

**Flitwick Town Council
Planning Committee**

**Minutes of the 368th Meeting of the Planning Committee held on Tuesday 10th
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 21st 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:



FLITWICK TOWN COUNCIL

Draft Minutes of Flitwick Town Council Meeting held on 19th July 2022 at 7:45pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)
Cllr C Thompson
Cllr I Blazeby
Cllr B Meredith-Shaw
Cllr R Shaw
Cllr P Earles
Cllr A Lutley
Cllr J Daly
Cllr J Roberts
Cllr D Toinko

Also present:

Stephanie Stanley – Corporate Services Manager (CSM)
Chris Hoggarth
Tobin Stephenson

Members of the public - 0

5256. APOLOGIES FOR ABSENCE

Apologies were received and accepted for the following Councillors:

Dann - family emergency
Hodges - holiday
Badham, Gleave, Platt, Mackey – unwell
Chacko – sabbatical leave

5257. 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 – Cllr Blazeby declared an interest in item 11b (Planning Responses) and Cllr Lutley declared an interest in item 10a ii (Community Services RCF application for Hub Lights).

5258. TOWN MAYOR'S ANNOUNCEMENTS

A minute's silence was held in memory of former Councillor Mark Bonner.

The Mayor had attended the following engagements:

- Coffee & Cake with the Stitchers Group
- High Sheriff's Garden Party
- Houghton Regis Garden Party

- Flitwick Sunday Market
- Steppingley Road Care Village Ground-breaking Ceremony
- Over 60s Lunch Club
- Dunstable fundraising lunch

Members were informed that the next 'Chat to a Councillor' session would be held on 31st July from 10am – 1pm outside Barclays. It was suggested that this area needed to be named.

Following an action from the previous meeting, the Chairman and the Town Clerk had met with BATPC's Chairman and the Council's dissatisfaction with the service provided had been explained.

5259. REPORTS FROM WARD MEMBERS

It was noted that no reports had been submitted for the meeting. Councillor Lutley advised that CBC Councillor Gomm had mentioned in passing that the Ward Members would no longer be attending the Council meetings. The Chairman mentioned he would reach out to Councillor Gomm and Councillor Bunyan about this.

5260. PUBLIC OPEN SESSION

No items.

5261. INVITED SPEAKER

Tobin Stephenson (TS) and his colleague Chris Hoggarth had attended the meeting to give an update on the Steppingley Road Care Village development.

TS shared a presentation on screen which showed artistic impressions of the site highlighting what was being created and its features. He provided an outline of the program with expected completion in Spring 2024. Research had been undertaken regarding older people and their changing needs, as well as incorporating medical rooms within the site as part of Section 106 obligations. The scheme had adopted the Passivhaus standard with good energy benefits and plenty of green spaces. Those with mobility issues had been considered and level access would be provided. The scheme was a 96 week build programme and was currently in week 6.

Members asked the following questions:

- TS was asked for CBC's definition of 'affordable'. Members were advised this was 80% or below of market rate. Market rate was area dependent, e.g. Flitwick was different to Houghton Regis, however the Flitwick rate was calculated well below 80% (in 70's.)
- TS was asked if there would be any garages with the properties. There would be no garages but there was sufficient parking with 1 space per 2 apartments.
- Councillor Thompson referred to the early rationale about providing smaller homes for the aging population and how after this, half rented/half ownership properties became more prominent. Ward Councillors had mentioned bungalows on the site would cater for this gap however it was questioned why people would sell their homes for properties that were not fully purchasable. TS explained that the MANOP team were not responsible for the bungalows but that they were offering a range of affordable options. In his experience, TS stated that the shared ownership units were popular. Councillor Thompson stated that bungalows were

very popular however TS mentioned that the research undertaken by CBC showed that perhaps they would not be as popular as envisaged.

- TS was asked about the timeline for part 2 with the bungalows. TS did not know the answer.
- TS asked if the bungalows would be under the Passivhaus standard but the situation was currently unclear.
- TS was asked how the medical rooms would be staffed. TS explained these were being built on behalf of the BLMK CCG and it was expected these rooms would be provided to local GPs and it was up to them how they made use of the space. They would fit with NHS standards.
- TS was asked how the homes would remain affordable when they were sold on. Members were advised that Housing would retain interest of 25% and would make any first offers. This was a covenant within the agreement.
- TS was asked if there was any preference for Flitwick residents to occupy the units. As part of the allocation criteria, third on the list was looking at geography (in the local area or had a local area connection).
- TS was asked if the spaces and facilities were open to other residents or exclusive to those who lived there. TS explained these were available to other residents, e.g., the restaurant, hairdresser, and the spa bathroom. The gate would be locked at night.

The Chairman thanked TS for his time over the past two weeks dealing with residents' concerns regarding the piling. There had been positive feedback from residents about how it had been handled. TS explained they would rather not disturb residents with the works however this part of the programme was the loudest.

TS and CH left the meeting at 20:20.

5262. MEMBERS QUESTIONS

There were no questions.

5263. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Planning Committee meeting held, on Tuesday 10th May 2022, this meeting was held at the Rufus Centre.

Members questioned why these minutes were back on the agenda and the CSM advised they had not been approved as believed at the last meeting. Councillor Thompson mentioned that Planning Minutes and resolutions from 10th May had been approved at the Annual Statutory meeting but on closer inspection, the minutes circulated for this meeting were different but had the same date. It was agreed for Officers to investigate, and a decision was deferred until the next meeting.

- b. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st June 2022**, this meeting was held at the Rufus Centre.

Members adopted the minutes of the Town Council Meeting held on Tuesday 21st June 2022. There was a missing figure under item 13b which would be discussed under Exempt.

- c. For Members to approve the minutes of the Business Services meeting held, on **Thursday 12th May 2022**, this meeting was held at the Rufus Centre.

Members adopted the minutes of the Business Services meeting held on Thursday 12th May 2022.

- d. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 28th June 2022**, this meeting was held at The Rufus Centre.

Members noted the resolutions of the Corporate Services Committee meeting held on 28th June 2022.

- e. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 5th July 2022**, this meeting was held at The Rufus Centre.

Members noted the resolutions and recommendations of the Community Services Committee meeting held on 5th July 2022. The resolution relating the RCF application would be replaced with a recommendation and the 'Station Square' resolution would be amended to '3 Station Road'.

- f. For Members to receive and consider **resolutions and recommendations** of the Business Improvement & Development Board meeting, held on **Tuesday 12th July 2022**, this meeting is held at The Rufus Centre.

Members noted the resolutions of the Business Improvement & Development Board meeting held on 12th July 2022.

5264. MATTERS ARISING

- a. Minutes of the Town Council Meeting, on **Tuesday 21st June 2022**.

Councillor Blazeby referred to item 5253c – Planning – Officer Delegated Decisions – and asked if regular publication of CBC planning application was being posted on social media. The CSM would check with the Comms & Marketing Manager.

Action: CSM

- b. Members to receive any updates from Officers - none.

5265. ITEMS FOR CONSIDERATION

- a. **Rolling Capital Fund (RCF) Applications**

- i) Members were concerned that the fund was being spent on other items other than capital. The CSM advised that the fund could be used for non-recurring expenditure in addition to capital projects and because of this, some Members wondered if the fund needed a new name. Members were awaiting a forward capital plan for expected funding of projects that were planned for this year and Councillor Blazeby asked for this to be broken down by Committees.

Action: CSM

The Chairmen commented that the Council required an agreed approach as the revenue budget was inflexible to cover overspends. He added that if increased funding was required, that it should be funded by making cuts elsewhere or come from General Reserves at the end of the year.

Members commented that there were projects in the RCF Summary circulated that should be closed – the camera purchase, the original tenant office refurb, and the hub project. Members felt that it was useful to see the grant contributions to projects, but there was concern about how the grants contributing to the projects were being factored in.

- ii) It was explained that there was no power supply to the lights in the Village Hall/Hub car park and the proposal related to connecting the lights to the power at the Hub. Councillor Lutley explained that the power from the Village Hall now supplied the beauty unit.

It was **resolved** to approve the Community Services RCF application of £2,506 for the Hub lights.

b. CBC Consultation - Electric Vehicle Charging: Guidance for New Developments Supplementary Planning Document (SPD)

Members commented that the report was very thorough. It was suggested that the document, if adopted, needed to be a Council document.

It was **resolved** to adopt the circulated electric vehicle charging document as a Council document and respond to CBC with no amendments to the circulated document.

c. Joint Committee Sub

It was **resolved** to elect Councillor Shaw as the Joint Committee Sub.

d. Environmental Audit

Members considered the quotations circulated and suggested this work should have been included in the revenue budget.

Councillor Blazeby wondered if the audit could include the assessment of the community buildings as part of the project as these were on Council land. This matter would be discussed at Corporate Services; however Members were keen to progress with the audit without any further delays.

It was **resolved** to progress with Option 2 for the Environmental Audit at a cost of £5,600 from the RCF.

e. Toucan Crossing

Members discussed that the toucan crossing works, a CBC project, at the 101 roundabout was potentially going to be delayed. Members thanked Councillor Gleave for taking the initiative with this and Members raised concern about public safety if these works were delayed.

It was **resolved** to write to CBC with the letter as drafted, in partnership with Ampthill Town Council, requesting for CBC to explain the delay for the project.

5266. ITEMS FOR INFORMATION

a. Financial Overspends

Members were asked to approve the £157.93 overspend on the community budget 4002/300 – uniform. The agenda highlighted that the Public Realm Team required the additional uniform.

Councillor Thompson commented that a better way of tracking spending should be implemented as the budget being discussed was overspent by month 2. It was expected to have a financial plan by September.

b. Planning – Responses to CBC including Officer Delegated Decisions

The responses were noted.

c. **Planning – CBC Decisions**

The decisions were noted.

d. **Flitwick Food Extra – Holiday Project**

Members noted the report detailing the Food Extra Holiday Project and the delegated decision taken to approve the following:

1. To partner with Flitwick Food Extra to host five events at the Rufus Centre including providing a hot lunch on a pilot basis. These events would be branded as organised by Flitwick Food Extra with support from Flitwick Town Council.
2. To repurpose £1,500 from the Youth Panel budget to fund this pilot.
3. For the Community Services Committee to review the success of the pilot at their September meeting and to consider if the Council wishes to continue partnering with Flitwick Food Extra to deliver future events.

Councillor Blazeby commented on how well written the report was with an understandable proposal and good content. The Chairman advised there would be an opportunity for Members to get involved in serving the lunches.

5267. PUBLIC OPEN SESSION

No members of the public present.

5268. 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.

14a. Town Council minutes 21st June 2022.

It was **resolved** to approve the exempt minutes of the Town Council meeting held on 21st June 2022 with one amendment to insert the missing figure to item 13b.

14b. Business Services Minutes 12th May 2022.

It was **resolved** to approve the exempt minutes of the Business Services meeting held on 12th May 2022.

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.



FLITWICK TOWN COUNCIL

Draft Minutes of Flitwick Extra Ordinary Council Meeting held on 9th August 2022 at 7:45 pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)
Cllr R Shaw
Cllr P Earles
Cllr A Lutley
Cllr J Daly
Cllr J Roberts
Cllr D Toinko

Also present:

Rob McGregor- Town Clerk & Chief Executive
Susan Eldred – Community Services Manager
Sally Auker-Phillips- Administration Officer
Members of the public - 0

5269. APOLOGIES FOR ABSENCE

Apologies were received and accepted from the following Councillors:

Cllr I Blazeby (holiday) – Cllr Thompson (holiday) – Cllr Meridith-Shaw (holiday), Gareth Mackey (prior commitment) – Jeremy Dann (holiday) – John Roberts (Holiday)

5270. DECLARATIONS OF INTEREST

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

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

5271. PUBLIC OPEN SESSION

There were no members of the public present.

5272. ITEMS FOR CONSIDERATION

- (a) No Items for Consideration.

5273. EXEMPT ITEM

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue was discussed.

6a. - Youth Provision.

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

**Recommendations and resolutions of the Corporate Services Committee
26th July 2022**

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

768 Apologies for Absence

It was **RESOLVED** to accept apologies from Cllr Platt (on holiday).

774a. Minutes

It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 28th June 2022

776d Club 200

It was **RESOLVED** to accept the Town Mayor's fundraising initiative to run a Club 200 monthly draw. 200 tickets would be available with the percentage of the ticket sales to be donated to the Town Mayor's chosen Charities, and the balance paid in prize money to the participants.

Recommendations and resolutions of the Community Services Committee 2nd August 2022

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

1016. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept the apologies from Cllr Badham received due to personal reasons.

1024. ITEMS FOR CONSIDERATION

a. Public Art Strategy & Plan

It was **RESOLVED** to with the amendment to section 7 of the document to set up the next meeting of the working group to progress.

b. Family Fun Day Income

It was **RESOLVED** to approve options one, two and three, totalling up to expenditure of £7,700 as detailed below.

1. To consider allocating the £5,705 income from the Family Fun Day to extend the Christmas Lights Switch on Event 2022.
2. To consider spending up to £1,495 (excluding VAT) on a commercial popcorn machine to be utilised at Family Fun Day, Christmas Lights Switch on Event and other events throughout the year.
3. To consider spending up to £500 on logistical event equipment such as bins, litter picking equipment and gazebos weights.

**Recommendations and resolutions of the Personnel Committee
16th August 2022**

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

1 Apologies

It was **resolved** to accept apologies received from Councillor Blazeby (reason – holiday).

6a Minutes

It was **resolved** to accept the minutes of the Personnel Committee meeting held on Tuesday 24th May 2022 at the Rufus Centre.

8a Employee Handbook Review

It was **resolved** to accept the circulated version of the Employee Handbook with one amendment to the spelling of antenatal.

11b Staff Benefit

It was **resolved** to adopt proposals 1-4 presented in the circulated report.

It was **resolved** to put proposal 5 on the next BI&DB agenda.

11c Maternity Leave Cover

It was **resolved** to approve the recommendations as stated in the report.

11d Additional CSA

It was **resolved** to recruit a Part Time CSA for 18.5 hours per week.

11e Training Request

It was **resolved** to accept the request for staff to undertake essential First Aid and Food Hygiene training

11f Functions & Events Co-ordinator

It was **resolved** to increase the Functions & Events Co-ordinator's hours to Full Time on a trial basis until the end of this calendar year. This would be reviewed in December.

11g Additional Part Time Employment

It was **resolved** to authorise the request for additional Part Time employment for a member of staff.

**Recommendations and resolutions of the Corporate Services Committee
30th August 2022**

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

780. Apologies for Absence

It was **RESOLVED** to accept apologies from Cllr Roberts (on holiday).

786a. Minutes

It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 26th July 2022

788a. Corporate Branding Review

It was **RESOLVED** to progress with a corporate branding review, the first stage of which would consist of the Communications & Marketing Manager pulling together an overview of different communications the Council currently produces for discussion at the next meeting.

788b. Policy and Code of Practice for Cash Handling

It was **RESOLVED** to adopt the Cash Handling Policy with inclusion of Members to the listing for handling cash at events etc. and suggested grammatical corrections.

**Recommendations and resolutions of the Community Services Committee 6th
September 2022**

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

1036. ITEMS FOR CONSIDERATION

a. Flitwick Food Extra Events – Review

It was **RESOLVED** to defer this item to the next Community Services meeting.

b. Memorial & Benches Policy

It was **RESOLVED** to adopt the policy subject to the amendments.

c. Reduced Mowing/Weed Spaying/Wildflowers

It was **RESOLVED** to accept options 2, 3, and 4 as detailed within the report.

2. To reduce the mowing to 6 cuts per year including weed spraying at no cost to the Town Council and identify areas in the Town that could be used for wildflower planting.

3. To promote a 'call for sites' via social media and other communications and hold an open meeting for residents to be able to get involved in planting wildflowers.

4. Members to consider alternative weed spraying options and ask Officers to investigate costs with CBC if an alternative option to the glyphosate-based herbicide is chosen.

d. Skate Park Lighting – RCF Application

It was **RECOMMENDED** to accept the Officers recommendation as detailed below –

Allocation of £21,705.21 from Rolling Capital Fund to allow for a power supply, feeder pillar and three LED flood lights to be installed at Millennium Park, around the Skate Park.

e. Ice Cream Van Permit

It was **RESOLVED** to accept option 2 in the report - Not allowing an ice cream permit at Millennium Park for 2023.

f. Lockdown Car Show 2023

It was **RESOLVED** to continue to give permission to the organiser for the use of Millennium Hub Car Park and all the councillor on Land Off Station Road, Barclays area, for the 2023 Flitwick Car, bus and motorcycle show with no charge. With the

event organiser completing the event protocol form so that they are liable for any damage.

g. Drone Flying Request

It was **RESOLVED** to give permission to fly a drone on and over FTC land for the purpose of gaining images for use on the Flitwick Living Memory website.

h. The Hub Social Media Pages

It was **RESOLVED** to accept option 1 -

To have social media pages for the Hub on Facebook, Instagram, and Twitter. FTC will hold the responsibility for all social media pages with the youth provider having admin rights.

Ward Councillors Report – Councillor Charles Gomm

Aldi store – no legal challenge on decision – it can be implemented, subject to compliance with planning conditions. I have no info on timescale for delivery – this is with Aldi.

Crematorium – no legal challenge on decision – it can be implemented, subject to compliance with conditions. This project is being led by CBC assets – Jessica Mortimer may be able to update you on timescales.

Church Road retirement village – the application has been called in by Cllr Duckett – details of this call in are on the website. There is an outstanding issue from the HSE – we are awaiting a response from the applicant/agent. This may come before DMC prior to Christmas, depending on the response from the applicant.

Any others of interest in the area

Steppingley Road – allocated housing site (HAS17). The developer, Persimmon has, as I understand, undertaken public consultation and we have been in discussion through pre-app. I anticipate a formal planning application in October.

Cllr Gareth Mackey

- Recently, Cllr Snape and I met with representatives of both CBC and Farrans to discuss the disruption from the recent pile driving. The strength of feeling was made very clear and both seemed to acknowledge the failures in communication and approach. We have asked for more information at an earlier stage moving forward to allow us to adequately scrutiny, respond and advise residents if any forthcoming issues. Farrans have indicated that they intend to complete the piling by Thursday 29/9/22.
- I have been approached by a number of people about parking on double yellows, particularly around the schools and the bus stop/ double yellows on Coniston Road. I have asked Highways to refresh road linings where needed and embark on a campaign of enforcement to reinforce adherence to the rules.
- CBC are consulting on a variety of measures to impact on cost of living. First among these is the Council Tax Support Scheme. The consultation can be found at https://www.centralbedfordshire.gov.uk/info/53/benefits/1247/consultation_proposed_changes_to_council_tax_support/2
I can raise any questions residents or Councillors may have.
- CBC have received the report from the OFSTEAD visit carried out recently. The report states that the areas of SEND Strategy, Local Offer and Co-Production have made progress such that they are no longer subject to monitoring as a result of the 2020 inspection. There were three areas where inspectors acknowledged some progress had been made but changes were too recent to have an impact and be felt by parents yet. These were:
 1. Ensuring that the needs of children and young people are identified and met in their Education, Health and Care Plans (EHCPs)
 2. The quality of new EHC Plans
 3. Delivering good outcomes for children and young people with SEND

From Flitwick Scout Group

Attached are two options showing revisions to the architect's drawings.

Option1 shows the ramps/steps, which is why we added the perimeter fence. Have also shown that a hedge would be planted.

Option 2 has the ramp/steps but without the perimeter fence.

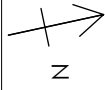
The revisions are our sketches so the ramp/steps would need to be sized and worked out properly.

A lease of land including the perimeter fence would give us more flexibility when working up the detailed design for the ramp/steps and ensuring that we safe entry/exit to from the field. If the lease didn't include the perimeter fence would need to agree whether the ramp/steps is within the leased area or not.

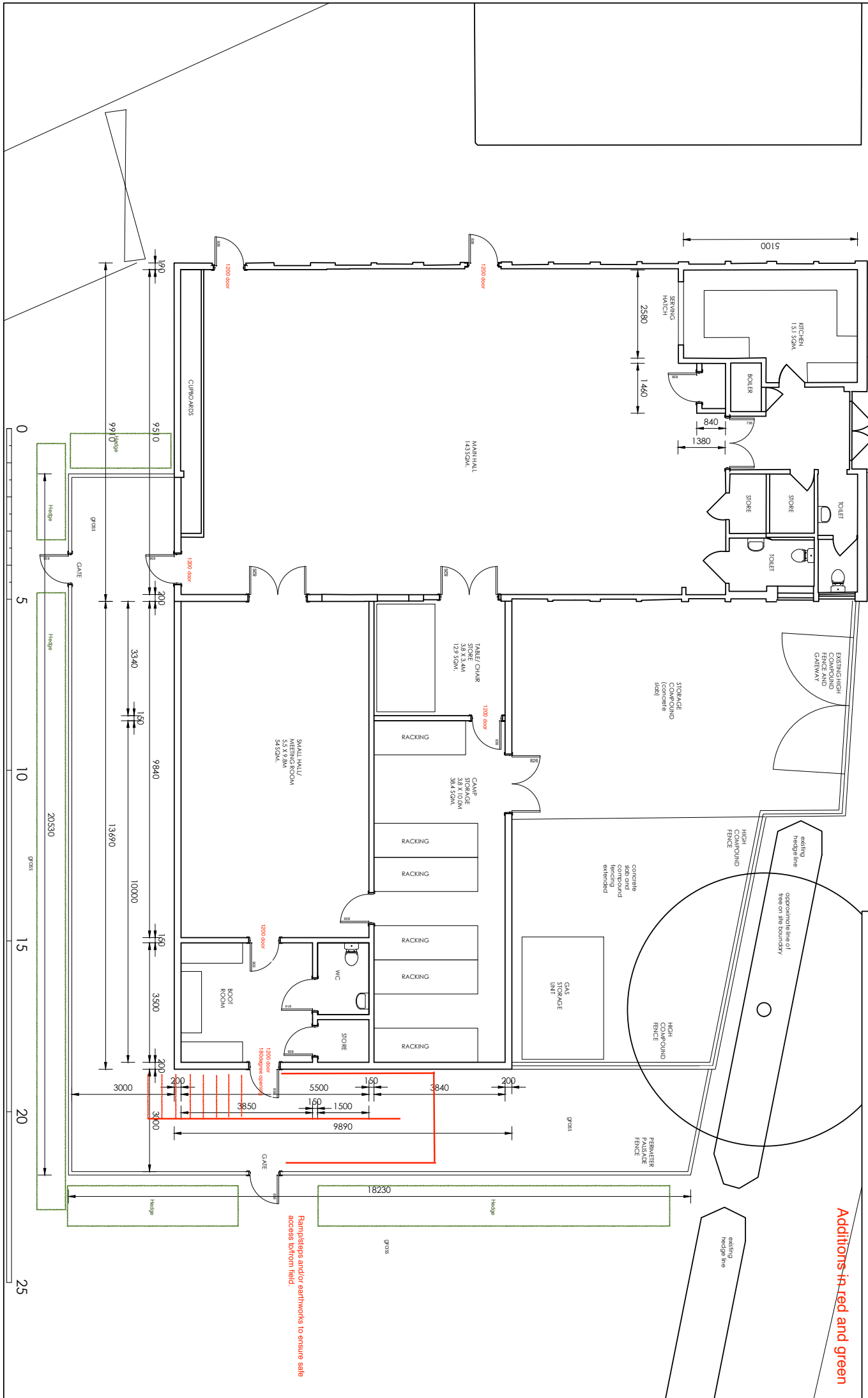
The perimeter fence would also increase our security and it'd be far easier to do a detailed design which doesn't allow people access and congregate on the ramp/steps.

We also fully agree with planting hedges around any fences which will improve the aesthetics and benefit local wildlife.

Project	Hut Extension	Drawing	Ground Floor Plan - Proposed	
Client	Fitwick Scouts	Stage	BRIEF	
Address	The Scout Hut Station Road Fitwick, Bedfordshire MK45 1JT	Scale	1:100@A3	
		Date	May '22	
		DRG. No.	FS2021/11 Rev A	



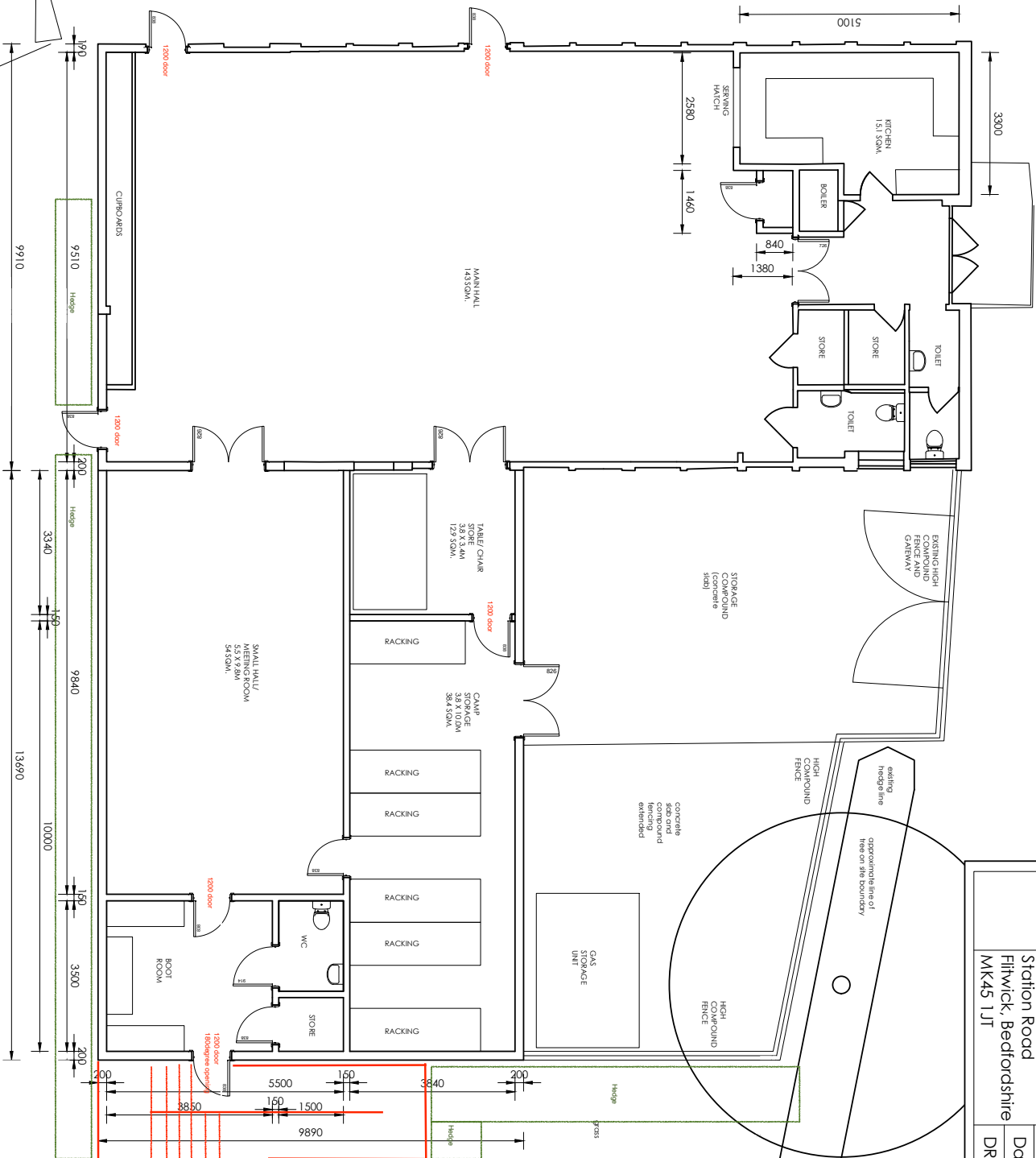
Additions in red and green



Ramp/steps and/or earthworks to ensure safe access bottom field.

Project	Hut Extension	Drawing	Ground Floor Plan - Proposed
Client	Fitwick Scouts	Stage	BRIEF
Address	The Scout Hut Station Road Fitwick, Bedfordshire MK45 1JT	Scale	1:100@A3
		Date	May '22
		DRG. No.	FS2021/11 Rev A

Additions in red and green



Ramps/steps and/or earthworks to ensure safe access to/from field.

Masterplan for Flitwick Nature Park, Flitwick, Central Bedfordshire

August 2022

Produced on behalf of Flitwick Town Council by

The Greensand Trust

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1. INTRODUCTION

The Greensand Trust is an independent environmental charity that works with local communities and landowners to conserve, enhance and promote the distinctive landscape, wildlife and history of the Greensand Ridge and wider area.

At the heart of everything we do is the belief that the best results are brought about by empowering local people and working in partnership for a more sustainable future. Our work includes:

- Conservation management of important habitats and species;
- Promoting the local distinctiveness of the Greensand Ridge;
- Managing open spaces, country parks and nature reserves for the benefit of wildlife and visitors;
- Advising and assisting landowners to improve the wildlife and/or heritage value of their land;
- Promoting and delivering environmental education;
- Helping local communities access their local outdoor space and enabling them to improve their environment;
- Thinking strategically and working with partners on Green Infrastructure planning and delivery.

1.1 Proposed Works

It is intended that the land will be managed by Flitwick Town Council as a Nature Park to be managed to provide informal recreation opportunities and enhance its value for biodiversity. The masterplan includes biodiversity enhancements including establishment methods and maintenance of proposed habitats created.

1.2 Description

The proposed Flitwick Nature Park is a 27ha site located on the west side of Maulden Road near the northeast edge of Flitwick centred at Grid Reference TL040362. It has been designated for recreational use through the development management system. The underlying geology is Lower Greensand and the Ampthill Clay partly overlain by head deposits, alluvium and river terrace sands and gravels.

The site consists of an area of former arable farmland that has been left fallow for some time and has become colonised by a range of grassland, ruderal and weed vegetation that is not of significant botanical interest but does support nesting skylarks. There are few trees and no hedgerows on the site apart from a mature oak and numerous younger trees of various on the eastern roadside boundary.

The land rises to the south providing good views towards the Greensand Ridge and the Flit Valley.

A public bridleway runs along the southern edge of the site, there are various unofficial footpaths crossing it, with people accessing it via an informal path from the west (from A5120 Ampthill Road), and cars can drive into the site from Maulden Road and park along the surfaced track.

The Greensand Trust

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2. MASTERPLAN

2.1 General Aim

The general aim is to establish and manage the site as a 'nature park' for informal access by local people and to maintain, create and enhance a range of habitats including lowland meadow, hedgerows, mature trees, woodland and ponds. The intention is for the majority of users to access the site either on foot or by bicycle, with internal access focused on a network of pedestrian routes. A small car parking area will be provided, to cater for users with disabilities in particular.

The initial masterplan will identify how the site can be laid out in terms of access, recreational areas and habitats, in order for FTC to put its development out to tender. The 'zoning' on the Masterplan

could be used to inform a Management Plan for the site, helping ensure its future management can be clearly directed and sustained in line with objectives.

Two 'options' have been provided based on two alternative car park locations.

2.2 Specific Objectives

- 1.) To establish and manage the majority of the site as lowland meadow managed by hay cutting and/or grazing.
- 2.) To plant new hedgerows, trees, orchard and woodland (including wet woodland) to enhance the landscape setting and reduce the impact of the adjacent water treatment works and the A507 while not restricting important views.
- 3.) To create new ponds, both for wildlife and to provide opportunities for pond dipping.
- 4.) To provide appropriate infrastructure such as fencing, gates, path surfacing, seating locations and cycle racks.
- 5.) To maintain and enhance populations of rare and uncommon species, and maintain suitable conditions for other species not presently found but which might naturally be encouraged at the site.
- 6.) To reduce the impact of introduced species where appropriate.
- 7.) To encourage walking and cycling as the main modes of accessing the site, and supporting the development of the Ampthill-Flitwick Green Wheel.
- 8.) To provide open access areas and restricted areas to protect wildlife such as ground nesting birds.
- 9.) To liaise with Central Bedfordshire Council for a Dogs on Leads order to cover the site and protect current and future wildlife.
- 10.) To raise public awareness of the sites importance for nature conservation.
- 11.) To encourage the use of the site as an educational resource.
- 12.) To involve the local community and volunteers in the management of the site.
- 13.) To maintain a hierarchy of paths, with surfaced multi-user routes to support access to and through the site as part of the Ampthill-Flitwick Green Wheel, but otherwise utilising mown paths for walking access.
- 14.) To prevent unauthorised vehicular access

2.3 Rationale

Lowland Meadow

Grasslands are traditionally maintained by the removal of grass and seedling bushes through grazing and/or cutting. The removal of plant material and nutrients as animal bodies or hay is important in restricting the growth of tall and robust plants. These thrive on high nutrient levels and can reduce species diversity by shading out plants of smaller stature that can tolerate cutting and grazing and persist under low nutrient and more open conditions. Reducing the build-up of nutrients in the soil at this site is difficult due to its location in a river floodplain. Grazing may not be an option in an urban fringe site such as this but managing the vegetation by hay cutting will help to continue the removal of nutrients and maintain open vegetation to further encourage the spread of finer grassland plant species.

The western section of the meadow area will be separated from the remainder of the site by a new hedgerow and fencing, and will be maintained as a restricted access area to provide undisturbed conditions for ground nesting birds such as skylarks and other wildlife. It will take 5-10 years for the meadow to mature.

Hedgerows

Hedgerows would traditionally have been managed by laying or coppicing to maintain a dense structure and keep them stock proof. There are no remaining sections of hedgerows and they will need to be restored by replanting. In the longer term will require some form of management such as laying or coppicing to ensure they retain their structure, though this would be best carried out by working on short lengths in rotation to maintain the continuity of dense hedgerow habitat.

The new hedgerows will help to link up the existing hedgerow network on the adjacent areas of farmland and enhance existing wildlife corridors. They will take c. 10-15 years to reach maturity.

Mature trees

There are currently few trees on the site apart from along the eastern roadside boundary, and no woodland. Mature trees provide special features not present in younger trees such as fissured bark, sap runs, dead wood and hollow stems. These trees are especially important for fungi, bryophytes, lichens, beetles and other characteristic invertebrates. Species such as woodpeckers and birds use them for roosting or feeding and the hollow bases can be used as lying up places by otters. Fallen timber left around mature trees provides important additional habitat, especially for invertebrates.

The new woodland and orchard will provide additional habitats for wildlife, provide a screen to the adjacent water treatment works and access track, and will act as a link between wet woodland and other habitats elsewhere in the Flit valley. The scattered copses will provide additional small areas of woodland habitat and in time will become prominent landscape features

that will break up the open landscape of much of the park. The copses, woodland and orchard will take 20-30 years to reach maturity.

Ponds

Ponds provide habitats for a range of wetland plant and animal species. Ponds are subject to successional change as they gradually fill up with vegetation and dry out. Some management to maintain open water in the ponds will need to be planned every few years. Two of the ponds will be in the open access area to use for educational purposes such as pond dipping, with the other in the restricted access area to provide undisturbed conditions for wildlife.

2.4 Management Prescriptions

The following prescriptions could be used and expanded upon in the Management Plan for the site.

- Approximately 20ha of new meadow grassland will be established on the site by cultivating it and sowing in the autumn with a meadow wildflower mix such as the EM2 Standard Meadow Mixture from Emorsgate Seeds <https://wildseed.co.uk/mixtures/view/3>. It is recommended that soil testing is carried out prior to seeding to ensure that a seed mix is used that is most appropriate for the soil conditions. Seed rich hay from a local species-rich meadow site could also be scattered over the fields to introduce additional species of local provenance. In the first year the new meadow areas will be cut regularly through the summer to encourage the sward to develop and prevent the spread of weed species, and in following years it will be hay cut once in late summer/early autumn and the cut material removed and taken off site, though the grazing at least part of the area should be considered.
- Mown paths will be maintained across the site during the summer by regular mowing to maintain easy access for the public and allow them to better appreciate the meadowland and other habitats.
- Approximately 2000m of new hedgerow will be planted as shown on page 9 using a mixture of native species of local provenance, including a selection of the following – hawthorn (*Crataegus monogyna*), blackthorn (*Prunus spinosa*), field maple (*Acer campestre*), hazel (*Corylus avellana*), goat willow (*Salix caprea*), wayfaring tree (*Viburnum lantana*), guelder rose (*Viburnum opulus*), crab apple (*Malus sylvestris*), holly (*Ilex aquifolium*), dogwood (*Cornus sanguinea*) and spindle (*Euonymus europaeus*). Once established, the hedgerows will be maintained by rotational trimming in late winter to maintain a source of berries for birds over the autumn and winter. In the longer term, sections of the hedgerows will also be laid or coppiced in rotation in autumn/winter as required to maintain a dense structure. A number of young standard native trees such as pedunculate oak (*Quercus robur*) will be planted in the new hedgerows.
- Approximately 3.5ha of new broad-leaved woodland will be planted in the north of the park to screen the adjacent water treatment works and access track. As the woodland is near the base of a small valley, it will mainly be planted with wet woodland species such as common alder (*Alnus glutinosa*) and willow sp. (*Salix* sp.), with other native tree and shrub species on the higher edges such as pedunculate oak, hornbeam (*Carpinus betulus*), small-leaved lime (*Tilia cordata*), field maple, hazel and holly. One of the access paths will go through the

woodland and will be managed as a woodland ride with annual rotational hay cutting of each side of the ride, and maintenance of a scrub edge by rotational coppicing of sections of the adjacent woody vegetation.

- The scattered copses will be no more than c. 500sqm in size and will be planted with a similar range of native tree and shrub species to the higher areas of the woodland, and avoiding using willows and alder as they are on drier soils.
- A community orchard will be planted in the northwest corner of the park using a mixture of fruit trees of local provenance including apples, pears, plums and cherries. The trees will be planted 5-10m apart, and the round beneath the trees will be seeded with the same meadow mixture as used for the rest of the site and managed in the same way.
- The potential impacts of deer on new tree planting have not been assessed. It is suggested that any tree/hedge planting is monitored. If necessary, in the first few years all the tree and hedgerow planting could be protected with 2m high deer fencing if tree tubes are not sufficient to prevent them being damaged by deer browsing.
- Three new ponds will be created on the site and planted with a range of native aquatic and emergent vegetation such as pondweed sp. (*Potamogeton* sp.), yellow iris (*Iris pseudacorus*) and purple loosestrife (*Lythrum salicaria*), avoiding invasive species such as reedmace (*Typha latifolia*).
- New nesting and roosting opportunities for birds and bats could be provided by installing a range of bird and bat boxes on some of the larger trees on the eastern boundary such as the mature oak. Woodcrete bird and bat boxes such as Schwegler 1B nest boxes [1B Schwegler Nest Box | NHBS Practical Conservation Equipment](#), Vivara Pro Seville 32mm WoodStone nest boxes [Woodstone® Seville Nest Box 32mm \(Green\) | Vivara Pro](#) and Schwegler 1FF boxes [Flat Bat Box 1FF » Schwegler Natur \(schwegler-natur.de\)](#) will last longer than wooden ones.
- Other wildlife features that could be provided in quiet areas of the site such as in the new areas of woodland or around the new ponds include one or more hedgehog boxes <https://www.rspb.org.uk/get-involved/activities/give-nature-a-home-in-your-garden/garden-activities/giveahogahome/>, insect hotels such as a Schwegler Clay and Reed Insect Nest <https://www.nhbs.com/schwegler-clay-and-reed-insect-nest> and log and brash heaps to provide refuge and hibernation features for hedgehogs, invertebrates and reptiles and amphibians. When constructing the log and brash heaps for reptiles and amphibians, the logs should be at the base of the heap with the brash stacked on top.
- Install c. 800 m of fencing around the restricted access area. A ditch and bund around the perimeter of the site should mostly negate the need for boundary fencing, though appropriate gates will be required at the access points to prevent use of the site by vehicles as shown on the plan on page 9.
- A new car park for approximately 20 cars including 4 disabled parking bays, will be provided either at the northeast or southeast corner of the park as shown on Options A and B of the map on pages 9 and 10. Security gates and fencing including a height barrier will be required at the car park entrance.

- Install c. 2000m of 2.5m wide surfaced and edged access for all paths around the park as shown on the plan on page 9.
- Install five benches along the all access path and one alongside the public bridleway as shown on the plan on page 9.

2.5 Survey, Monitoring and Review

Photography

Before and after photographs should be taken whenever establishment and management work is undertaken at the site. Fixed-point photographs are very useful when recording changes in vegetation structure and communities, and to assess recreational impacts such as erosion.

Survey and Monitoring

- Monitor plant communities in the developing meadow grassland, woodland and ponds.
- Monitor establishment of new tree/hedge planting.
- Carry out detailed surveys of mammals, breeding birds, invertebrates, reptiles and amphibians and monitor populations of notable species.
- Ensure all entrances and paths are in a safe and usable condition.

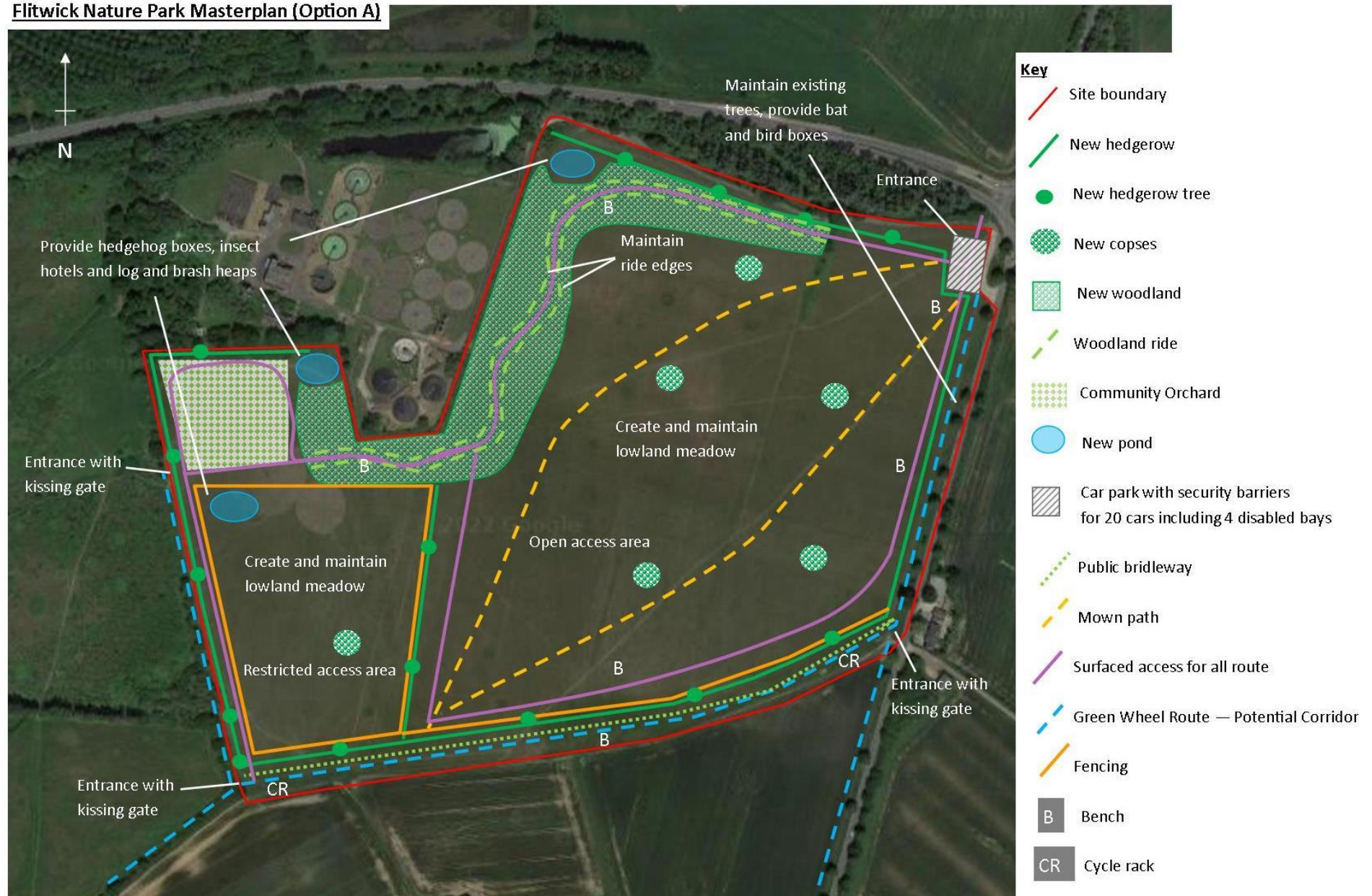
Review

- Review and update management plan after five years.

2.6 Community involvement, awareness raising and education

- Erect and update interpretation boards on the four entrances to the site, and produce a leaflet for the site and update as necessary.
- Investigate ways of providing a wardening service for the site.
- Organise walks and other interpretative events for the local community.
- Draw up a set of byelaws for the site and ensure these are enforced.
- Involve local people in volunteer work parties, species monitoring and general site wardening.
- Monitor visitor levels and take any measures necessary to maintain special interest where this may be under threat.
- Develop the site as an educational resource by involving local schools, colleges, community groups etc.
- Liaise with Central Bedfordshire Council for a Dogs on Leads order to cover the site and protect current and future wildlife.
- Include the site within the Ampthill-Flitwick Green Wheel using the existing public bridleway along the south edge of the site. Two cycle racks will be provided along the bridleway, which will be fenced along its north side to prevent cyclists accessing the remainder of the park.

Flitwick Nature Park Masterplan (Option A)



The Greensand Trust

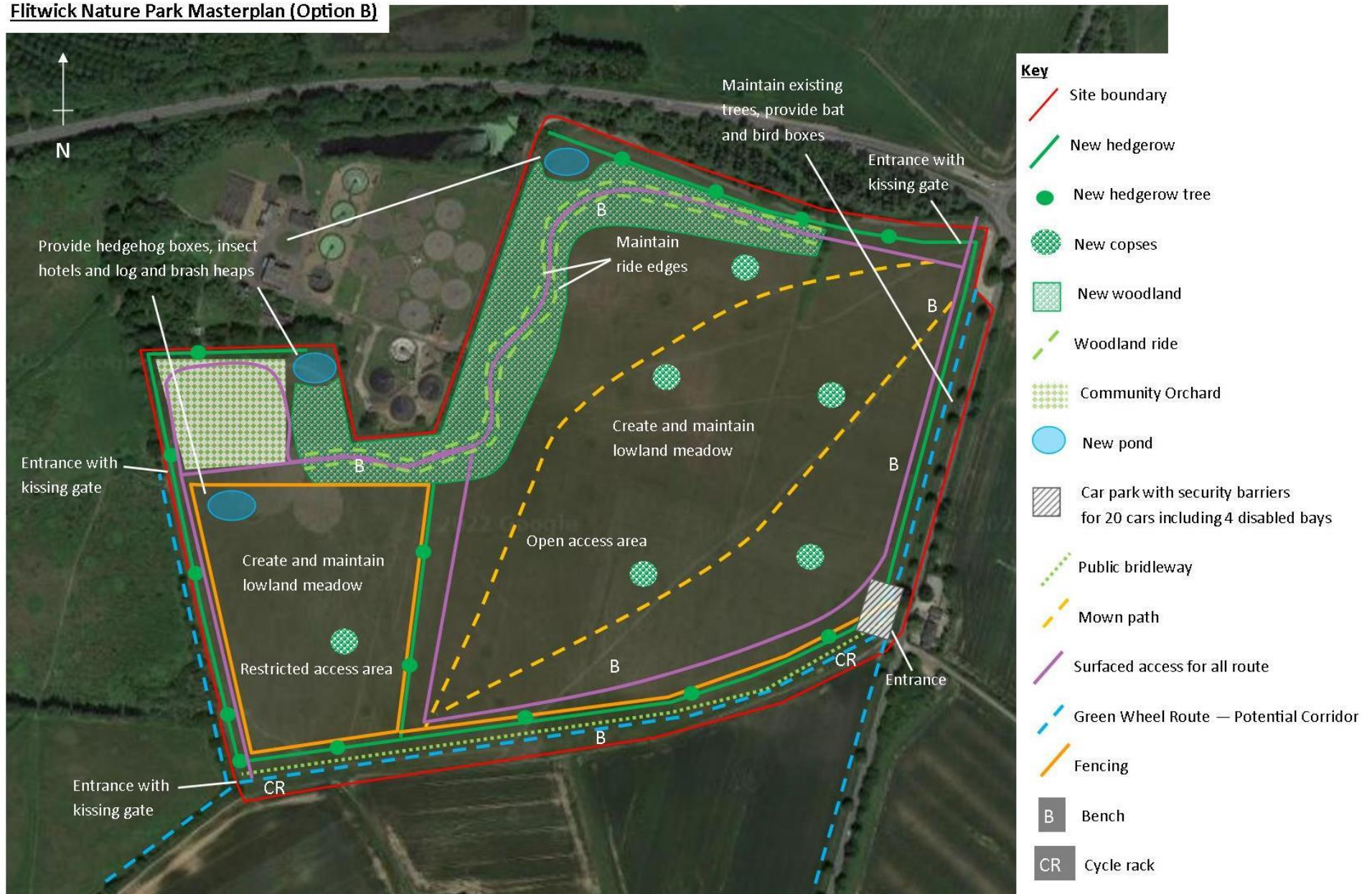
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Flitwick Nature Park Masterplan (Option B)



The Greensand Trust

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

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

FLITWICK TOWN COUNCIL

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

13 Oct 2021

18 Jan 2022

05 May 2022

Name of person who carried out the internal audit

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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	N/A

*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

Clerk

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	-883,628	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	-1,527,342	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 – To agree with bank reconciliation.	
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 REQUIRED

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 iii)

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

A. Singh 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.

The Council has not fully implemented recommendations made in 2020/21 external audit reports regarding providing a consolidated bank reconciliation that agreed with Box 8 of the AGAR. The Council answered yes to the relevant assertion in the 2021/22 Annual Governance Statement (assertion 7), claiming it has taken appropriate action in respect of audit reports.

In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

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

The Council did not include an aggregate bank reconciliation in the Annual Governance and Accountability Return submission for audit review. The bank reconciliations initially provided did not reconcile or agree to Box 8 of the AGAR when aggregated due to the omission of the CCLA account and petty cash and was dated as at 31/3/21 instead of 31/3/22.

The bank reconciliation is a key management control and in future the Council should ensure that it is accurately prepared as part of the Annual Governance and Accountability Return submission and agrees with Box 8 of the AGAR.

3 External auditor certificate 2021/22

We 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:

Not applicable

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

21 September 2022

Mr R McGregor
Flitwick Town Council
The Rufus Centre
Steppingley Road
Flitwick
Bedfordshire
MK45 1AH

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 22 September 2022

Dear Mr McGregor

Completion of the audit for the year ended 31 March 2022

We have completed our audit for the year ended 31 March 2022 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2021*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2022/23

No minor issues identified.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell

Partner

For and on behalf of Mazars LLP

(COUNCIL NAME):

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2022

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2022 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:	
(b) _____	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return

2. Copies will be provided to any local government elector on payment of £____(c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert date of placing of the notice



Flitwick Town Council

Initial proposal to provide cost-of-living crisis support in Flitwick

Implications of recommendations

Corporate Strategy: Contributes directly to the Council's vision that Flitwick will continue to be a vibrant and welcoming, with an inclusive and engaged community, working together to provide an improved, sustainable, and life-enhancing environment. This proposal contributes to our missions to create a prosperous town, an engaged community and a centre for everyone.

Finance: Introduction of a new service that will increase workload and lead to future pressures on the revenue budget and impact on the Council's approach to grants.

Equality: Increases equality & inclusivity through direct engagement with the community, assisting residents who are struggling with the cost-of-living crisis.

Environment: Direct impact on environmental sustainability by reducing food waste

Background

The rising energy, transport, housing and childcare costs have resulted in the tightest squeeze on incomes for 50 years. The impact of the crisis is harder for those who are already struggling - inflation is now 10.2% for the poorest tenth of households, significantly higher than for the richest tenth. Poorer households spend three times as much of their family budget on food and energy compared to the richest fifth of households and are far less likely to have savings and more likely to take on high-cost debt.

Levels of deprivation in Central Bedfordshire are relatively low compared to the rest of the country. Deprivation is measured at small area level. These areas are known as Lower Super Output Areas (LSOAs), with 157 LSOAs in Central Bedfordshire.

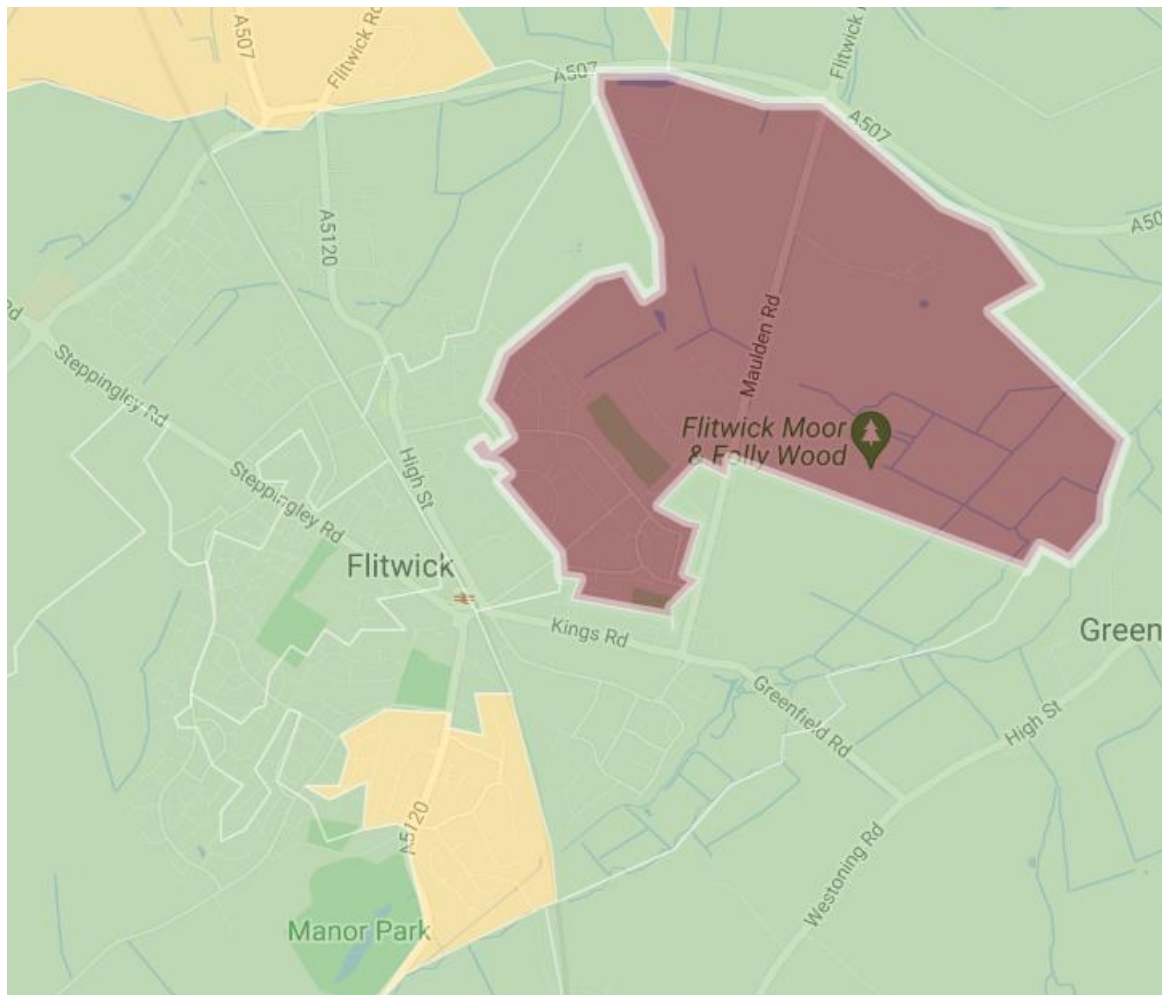
Overall, three Central Bedfordshire LSOAs are among the 10 to 20% most deprived in England (down from 5 in 2015):

- Dunstable Manshead 594
- Parkside 602
- Flitwick 400

While our town can feel very affluent, Flitwick 400 is now the third most deprived part of Central Bedfordshire – in 2015, it had been in the 20-30% most deprived. Overall, 17.9% of Flitwick (East) households are in poverty compared to 11.9% in Flitwick (West).

Zooming into specific areas of the town shows higher levels of need in the area encompassing Brooks Road, Eastern Road, Hatfield Road and Hinksley Road:

- A cost-of-living vulnerability indicator of 2 compared to 1 for the rest of the town (average for our unitary area).
- 30% of households do not have access to a car compared to 12% in the rest of the town.
- 22% of households receive housing benefits compared to 2% in the rest of the town.
- 18.5% of pensioners live in poverty compared to 6% in the rest of the town.
- 17.62% of children living in Flitwick are considered to be living in poverty. 28.2% of children living in this part of Flitwick (East) live in poverty, as shown in the map below.



Members can explore the figures for our town further at the following site provided by Central Bedfordshire Council: <https://centralbedfordshire.communityinsight.org/>

The last decade has seen a massive rise in working poverty, and many of our community partners are reporting immediate signs that this is increasing. Combined with the loss of the £20 UC uplift, the uprating of Universal Credit by 3.1% in April 2022 is set against a rise in inflation to 9% and climbing.

Recognising that we are a Town Council, the question is what we can do at a local level in Flitwick to respond swiftly and decisively to this crisis and make things easier for our residents.

The Chair of Community Services and the Town Mayor used the scheme of delegations to authorise a community meeting to explore and understand the need, gaps and possibilities of partnership working. This meeting went ahead on Monday 12th September with attendance from Ward Councillors, many Town Councillors and representatives from local organisations, including The Co-op, The Need Project, Flitwick Parish Church (Food Extra), Scouts, Flitwick Combined

Charities, and Grand Union. Many different ideas were discussed, but this document is not intended to be a set of minutes.

Purpose of the document

This document sets out five initiatives that the Council may choose to implement or facilitate. Members are asked to consider each of the proposals and to give staff clear instructions on specific initiatives and the overall direction of travel.

There's an expectation that more proposals will be brought forward for consideration following future cost-of-living meetings.

Initiatives to consider

1. Community Fridge



Community Fridges are social sites of food education and sharing. They are housed in publically accessible places - making fresh food that would otherwise be wasted freely available to the community. Surplus perishable food is donated by local businesses or members of the public and collected by people who need it. Hubbub coordinates the Community Fridge Network, and it connects fridges across the UK, providing support for groups running fridges to share knowledge and skills and to ask questions. The Network offers free guidance on setting up your own fridge and provides comprehensive support, design assets, a knowledge-sharing forum, health and safety templates, discounted fridges and freezers.

People usually refer to food banks as an emergency stop-gap solution. For some, there is a stigma tied to using food banks, and there is a cap on the number of visits that a household can make within a period. Generally, non-perishable food items are given out, and at set times only, food bank users are not always at liberty to choose what they eat. In contrast, Community Fridges exist to reduce food waste and foster a spirit of sharing and mutual support within a community. They are often open more regularly and offer a source of fresh good quality food surplus for everyone. In many cases, the most frequent items moving through the fridge are fruit and veg. They operate on a trust basis and are not means tested.



Specific requirements must be met to run a community fridge safely, but the guide from Hubbub gives lots of guidance. The critical thing is that we must operate a food safety regime - registering as a food business is a prerequisite for joining the Community Fridge Network.

What equipment and space do we need?

We will need a double-door fridge placed in a high-traffic, public area of the building – the cost of this is approximately £1,500.

We will need space to sort food when it is delivered, storage space for any excess food and access to a bin to dispose of any food waste.

What will the impact be on staff?

The intention would be that the work of running the fridge would, over time, be transferred over to a group of volunteers to assist with the service.

Initially, we would need to recruit volunteers to help collect food from retailers for re-distribution, but this would need to quickly be expanded to food hygiene trained volunteers to assist paid staff.

Level 2 Food Hygiene Training costs £128 + VAT per eight people trained.

How will we fund this?

Grant funding: The Co-Op is currently offering funding of £3,000 towards the cost of setting up a Fridge in your community and a further £1,000 one year after opening, subject to returning the necessary reporting documentation and fulfilling the criteria. Initially, we will apply for the grant, although it's unclear if a Parish Council is eligible.

If we're unsuccessful with grant funding: the Ward Councillors have agreed to commit some of their additional cost-of-living grant towards purchasing the equipment. We would request grant funding to cover the equipment needed (approximately £1,500) plus an initial £250 to cover Food Hygiene Training for volunteers.

What are we proposing for the Community Fridge?

- Delegation for the remainder of planning and the future running of the fridge and operation to the Town Clerk with oversight from the Community Services Committee
- Officers apply for the Co-Op grant. If this is unavailable or would not be allocated before the middle of October, Officers will approach the Ward Councillors with a quote to fund the cost of the equipment and initial training.
- Officers will investigate the requirements to run the fridge and will devise an operational model, including a proposal for governance that will use food-safety trained staff and eventually volunteers.
- Officers will run an initial volunteer and member recruitment drive to help with food deliveries.
- Officers will aim to launch the service at the end of October.

2. Collating a list of helpful information and guidance on the flitwick.gov.uk website

Recognising the need for good signposting and easy access to information, we'll work to collate a list of helpful advice and contact details for residents.

3. Establishing and coordinating a network of 'warm spaces' across the Town.

Members discussed and agreed that there is a need for a network of 'warm spaces' where people can stay warm and save money, but that there was a need to do this in a way that encourages dignity. We're aware that Central Bedfordshire Council and Grand Union already have plans to use Libraries and some other public buildings to do this, but we felt that there was more to do and that FTC could play a coordinating role.

Leveraging the Rufus Centre and working with other community groups, we would aim to offer warm, welcoming spaces throughout winter that enable residents to access and engage in activities that improve their quality of life (e.g. physical activity, social activities, arts, culture or community meals). We recognise that it's not possible or desirable for FTC to organise and run all of these activities. Members envisaged at the meeting that much could be achieved by playing a coordinating role and giving access to facilities and spaces.

At the same time, we would work with community partners, e.g. Citizen's Advice and Central Bedfordshire Council, to make sure that as much support is available directly to residents, including expert advice, crisis interventions such as food, crisis payments/grants etc.

4. Explore the possibility of providing additional grants to community organisations to directly support residents

A critical area impacting residents facing the pressures from the cost-of-living crisis is the need to cut expenditure on activities that make life worthwhile. Social activities, arts, and culture are the obvious areas to cut during financial stress. Many of our community groups operate 'hardship funds', which help people in financial hardship to continue participation. These funds aren't just used to cover 'subs' but also limited expenses to ensure that group leaders can travel to events etc.

Our community groups report increasing calls on their respective hardship funds.

The Council could consider making additional grants to organisations that operate a hardship fund based in Flitwick using any leftover money from the grants budget.

Officers would contact each of the organisations to understand how they run their hardship fund, with the Community Services Committee allocating funding based on a recommendation from Officers at the next meeting.

5. Pay it forward scheme in the Café

Suspended coffee, or *caffè sospeso* in Italian, is a tradition that comes from Naples, Italy, and dates to at least the turn of the 20th century. When customers buy coffee, they also pay in advance for a cup to be given to somebody else -- usually someone who otherwise couldn't afford it.

The idea of introducing a "paying it forward" scheme was introduced at the meeting by Cllr Meredith-Shaw and would allow us to build up a small fund that could be used to provide hot drinks and food for those who cannot afford to pay.

Proposal

1. Recognising this is an ongoing challenge, the Council will facilitate a monthly 'cost-of-living' community meeting chaired by Cllr Badham during the autumn and winter as needed. This will allow the Council to monitor the impact on our community closely, collaborate on further initiatives and respond rapidly should further support be required.
2. Proceed with the Community Fridge proposal as stated, delegating all further work and decisions to the Town Clerk with oversight from the Community Services Committee.
3. Request the Marketing & Communications Manager & Corporate Services Manager to produce a dedicated page on the website to signpost residents to relevant information.
4. Proceed with the proposal to establish and coordinate a network of 'warm spaces' across the Town.
5. Empower the Community Services Committee to make additional grants to organisations that operate a hardship fund based in Flitwick using any leftover funding from the grants budget as recommended by Officers.
6. Request that the Business Improvement & Development Board works with the Community Services Manager to investigate the viability of a Pay it Forward scheme for the Rendezvous Café.

Cllr Andy Snape

Town Mayor

Date :- 21/09/2022

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>
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Support (Delegated Decision) on the following applications;

22/00431/TRE

15/09/2022	Joanna Baker	N/A	1 Arundel Close Flitwick Beds MK45 1RR
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Proposal : Work to trees protected by Tree Preservation Order.

Observations : FTC raise no objection to this application.

22/00462/TRE

16/09/2022	Joanna Baker	N/A	39 Trafalgar Drive Flitwick Beds MK45 1EF
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Proposal : Work to tree protected by a Tree Preservation Order- Full Oak Tree.

Observations : FTC raise no objection to this application.

22/02389/FUL

02/09/2022	Ellis Edmonds	N/A	101 Townfield Road Flitwick Beds MK45 1JQ
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Proposal : Extension of a detached annex to the rear garden.

Observations : FTC raise no objection to this application.

22/02757/FUL

04/08/2022	William Comber	tbc	39a Dunstable Road Flitwick Beds MK45 1HP
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Proposal : Single storey front, rear and side extension with erection of first floor and internal alterations.

Observations : FTC raise NO OBJECTION to this application.

22/02829/FUL

04/08/2022	Luke Burgess	tbc	63 Ampthill Road Flitwick Beds MK45 1AZ
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Proposal : Demolition and reconstruction of existing single storey outrigger and additional single storey side extension.

Observations : FTC raise NO OBJECTION to this application.

22/02927/FUL

02/09/2022	Sarah Fortune	N/A	Flitwick Moore Nature Reserve Maulden Road Beds MK45 5AG
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Proposal : Demolition of existing sleeper bridge and erection of new replacement sleeper bridge and erection of new bridge for pedestrian traffic and movement of livestock between grazing compounds.

Observations : FTC raise no objection to this application.

Date :- 21/09/2022

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>
22/02977/FUL	24/08/2022	Asif Hussain	N/A	11 Pipit Close Flitwick Beds MK45 1NJ
<p>Proposal : Erection of rear single storey extension for Kitchen diner, utility and downstairs toilet. New flat roof with lantern skylight, 2 windows and French doors to be installed. Erection of new front porch with roof tiles and brick walls to match existing.</p> <p>Observations : FTC raise no objection to this application subject to 1) neighbours comments on lights and privacy 2) site access and working arrangements during construction.</p>				
22/03048/FUL	09/08/2022	Sarah Fortune	tbc	26 Sheepfold Hill Flitwick Beds MK45 1BT
<p>Proposal : Part two and single storey rear extension.</p> <p>Observations : Flitwick Town Council raise NO OBJECTION subject to full consideration being given to any concerns raised by neighbours regarding loss of privacy.</p>				
22/03062/FUL	18/08/2022	Jade Moss	N/A	47A Kings road Flitwick Beds MK45 1EJ
<p>Proposal : Single Storey rear extension.</p> <p>Observations : FTC raise no objection to this application.</p>				
22/03147/FUL	25/08/2022	Luke Burgess	N/A	Chinook Froghall Road Flitwick Beds MK45 1AA
<p>Proposal : Demolition and re-building of double garage to be converted into an office and gym. Demolition of stove and replace with outbuilding. Replacement of pool and enclosure with new pool liner for ancillary use. Replacement of rear conservatory.</p> <p>Observations : FTC raise no objection to this application.</p>				
22/03233/FUL	05/09/2022	Benjamin Keen	N/A	1 Windmill Road Flitwick Beds MK45 1AT
<p>Proposal : Single Storey detached annex to the rear garden.</p> <p>Observations : FTC raise no objection to this application subject to neighbouring residents comments.</p>				

Date :- 21/09/2022

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>
22/03339/FUL	24/08/2022	Benjamin Keen	N/A	19 Nene Road Flitwick Beds MK45 1SF
<p>Proposal : Erection of single storey side extension.</p> <p>Observations : FTC raise no objection to this application.</p>				
22/03638/FUL	14/09/2022	Sarah Fortune	N/A	21 Kingfisher Road Flitwick Beds MK45 1RA
<p>Proposal : Revised roof design and front door canopy to previous application CB/21/05677/FULL: Proposed side extension, insertion of rooflights, new front porch, internal alterations and associated works.</p> <p>Observations : FTC raise no objection to this application.</p>				

Signed _____ Date _____

Rob McGregor Mr

Date :- 21/09/2022

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;				
22/02798/FUL	26/07/2022	Zoe Blake	tbc	25 Trent Avenue Flitwick Beds MK45 1SH

Proposal : Single storey rear extension and two storey front extension.

Observations : FTC raise NO OBJECTION to the application subject to full consideration being given to any concerns raised by neighbours regarding overlooking, loss of privacy, loss of daylight/sunlight or overshadowing.

Signed _____ Date _____

Rob McGregor Mr

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Wed 21 September 2022

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

GRANTED PLANNING PERMISSIONS

ED 21/05143/FUL	Approved with Conditions	Flitwick Hand Car Wash
ED 22/00214/FUL	Approved with Conditions	Lnd 2 rear & side of 39&41
ED 22/00393/FUL	Approved	69 & 71 Townfield Road
ED 22/00984/FUL	Approved	Birthday Cottage
ED 22/01018/FUL	Approved	10 Hatfield Road
ED 22/01151/FUL	Approved	10 Sandringham Close
ED 22/01203/FUL	Approved	14 Beech Road
ED 22/01242/FUL	Approved	69 Ampthill Road
ED 22/01268/FUL	Approved	32 Chapel Road
ED 22/01303/FUL	Approved	11 Moor Lane
ED 22/01312/FUL	Approved	48 The Avenue
ED 22/01336/VOC	Approved	19 Woburn Close
ED 22/01353/FUL	Approved	44 Osprey Road
ED 22/01360/FUL	Approved	8 Johnson Edge
ED 22/01591/FUL	Approved	7 Tythe Close
ED 22/01769/FUL	Approved	2 The Birches
ED 22/01774/FUL	Approved	6 Kingfisher Road
ED 22/01792/FUL	Approved	32 Falcoln Crescent
ED 22/01854/FUL	Approved	13 Lime Close
ED 22/01891/FUL	Approved	2 Lyall Close
ED 22/02049/FUL	Approved	4 Lime Close

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Wed 21 September 2022

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 2

GRANTED PLANNING PERMISSIONS

E 22/02070/FUL	Approved	14 Hampden Road
E 22/02159/FUL	Approved	F/W Community Football Centre
E 22/02226/FUL	Approved	39 Brookes Road
E 22/02313/FUL	Approved	1 Buttermere Close
E 22/02471/FUL	Approved	39 Osprey Road
E 22/02543/FUL	Approved	Station Garage
C 22/02795/FUL	Approved	61 Elmwood Crescent
District COMMENT	CBC- Approved	Local COMMENT FTC unable to support due to insufficient information in regard to the design and construction of the balcony.
E 22/02798/FUL	Approved	25 Trent Avenue
E 22/03048/FUL	Approved	26 Sheepfold Hill

REFUSED PLANNING PERMISSIONS

E 22/01771/FUL	Refused	Land to side & rear of 41-47
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Rolling Capital Fund Review 2022-23

22 September 2022

(315) Rolling Capital Programme Opening Balance	£	181,783
PLUS RCF Current Year Funding	£	93,784
LESS Year to Date Spending	£	17,031
LESS Committed Spending	£	71,089
(Total Committed Spend 2022/23)		
LESS Overspend Funded by Central RCF	£	-
PLUS Overspend Funded by Central RCF	£	8,623
2022/23 RCF Funds Available (Uncommitted)	£	196,070

PROJECT Details				RCF Details						FUNDING Details				Comments
Project Code	Project Description	Committee	Minute Ref	RCF Budget Committed	Previous Year's RCF Spend	22/23 RCF Spend to Date	Overspend Funded by RCP	Underspend Returned to RCP	RCF Commitment Remaining		Additional Project Spend	Funding Received (1177)	Project Budget Remaining	
4212	110	RCF - Nature Park	Community	None	£ -	£ -	£ -	£ -	£ -	0%		£ -	£ -	No amounts have been committed for this project. S106 monies remaining: Phase 1 £7,106.89 & Phase 2 £274,728 (CBC to be invoiced for S106 once works completed). SL 7/9/22
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ -	£ -	£ 1,459	73%	£ 2,405	£ 2,405	£ -	Greensands grant of £2,405 received (1177/110) in addition to stated budget. 22/23 opening bal £1459. Awaiting final expense for leaflets (estimated at £628)
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ 254	£ -	£ 5,192	26%		£ -	£ -	Actions and purchases from original proposal still outstanding.
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 4,600	£ -	£ 23,225	83%	£ 2,350	£ 6,198	£ 3,848	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ 2,333	£ -	£ 2,783	0%			£ -	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 & true balance rolled forward to 22/23 as opening bal £450. * June 22 refund received from RA Cutler for cancelled works added back into RCF. Aug 22 - RCF COMPLETE
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 15,418	£ -	£ 582	£ -	0%	£ 4,307	£ 4,307	£ -	CBC dilapidation payment of £4,307 received into 1177/110 22/23 opening bal £582. Aug 22 - RCF COMPLETE
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 948	£ -	£ -	0%		£ -	£ -	Negotiated discount of 5%. Spend within 5% accepted variance. Sep 22 - RCF COMPLETE
4819	110	RCF - 3 Station Rd Defibrillator	Council	5213d	£ 1,770	£ -	£ -	£ -	£ 1,770	100%		£ -	£ -	
4820	110	RCF - Purchase Camera Phone	Corporate	740c	£ 650	£ -	£ 524	£ -	£ 126	0%		£ -	£ -	RCF rolled forward from 21/22 as camera purchased in April 2022. Aug 22 - RCF COMPLETE
4823	110	RCF - Heritage Website	Corporate	753a 5252a) i	£ 3,800	£ -	£ 1,433	£ -	£ 2,367	62%		£ -	£ -	
4824	110	RCF - Rm20 Tenant Office Refurb	Business	1404b) 5252a) ii	£ 4,920	£ -	£ 4,100	£ -	£ 820	0%		£ -	£ -	Original RCF budget requested included VAT in error. Aug 22 - RCF COMPLETE
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ 4,900	£ -	£ -	0%		£ -	£ -	Aug 22 - RCF COMPLETE
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,605	£ -	£ 2,605	£ -	£ -	0%		£ -	£ -	Sep 22 - RCF COMPLETE
4827	110	RCF - Environmental Audit	Council	5265c	£ 5,600	£ -	£ -	£ -	£ 5,600	100%		£ -	£ -	
4828	110	RCF - Skate Park Lighting	Community	1036d	£ 21,705	£ -	£ -	£ -	£ 21,705	100%		£ -	£ -	Awaiting Council Resolution
4829	110	RCF - Youth Services	Community	TBC	£ 9,780	£ -	£ -	£ -	£ 9,780	100%		£ -	£ -	Awaiting Council Resolution
						£ 17,031	£ -	£ 4,311	£ 71,089					

Please note:

Unspent 22/23 funds will remain in Rolling Capital Programme. Accepted RCF budget variance at 5%. Rolling Capital Fund (RCF) is the amount as yet unspent (Balance Sheet Account 315).

Rolling Capital Fund available is Balance Sheet Account 315 less remaining approved Commitments (N/L 5014 Variance). RCF review has been adjusted to separate grant funding. Please refer to 'YELLOW' boxes for RCF remaining balances.

NARRATIVE - September 2022

Aug 22 - **4808/110** Manor Park Fencing now complete with £2,783 underspend returned. **RCF closed.**

Aug 22 - **4811/110** Tenant Office Refurb now complete with £582 underspend returned. **RCF closed.**

Aug 22 - **4820/110** Purchase Camera Phone now complete with £126 underspend returned. **RCF closed.**

Aug 22 - **4824/110** Room 20 Tenant Office Refurb now complete with £820 underspend returned. **RCF closed.**

Aug 22 - **4825/110** Ditch & Boundary Works now complete on budget. **RCF closed.**

Sep 22 - **4814/110** Town Noticeboards works now complete. £9 overspend within 5% accepted variance. **RCF closed.**

Sep 22 - **4826/110** Hub & Car Park Lights works now complete on budget. **RCF closed.**

AMPTHILL TOWN COUNCIL



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11th August 2022

Cllr Ian Dalgarno
Portfolio Holder
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands
Shefford
SG17 5TQ

Dear Councillor Dalgarno

A507: Toucan Crossing 101 Roundabout to Doolittle Mill, Amphill

Amphill and Flitwick Town Councils have understood that, for some time, there have been plans to install a toucan crossing at the One-o-One roundabout, on the western arm of the roundabout. Such a crossing is welcomed by both Flitwick and Amphill Town Councils as a means of providing safe crossing of the A507 for those who choose to walk and cycle between Amphill and Flitwick – something encouraged as part of the Local Transport Plan. This route is now the most direct access line for local school children walking and cycling to and from Redborne School from parts of Flitwick to the west of the railway line, including the new residential developments on Froghall Lane. Furthermore, with the planned new Aldi supermarket in the area and with more people walking and cycling locally, it is essential that such a safe and accessible crossing is provided.

Whilst a proportion of pedestrian traffic and school students are using the footbridge, this is unsuitable for anyone using a mobility aid, wheelchair, pram, bicycle, or anyone with any restricted mobility. The footbridge and pelican crossing on Amphill Road represents a significant detour for school students heading into west Flitwick, and students and shoppers wishing to access the Little Waitrose in the 101 Shell Garage. There is a wide and well-maintained shared cycleway/footway on the west side of Flitwick Road in Amphill serving Redborne School and residential areas in south-west Amphill, but the crossing between traffic islands at the busy roundabout does not safely serve this route, relying on people to judge the speed and movements of approaching traffic. Additionally, at busy periods there are significant issues of pedestrian visibility to vehicles queueing and then accelerating across the roundabout and splitting between two lanes just prior to the crossing point.

We are concerned to hear that this toucan crossing, originally planned for installation in August 2022, has reportedly been postponed. We understand that this may be delivered alongside the planned improvements to the A6 / A507 roundabout at Clophill.

This is one of the few major pedestrian crossing points on the A507 between Milton Keynes and Baldock. The current crossing arrangements are hazardous, with the footbridge crossing no longer an acceptable route choice to a high proportion of pedestrian users, including school students. Urgent action is needed to improve this crossing point where this busy A road divides residential areas and school catchments.

We consider that this delay, for reasons unknown, will be detrimental to the safety of those who need to take this route, are encouraged into it by the footway/cycleway design, or are choosing the responsible and environmentally friendly option of walking and cycling between our towns. CBC and both Town Councils, should be working together to encourage more people to walk and cycle locally, and providing safe and accessible crossing facilities at the One-o-One Roundabout is critical to making this happen. At the very least, provision of safe routes to and from Redborne School should be prioritised, with the existing crossing arrangements being hazardous.

We would very much welcome some urgent clarification on this matter from yourself, and an assurance from yourself that this important crossing will be delivered promptly and to a standard consistent with the best practice on encouraging walking and cycling. We very much look forward to your reply.

Yours sincerely



Susan Foulkes
Town Clerk
Amphill Town Council



Rob McGregor
Town Clerk & Chief Executive
Flitwick Town Council

FW: Joint letter from Flitwick TC & Ampthill TC re: A507 Toucan Crossing – Response from Councillor Dalgarno.

Dear Donna

Thank you for your joint letter of 11th August 2022 regarding the A507 Toucan Crossing 101 Roundabout to Doolittle Mill, Ampthill. Please accept my apologies for not replying to you sooner.

I am pleased to be able to clarify to you and both Town Councils that this scheme has not been postponed and it is in this financial year's Annual Plan for delivery.

Although it has not been installed as per our original proposed date of August 2022, we do hope to commence construction late October/early November and have it completed by Christmas, weather permitting. The delay is as a result of a general shortage of competent resource in the construction market due to the high volume of activity in this sector, both locally and nationally.

We recognise the importance of this crossing to the local community and are endeavouring to bring the construction and completion dates forward to improve on the dates quoted above, which we consider to be "worst case".

Please be assured that this important crossing will be delivered and to a standard consistent with best practice on encouraging walking and cycling.

Regards

Cllr Dalgarno