking was the highest rated issue in our recent resident survey!
- Making Flitwick 'pedestrian-friendly' and improving access for those with accessibility needs
- CCTV incl. ANPR
- Station Square / 3 Station Road

## 2 The Environment

- Decarbonising the Rufus Centre & other buildings
- EV Charging

## 3 Community Cohesion

- Tackling inequalities, especially in Flitwick (East)
- Continuing to grow our Youth Service
- LGBT+ Project (with ATC)
- Continuing CSP with CBC

## 4 Parks & Green Spaces

- New Nature Park at Maulden Road
- Green Wheel
- Shared standards and closer cooperation in managing our spaces

## 5 Tackling Infrastructure Issues

- Continuing meetings with CBC Public Health, NHS ICS & surgeries
- How do we overcome the railway division of the town?
- Life-expired community buildings



# Flitwick Town Council



## *Strategic Vision & Priorities*





# About our Council



## Flitwick Town Council



Cllr Keith Badham



Cllr Ian Blazeby



Cllr Ashwin  
Chacko



Cllr Jeremy Dann



Cllr Joe Daly



Cllr Patricia Earles



Cllr James  
Gleave



Cllr Howard  
Hodges



Cllr Ann Lutley



Cllr Gareth  
Mackey



Cllr Becky  
Meredith-Shaw



Cllr Martin Platt



Cllr John Roberts



Cllr Russ Shaw



Cllr Andy Snape



Cllr Dan Toinko



Cllr Clare  
Thompson

- Historically non-political
- Seventeen elected members
- Council meets monthly
- Four standing committees:
  - Community Services
  - Corporate Services
  - Business Improvement & Development Board
  - Personnel

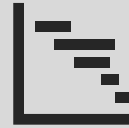
# Vision & Strategy 2021-2025



## BACKGROUND



**'New' strategy** taking us through to 2025 adopted in June 2021 after public consultation



**Linked business plan** allowing Council to measure delivery and to introduce accountability and scrutiny



**Vision & Mission** allows us to focus our effort on where we can add the most value



**A new focus on partnership working** means we don't need to lead on everything and increases community involvement



**Clear Priorities** give assurance of delivery within agreed timescale and allow flexibility



**Renewed engagement with residents** ensures delivery, recognising opportunities to improve and that we meet need/expectations



# Our Vision



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



# Our Mission



1

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

2

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

3

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

4

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

# The Heart of our Strategy – five pillars



## 1 A Prosperous Town

- Increase economic prosperity, encouraging a vibrant & diverse town.
- Develop improved services to meet demand as the town grows.

## 2 A Sustainable Environment

- Improve the quality of the public realm
- Respond to Climate Challenge
- Protect our local environment

## 3 An Engaged Community

- Develop a sense of pride across all age groups
- Improved public engagement
- Develop a strong sense of wellbeing and belonging

## 4 A Centre for Everyone

- Develop the Rufus Centre as a profitable commercial business
- Leverage the Rufus Centre to deliver community services & business support

## 5 A Council that Delivers

Develop capacity and competencies needed to deliver aims and services efficiently, effectively, imaginatively and collaboratively



# Areas for future collaboration with CBC



## 1 Public Realm

- A shared vision for the Town Centre
- De-cluttering the Town Centre
- Understanding and tackling parking issues – parking was the highest rated issue in our recent resident survey!
- Making Flitwick 'pedestrian-friendly' and improving access for those with accessibility needs
- CCTV incl. ANPR
- Station Square / 3 Station Road

## 2 The Environment

- Decarbonising the Rufus Centre & other buildings
- EV Charging

## 3 Community Cohesion

- Tackling inequalities, especially in Flitwick (East)
- Continuing to grow our Youth Service
- LGBT+ Project (with ATC)
- Continuing CSP with CBC

## 4 Parks & Green Spaces

- New Nature Park at Maulden Road
- Green Wheel
- Shared standards and closer cooperation in managing our spaces

## 5 Tackling Infrastructure Issues

- Continuing meetings with CBC Public Health, NHS ICS & surgeries
- How do we overcome the railway division of the town?
- Life-expired community buildings

Date :- 16/06/2022

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Support (Delegated Decision) on the following applications;</b>				
<b>22/00210/TRE</b>	17/05/2022	Joanne Baker	tbc	Frogmore 45 The Ridgeway Flitwick MK45 1DH
<b>Proposal :</b> Works to trees protected by Tree Preservation Order MB/04/00021/G1: reduce Maple Tree T1 by 1/3rd, raise crown to Yew Tree T2 and Holly Tree T3. Reduce Oak Trees T4 & T5 by 1/3rd <b>Observations :</b> FTC Support (delegated decision)				
<b>22/00248/TRE</b>	23/05/2022	Joanna Barker	TBC	Flitwick Mill Greenfield Road Flitwick MK45 5BE
<b>Proposal :</b> Works to a trees protected by a Tree Preservation Order MB/01/00034: Fell Ash Tree (T4) risk of failure due to low union with long limbs over property (annex) and general structural layout of the tree. Fell Ash Tree (T5) shaggy bracket fungus through out tree, with signs of stress growth on the trunk. Canopy of tree contains dead/poor quality timber. Positioned next to the road, leaning slightly towards the road. <b>Observations :</b> FTC Support				
<b>22/00252/TRE</b>	23/05/2022	Joanna Baker	tbc	Mill Race House Greenfield Road Flitwick MK45 5BE
<b>Proposal :</b> Works to trees with TPO MB/01/00034/G3 <b>Observations :</b> FTC No objection				
<b>22/01769/FUL</b>	12/05/2022	Asif Hussain	TBC	2 The Birches Flitwick Beds MK45 1BA
<b>Proposal :</b> Single storey side extension with a flat parapet roof <b>Observations :</b> FTC Support (Delegated Decison)				
<b>22/01774/FUL</b>	12/05/2022	Nicole Chibanguza	TBC	6 Kingfisher Road Flitwick Beds MK45 1RA
<b>Proposal :</b> Conservatory to be demolished and replaced with lean to extension. Dual pitch to replace flat roof over garage. <b>Observations :</b> FTC Support (Delegated Decision)				

Date :- 16/06/2022

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>22/01792/FUL</b>	13/05/2022	Zoe Blake	TBC	32 Falcoln Crescent Flitwick Beds MK45 1LZ
<b>Proposal :</b> Proposed single storey front and rear extensions				
<b>Observations :</b> FTC Support (Delegated Decision)				
<b>22/01854/FUL</b>	18/05/2022	Asif Hussain	TBC	13 Lime Close Flitwick Beds MK45 1LW
<b>Proposal :</b> Proposed garage conversion with reconfigured pitched roof				
<b>Observations :</b> FTC Support				
<b>22/01891/FUL</b>	18/05/2022	Asif Hussain	tbc	2 Lyall Close Flitwick MK45 1JD
<b>Proposal :</b> Single storey side/rear extension with low glazed lantern, reduce size of garage and revised roof configuration.				
<b>Observations :</b> FTC - No Objection				
<b>22/02049/FUL</b>	23/05/2022	Sarah Fortune	TBC	4 Lime Close Flitwick Beds MK45 1LW
<b>Proposal :</b> Erection of single storey rear extension and additional of parking area to the front.				
<b>Observations :</b> FTC Support				
<b>22/02082/FUL</b>	27/05/2022	William Comber	tbc	12 Kestrel Road Flitwick Beds MK45 1RB
<b>Proposal :</b> Two storey side extension and single storey rear extension following demolition of existing garage, conservatory and utility room				
<b>Observations :</b> FTC - Support				

Signed\_\_\_\_\_ Date\_\_\_\_\_

Rob McGregor Mr

Date :- 16/06/2022

**Observations on the following Planning Applications**

---

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	------------------	---------------------	-----------------------	-----------------

---

**Support with Conditions (Delegated Decis on the following applications;****22/00707/FUL**

12/05/2022	Eilis Edmonds	Mrs Jane Roberts	20 Steppingley Road Flitwick MK45 1AJ
------------	---------------	------------------	---

**Proposal :** Remove a lean-to shelter and replace with a mobile cabin for pre-school nursery use**Observations :** FTC - No objection on the condition that a suitable fence is installed and maintained to separate the children and visitors from the current vehicular access from the highway to minimise potential highways safety concerns.

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

Rob McGregor Mr