



## FLITWICK TOWN COUNCIL

### **DRAFT** Minutes of Flitwick Town Council Meeting held on 27<sup>th</sup> September 2022 at 7:45pm at the Rufus Centre

Present:

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

Also present:

Rob McGregor – Town Clerk & Chief Executive  
Mike Thorn – Corporate Services Manager  
Susan Eldred – Community Services Manager  
Stacie Lockey – Environmental Services Manager

Member of the Public – Mr Duncan Round

#### **9274. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies from:

Councillor J Dann – Family Matters.  
Councillor A Chacko – Unwell.

#### **9275. 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.

## **9276. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor thanked everyone for coming to the end of end-of-summer barbecue, as it was important for unity to spend time with officers and to thank them for their hard work on behalf of the Town.

To remind members to RSVP for the Civic Reception as this is a good opportunity to meet with people from different organisations across the Town.

The Town Mayor attended the following events:

Fundraising meal - Leighton Linslade  
Bedford River Festival Civic Reception  
Young Carers Fete  
Lunch with Lord-Lieutenant of Bedfordshire Skate Jam  
HM Lord Lieutenant Thanksgiving  
Met with Farrans with Cllr Mackey  
Proclamation of Accession of King Charles III  
HM Lord-Lieutenant's Commemorative Service for Her Late Majesty Queen Elizabeth II  
Flitwick Commemorative Service for Her Late Majesty Queen Elizabeth II  
High Sheriff's Justice Service with Deputy Mayor

## **9277. REPORTS FROM WARD MEMBERS**

Members received written reports from ward members.

The Chairman asked members if they would like to move the first item of business after the public open session Post Office Exempt item 13a into the open session and reminded members if we do so that, we should be careful to ensure that the exempt topics in the report must remain exempt.

### **Post Office**

It was proposed and **RESOLVED** that item 13a Exempt be moved into the open session and dealt with after the public open session.

## **9278. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Mr Duncan Round addressed members on the Post Office.

Flitwick is a hub for the surrounding villages and many different things, one of which is the post office,  
Seven or eight years ago, maybe even longer, we had a post office in Pulloxhill, when this closed it had an impact on the village, which forced people to go further afield to get their services.

I find it really concerning that Flitwick is going to lose the post office at the end of March early April. I appreciate that it's not the responsibility of Flitwick Town Council,

and I believe it will close due to a break clause being exercised on the lease following Morrisons taking over the building.

I believe there's insufficient square footage for the building to be upscaled into something more than it is, which is a great shame. Maybe Morrisons have got a pot of money to develop retail but that's another discussion. So, with regard to the post office closing, I spoke, with Andy Snape on occasion, and I'm grateful for him to make time with me, I have also spoken to quite a number of different other parties.

I would really like to know if the Council are battling to try and keep the post office open in some sort of guise, and I wonder whether there has been any move by the Council. I wondered if Council have been able to approach maybe Morrisons, who are the ultimate business operator owner of the building to seek a stay of execution on that lease.

As an example, we see transport hub that's been brought into Flitwick at the moment. There's more use of Flitwick in terms of the services and the surrounding areas. To me it seems logical that there has to be some sort of focus on trying to maintain access to the Post Office to cater for residents and small businesses, appreciate there is not a quick fix.

**9279. Post Office**

Members were asked to consider a report on the Post Office Closure.

The Chairman highlighted that there was many discussions going on in the community at the moment regarding the closure of the Post Office.

The Chairman reminded members that in discussing the Post Office in the open session we would need to be wary around contractual matters in public, that there is an element of risk.

The Chairman introduced the circulated report and informed members of how he became involved with the situation surrounding the post office.

Morrisons did not want to take on the post office and were still reviewing their situation in retail. The Chairman and Town Clerk had met with the Post Office and discussed what alternatives there might be to site the post office.

It was agreed that it is not a Council role to be a sub-postmaster and that doing so would introduce further commercial risks for the Council. The Post office are currently investigating possible sites within the Town Centre which would be the preferred option.

Discussions touched on the post office moving to the Rufus Centre to form part of the Town Councils' retail offer. There was some concern about the commercials of this adding up and the pressure on the existing portfolio already having to be delivered. Members also felt that if Council were to consider this, they would need to consider a business case and setting up a community interest company.

It was **RESOLVED** under the public bodies admission to meetings act 1960 to move the item to exempt.

**9280. INVITED SPEAKER**

There was no Invited speaker.

## 9281. **MEMBERS QUESTIONS**

Councillor Badham raised three questions for CBC ward Councillors.

### **1. Cllr Allowances and Cost of Living Crisis.**

In the light of our new and improved working relationship between FTC and CBC, I was heartened to hear that Cllr Bunyan and Gomm had volunteered their Additional Ward Councillor Grant Scheme for the cost-of-living crisis towards our community fridge project as we will see elsewhere on the agenda, and it was good to see Cllr Mackey adding his grant to this project too at the recent cost of living crisis meeting that we hosted, and I had the privilege to chair. It was encouraging also to see Cllr Mackey's impassioned speech at the last full CBC meeting last week with regards the cost-of-living crisis and measures being taken all over Central Bedfordshire to try to make a difference.

One of the suggestions was for CBC Councillors' allowances to be frozen during the cost-of-living crisis, which I heartily applaud, and I think it would be an excellent message from CBC councillors to send out to the community at large.

A). Would our Ward councillors be willing to voluntarily freeze their allowances and donate any agreed increase this year to the Need project or similar and

B) Given the fact that CBC councillors basic and IT allowances have increased from £10,787.73 to £12,543.24 over the last three years, would the ward councillors review the fact that whilst their allowances have increased by 15% over the last three years, and the fact that the average inflation rate during that time was 1.7% and therefore they have received around £1,500 over and above the inflation rate would ward Councillors consider donating that as well. If every CBC Councillor, did it, that would be £88,500, could our Ward Councillors lead by example, after all, and to quote Cllr Mackey, "***Instead of feeding our own egos, lets feed a few children who need it more than we do***"

C) Lastly, Cllr Steve Dixon mentioned a report that outlines which councillors actually claimed which allowances, and implied that some allowances were not claimed and that this info was easily attainable, I wonder if we might be sent a copy, with details of what happened to the unclaimed allowances.

Cllr Mackey informed members that he could not speak for colleagues but certainly anything extra that we would receive, we have already agreed within our group at least that we would donate to the charities of our choosing.

The Town Clerk was asked to write to CBC for a copy of the report Councillor Dixon mentioned that referred to certain Councillors who already do not claim all of their allowances.

### **2. Meeting of 19th April follow up**

We discussed the crematorium and agreed that we would lobby CBC over using and electrical cremator, which Cllr Gomm agreed to support. Have we got anywhere with that.

Meeting with Cllr Wenham

- A. Any Update on CCTV from CBC
- B. Any Update on the Streetlights
- C. Any update on extending the cycle paths to Centre Parcs

The Town Clerk informed members that he had received a response on the streetlights to confirm all but one were repaired. That the ESM was dealing directly with CBC on CCTV. And no update had been received on the Centre Parcs Cycle path.

### **3. Police Priority Settings**

As the FTC representative, we have been asked to set a single priority for policing in our area, This priority must be a shared priority agreed with Ampthill, Clophill, Malden, Houghton Conquest, Haynes, Silsoe, Gravenhurst, Shillington, Tingrith, Steppingley, Litton and Greenfield, Pulloxhill, Harlington and Westoning.

A. Are we happy to proceed on the basis of “the Policing of Youth issues.

It was **RESOLVED** that this matter should be dealt with by Community Services under Delegated Authority.

#### **9282. MINUTES AND RECOMMENDATIONS OF MEETINGS**

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

It was **RESOLVED** to approve the minutes of the Planning Committee Tuesday 10<sup>th</sup> May 2022.

- b. Members were asked to approve the minutes of the Town Council Meeting held, on **Tuesday 19<sup>th</sup> July 2022**, this meeting was held at the Rufus Centre.

It was **RESOLVED** to approve the minutes of the Town Council meeting Tuesday 19<sup>th</sup> July 2022.

- c. Members were asked to approve the minutes of the Extra Ordinary Town Council Meeting held, on **Tuesday 9<sup>th</sup> August 2022**, this meeting was held at the Rufus Centre.

It was **RESOLVED** to approve the minutes of the Extra Ordinary Town Council meeting 9<sup>th</sup> August 2022.

- d. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Meeting, held on **Tuesday 26<sup>th</sup> July 2022**, this meeting was held at The Rufus Centre.

Members noted this item.

- e. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 2<sup>nd</sup> August 2022**, this meeting was held at The Rufus Centre.

Members noted this item.

- f. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Tuesday 16<sup>th</sup> August 2022**, this meeting is held at The Rufus Centre (this item to be taken under exempt).

Members noted this item.

- g. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Meeting, held on **Tuesday 30<sup>th</sup> August 2022**, this meeting was held at The Rufus Centre.

Members noted this item.

- h. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 6<sup>th</sup> September 2022**, this meeting is held at The Rufus Centre.

Members noted this item and asked Community Services Committee to clarify at their next meeting some points that were raised in the minutes.

#### **9283. MATTERS ARISING**

- a. Minutes of the of Town Council Meeting held on Tuesday 19<sup>th</sup> July 2022 and Tuesday 9<sup>th</sup> August 2022.

Cllr Blazeby asked for an update on the publication of CBC planning applications on the Town Council website, along with the accompanying planning guide.

For officers to send a written update to members.

Cllr Badham asked for an update on ward Councillors attending Council meetings.

Members were informed that there is no formal action that can be taken to insist that ward Councillors attend Town Council meetings.

- b. Members received an update from Officers:

The Town Clerk informed members that there were some issues over a number of days with the Wi-Fi at the Rufus Centre, which had an impact on operations, however this was being dealt with by officers as promptly as possible.

#### **9284. ITEMS FOR CONSIDERATION**

- a. **Flitwick Scout Group**

For some time, Flitwick Scout Group (FSG) has been discussing the potential of extending and refurbishing its building on Station Road to allow the group to expand and meet demand. This building expansion involves roughly doubling the size of the land, and the Council previously agreed to this in principle and to a longer 15-year lease to allow FSG to raise funding.

The Council is the freeholder and does not own the building. All plans have been drawn up by FSG by an Architect who has volunteered his time free of charge after receiving approval in principle from the Council. The Council previously resolved not to allow any group to fence in public land, and the Committee felt that there was a large amount of land (circa 3m) around the back of the building that was being fenced in unnecessarily. The Corporate Services Committee could not approve the design in August because the drawings did not show the exit ramps.

FSG would like the security fence to the rear and side of the building to improve the security and safety of young people and to address anti-social behaviour.

FSG has provided updated outline drawings that include the exit ramp design. Both designs include additional hedge planting to be maintained by FSG to improve site aesthetics and to benefit local wildlife,

1. Members are asked to consider increasing the new lease term for Flitwick Scout Group from 15 to 25 years.
2. Members are asked to consider approving the circulated outline extension plans for Flitwick Scouts' building in Station Road and to empower Officers to progress the lease.
  - Option 1 – footprint to include perimeter fence to improve security and safe entry/exit from the field.
  - Option 2 – a smaller footprint without a perimeter fence at the rear and side of the building

This matter had been referred to the Council from the Corporate Services Committee.

It was **RESOLVED** that option 1 - footprint to include perimeter fence to improve security and safe entry/exit from the field be accepted along with an extension to the lease making it 25 years, with officers to add any relevant protections in the lease.

**b. 3 Station Road**

The working group for 3 Station Road had an on-site meeting to discuss phase one of the developments of the area.

Members were asked to consider naming the area. The following options were suggested by the working group.

- Station Square
- Market Square
- Town Square

It was **RESOLVED** to name the area in front of 3 Station Road – Town Square.

**c. Flitwick Nature Park – Masterplan**

Members were asked to consider and adopt the revised draft masterplan for the Nature Park.

Members raised some questions around the preferred option on the position of the car park, the number of trees, positioning of ponds and orchard. It was agreed that the plan will probably develop as it moves on.

It was **RESOLVED** to adopt the Flitwick Nature Park Master Plan

**d. External Audit for the year ended 31st March 2022**

Members were asked to receive and approve the Audited AGAR, year-end 31st March 2022 and consider the external auditor's certificate and report.

Members raised disappointment in the admin errors that were highlighted in the certificate, the matter of the errors to be discussed at a future meeting of the Corporate Services Committee.

It was **RESOLVED** to approve the audited AGAR and external auditors certificate, year ending 31<sup>st</sup> March 2022.

**e. Cost of Living**

Members were asked to consider a report on the cost of living and approve the recommendations within the report.

It was **RESOLVED** that the Town Council will facilitate a monthly 'cost-of-living' community meeting chaired by Cllr Badham during the autumn and winter as needed to allow the Council to monitor the impact on our community closely, collaborate on further initiatives and respond rapidly should further support be required.

It was **RESOLVED** to 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.

It was **RESOLVED** to request the Marketing & Communications Manager & Corporate Services Manager to produce a dedicated page on the website to signpost residents to relevant information.

It was **RESOLVED** to establish and coordinate a network of 'warm spaces' across the Town.

It was **RESOLVED** to request 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.

It was **RESOLVED** to 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.

**9285. ITEMS FOR INFORMATION**

**a. Planning – Responses to CBC including Officer Delegated Decisions**

Members were asked to note the Planning Responses, including Delegated Decisions.



Members noted the planning responses and delegated decisions.

**b. Planning – CBC Decisions**

Members were asked to note the CBC Decisions on Planning Applications.

Members noted the CBC decisions on Planning applications.

**c. Rolling Capital Fund (RCF)**

- i) Members were asked to note the RCF Summary circulated.
- ii) Members were asked to note the update given at Community Services regarding the Hub Refurb RCF project.
- iii) Members were asked to consider the Community Services Committee recommendation to use £21,705.21 from the RCF for the skate park lights project.

Members Noted the RCF summary and update given at Community Services regarding the HUB refurbishments.

Members **RESOLVED** to approve the Community Services recommendation to use £21,705.21 from the RCF for the skate park lights project.

**d. Delegated Authority Decision**

Members were asked to note the decision made under Delegated Authority to carry out initial research in response to the cost-of-living crisis so that the gaps and needs in the community may be understood and look at what opportunities there might be to work with partners.

This item was noted.

**e. Joint Letter - A507 Toucan Crossing**

On the 11<sup>th</sup> of August 2022, Ampthill and Flitwick Town Councils wrote jointly to Councillor Dalgarno at Central Bedfordshire Council, raising concerns about the postponement of the installation of a Toucan Crossing A507 - 101 roundabout.

The Joint Letter and response were attached in the supporting papers.

This item was noted.

**9286. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

There were no members of the public present.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**9287. EXEMPT ITEMS**

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 is discussed.

- a. **Post Office** – To consider a report.
- b. **Land off Steppingley Road Delegated Authority Decision** – For consideration.
- c. **Contracts** – Tender Documents.
- d. **Contacts** – Interim Arrangement.
- e. **Rolling Capital Fund – Application** - For Consideration.
- f. **Delegated Authority Decision** – For information.
- g. **RFO** – For consideration

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** 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  
27<sup>th</sup> September 2022**

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

**801g.        Communications and Marketing Review**

It was **RESOLVED** for Cllr Blazeby and Officers to work on a design brief which will be brought back to Corporate Committee for further consideration.

**Recommendations and resolutions of the Community Services Committee 4<sup>th</sup> October 2022**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 4<sup>th</sup> October 2022

**1048. ITEMS FOR CONSIDERATION**

**a. Grant Applications**

Council **RESOLVED** to 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.

It was **RESOLVED** issue a Grant for £200 for bike locks to the Bedfordshire Police – Community Support Team for bike locks with the addition to include Torches and personal alarms for Flitwick residents.

It was **RESOLVED** to issue a Grant for £500 to CHUMS for use with Flitwick residents.

It was **RESOLVED** to decline the Dunstable Underwater Hockey Club application request for funding

It was **RESOLVED** to decline the application by Little Squirts for the application request with the amendment for the Community Services Manager to have a discussion with Little Squirts re the possible location of the defibrillator in Town.

It was **RESOLVED** to issue a grant of £2000 for the Need project

**b. Weed Spraying**

It was **RESOLVED** to have the aspiration to phase out weed killer glyphosate and similar herbicides use over 3 to 5 years, within open space and verges in Flitwick.

**c. Manor Park - Draft Parkland Management Plan**

It was **RESOLVED** to adopt the Manor Park – Parkland Management Plan.

**d. Annual Skate Competition**

It was **RESOLVED** to accept option one from the report

1. To consider holding two Skate Competitions on Millennium Park in 2023

**e. Allotment Strategy**

It was **RESOLVED** to accept the Allotment Strategy

**G. Police Priority Setting**

It was **RESOLVED** to write to the Chief Constable and PCC to express our concerns on the new procedures that have been decided unilaterally by the police.

It was **RESOLVED** to finalize the priority choice for this priority meeting as Antisocial behaviour and drug use around Flitwick Village Hall and the Hub carpark.

**I. Food Extra – Review**

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

1. To consider continuing to support the Flitwick Food Extra programme at The Rufus Centre. Using allocated funds to supply food and offering room space free of charge for up to one session a week.

**Recommendations and resolutions of the Business Improvement and Development Board 11<sup>th</sup> October 2022**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Business Improvement and Development Board 11<sup>th</sup> October 2022

**1429. ITEMS FOR CONSIDERATION**

**a. Young Carers Event**

Members are asked to consider a proposal from the Town Mayor on how Council may be able to assist with the Young Carers Christmas party.

It was **RESOLVED** to offer the use of the Lockyer for the Young Carers event, and for a buffet to be funded from the Town Clerk's budget up to a cost of £300.

**b. CIT Contract and WatchGuard Network Security**

Members are asked to consider the replacement of the current Watch Guard T35 security system as it will no longer be supported with updates. The proposal from the IT company is to replace with the T40 Network Security Appliance. (quotation attached).

Having reviewed the contract officers feel that the only applicable charge on this upgrade is the monthly cost and no set up charge should be applicable.

It was **RESOLVED** to accept the quote for the monthly cost of £141.05 for firewall protection.

**c. Pay It Forward Scheme**

At the Town Council meeting on 27<sup>th</sup> September 2022, it was Resolved to request that the Business Improvement and Development Board works with the Community Services Manager to investigate the viability of a Pay It Forward scheme for the Rendezvous Café.

It was **RESOLVED** to request officers to investigate and implement an appropriate mechanism for rounding up or a fixed donation towards the Food Extra scheme.



# Flitwick Town Council

## Report to Town Council --- September 2022: Minutes of Meetings

### Implications of recommendations

**Corporate Strategy:** A council that delivers

**Finance:** Nil

**Equality:**

**Environment:**

### Introduction

A request has been received from Councillor Badham, to place an item on the Town Council agenda for members to consider minutes of meetings.

### Proposal from Councillor Badham

As a council we have all been working towards more engagement with the local community with regards the work that we do. In order for the public to see the work we do; I am proposing that we return to the naming of councillors in all minutes with regards the contributions they make. As a member of the public wanting to look at who to vote for in future elections, I would be unable to see what contributions that individual councillors are making to the work of Flitwick Town Council.

In the spirit of open, transparent and accountable governance, I propose that we return to the system of naming individual contributors in all council minutes.

### Minutes Background

#### **A Guide to taking professional, accurate minutes – Government publications.**

Minutes are the responsibility of the Clerk.

The Council is a Corporate body and decisions are made by the corporate body and not individuals.

A good minute of a meeting should be brief but intelligible, self-contained, impersonal and decisive.

A minute should not be selective, it is **not a verbatim record** and should not record what every speaker has said.

A minute should be self-contained and not make reference to other documents.

To the fullest extent practicable a minute should be impersonal, **it should not attribute views to individuals.**

A minute should be crisp and decisive and get down to the core of the discussion and record that as briefly and as clearly as possible.

### **Structure of a Minute**

The first purpose of a minute is to set out the conclusions reached so that those who have to take action will know precisely what they have to do. The second is to give the reasons why the conclusion was reached.

A minute should, therefore, fall clearly into the following parts:  
Statement of the problem, discussion, Chairs summing up and conclusion.

The ideal minute, after stating the problem for decision or matter for consideration, will proceed to a **concise summary** of the important points made in discussion leading to the decision and instructions.

1. A point can be recorded more concisely in an impersonal form.
2. A point raised by one speaker will often be taken up and developed by another.
3. It is better to **weld together into a single paragraph a number of points made by various speakers.**

A minute should end with conclusions which are clear and precise. Where action is required, the conclusion should place a responsibility upon a department or an officer to carry it out.

### **Standing Orders of the Council**

**At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

### **Open, Transparent and Accountable Governance**

The right to attend meetings, film meetings, live stream meetings, the right to see published agendas, minutes, finances, excluding exempt items. The right to know about executive decisions made by officers. The right to see decisions made by members of the executive at the principle authority.

There is no reference within, DCLG, Open and Accountable local Government that councillors have to be named in minutes.

### **Who to Vote for in Future Elections**

The matter of what you have done as a councillor in relation to the elections is a matter for promoting on a campaign leaflet

### **Recommendations:**

1. For members to Consider.





## Flitwick Town Council

### Report to Town Council on 27<sup>th</sup> September 2022: Co-option of interested members of the public to the Planning Improvement Working Group (PIWG)

#### Implications of recommendations

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

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

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

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

#### Recommendations

That that Council formally co-opts the following persons onto the Planning Improvement Working Group:

- Nick Dugard
- Tamara Goodier
- Judy Martin
- Jane Callan
- Robert Wilsmore

#### Background

When the PIWG was established by the Town Council, it was the intention that the Group consisted of Planning-trained Councillors and interested members of the public, seeking to pro-active on planning matters in the Town. Whilst the Councillors on the PIWG (Councillors Gleave, Platt, Shaw, Earles, Hodges, and Roberts) has been working on immediate planning matters such as responding to planning applications, work has also been undertaken to recruit interested members of the public to be part of the PIWG. This report marks the conclusion of that process, and a recommendation to co-opt members of the public into the group.

#### The process of inviting members of the public to be on the PIWG

Since May, the PIWG has been inviting interested members of the public to become part of the PIWG, and work with the Town Council to trial a new approach to planning matters in the town. In summary, this has consisted of the following steps:

1. A general call-out for interested persons to become part of PIWG was issued. This was primarily advertised through a feature in Flitwick Papers, as well as posts on social media through the Town Council's Facebook page, and the PIWG page on the Town Council website. This generated 6 expressions of interest;

2. An email was also sent out to people who had previously expressed an interest in being part of the development of a Neighbourhood Plan for Flitwick. This generated an additional 2 expressions of interested
3. All 8 people who had expressed an interest were invited to an informal chat with members of the PIWG and Town Council staff. At this chat, the role of the PIWG was discussed, and everyone was informed of what was expected of them under the terms of reference of the group, and they also had a chance to ask questions about the group. This resulted in 2 people declining to take part, with 6 still being interested.
4. Finally, a 'meet and greet' session was held between those members of the public and the Councillors on the PIWG, for the purposes of introducing everyone to each other, and discuss planning matters in the town. Following this session, a further person declined to take part, resulting in 5 people wishing to be part of the PIWG:
  - a. Nick Dugard
  - b. Tamara Goodier
  - c. Judy Martin
  - d. Jane O'Connor
  - e. Robert Wilsmore

### **Experience and representativeness of the group**

The invitation to be part of the PIWG was open to all residents of the Town, and whilst experience in planning was desirable, the PIWG was keen that the group be as representative of the views of the town on planning matters as feasible. From discussions with the recommended co-optees, it is considered that this goal has largely, but not wholly, been attained.

All of the co-optees have some degree of planning experience. One of the co-optees is Town Planner and a registered member of the Royal Institute of Town Planning, who provide the professional accreditation of Town Planners in the UK. A further two are regularly involved in planning matters as part of their regular jobs, with a good grasp of the development planning and Local Plan system. The remaining two have experience of planning in a voluntary capacity, including as part of appeals on major development sites and on local action groups.

In terms of views of development in the town, a variety of views on new housing and other developments are present on the group, from those more cautious about new developments to those who are keen for developments to positively contribute to the town. All co-optees have read the terms of reference of the PIWG and have agreed to abide with them.

One co-optee has made it known that they are on a Local Action Group against a development (Church Road). They have been advised that whilst this does not preclude them from contributing to PIWG discussions on this development nor does it preclude their membership, their interest would need to be declared accordingly, and further advice may be sought from the Town Clerk.

One area where it is felt that could be improved through additional co-optees in the future is having representatives from younger age groups on the PIWG (less than 25 years of age). The PIWG will consider how such age groups will be engaged as part of its work in the future.



# Flitwick Town Council

## Report to Town Council October 2022: Manor Park Heritage Works Tender

### Implications of recommendations

**Corporate Strategy:** A sustainable environment: Improve the quality of the public realm

**Finance:** Matched funds previously approved, further RCF funds may be required.

**Equality:** Improved access through Manor Park

**Environment:** Improve the quality of the public realm by reinstatement of historic features

### Background

A tender process has been running for the heritage works at Manor Park, which includes the reinstatement of the gates, piers and bridge at the south entrance, the ornamental bridge plus tree and scrub works.

The project value was originally estimated to be £104k, of which £76k was due to be funded by Green Infrastructure Section 106 and £28k was match funded by Flitwick Town Council.

In light of inflationary issues over the past year, it is expected that additional costs would be incurred.

### Introduction

Tenders were invited from known specialist contractors in heritage works. The project has been costed in 2 parts due to the specialist's skills required for the metalwork element of the project.

Project Tenderer 1 - £161,730.00

Project Tenderer 2 - £134,372.82

Project Tenderer 3 - £108,636.00

Metalwork Tenderer 1 - £35,816.00

Metalwork Tenderer 2 - £65,152.00

Metalwork Tenderer 3 - £47,061.02

### Additional Matters

There is currently £95,000 left towards the project from the Green Infrastructure funding and the allocated RCF funds.

To achieve the project in its entirety will require an additional commitment from the RCF, alternatively we will need to revisit the tendering process and separate the project out into elements and prioritise according to available funds e.g. putting the ornamental bridge off to a future date as a separate project.

### Recommendations

1. It is recommended to accept project tender 3 at £108,636 plus metalwork tender 1 at £35,816 giving a total cost of works at £144,452, to be funded by existing funds of £95,000 and an application to the RCF for £49,452.

Stacie Lockey  
Environmental Services Manager

Date :- 11/10/2022

**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;**

**21/05283/FUL**

21/09/2022	Julia Ward	tbc	Cowlgrove Parade 4-5 Steppingley Road Flitwick MK45 1AJ
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**Proposal :** Change of use Class E (Hairdressers) to Class E (Restaurant) and to install new extractor system (Part Retrospective).

**Observations :** FTC raise NO OBJECTION to this application.

**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.

**22/00525/TRE**

04/10/2022	JOANNA BAKER	NA	THE BLACKBIRDS HIGH STREET BEDS MK45 1DX
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**Proposal :** Work to tree protected by tree preservation order MB/02/00029/G1: Reduce crown, epicormic growth and remove deadwood to 3 lime trees.

**Observations :** FTC raise no objection to this application.

**22/00542/TRE**

04/10/2022		NA	25 Vicarage Hill Flitwick Beds MK45 1HZ
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**Proposal :** Work to tree protected by a Tre Preservation order Ash Tre (T1) to reduce by 25/30% as it is outgrowing its location. Tree protected by TPO 12/2001 and listed as T16.

**Observations :** FTC raise no objection to this application.

**22/03612/FUL**

04/10/2022		NA	Flitwick Clinic, Health Centre Highlands MK45 1DZ
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**Proposal :** Replacement windows and installation of new roller shutters on specified windows.

**Observations :** FTC raise no objection to this application.

Date :- 11/10/2022

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>22/03638/FUL</b>	14/09/2022	Sarah Fortune	N/A	21 Kingfisher Road Flitwick Beds MK45 1RA
<b>Proposal :</b> 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.				
<b>Observations :</b> FTC raise no objection to this application.				

<b>22/03816/FUL</b>	04/10/2022		NA	1 Brunwick Garden Flitwick Bedford MK45 1FS
<b>Proposal :</b> Partial Garage conversion to form a utility room with new window to rear and construction of a car port.				
<b>Observations :</b> FTC raise no objection to this application.				

<b>22/03914/FUL</b>	06/10/2022	Asif Hussain	tbc	9 Tythe Close Flitwick Beds MK45 1LE
<b>Proposal :</b> Demolition of existing conservatory and erection of single storey side extension.				
<b>Observations :</b> FTC raise no objection to this application.				

Signed \_\_\_\_\_ Date \_\_\_\_\_

Rob McGregor Mr

**NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council**

**Minute Ref**

**Tue 11 October 2022**

**District Ref**

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

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**GRANTED PLANNING PERMISSIONS**

E 20/02179/RM	Approved	Lnd off Step Rd & Froghall Rd
E 22/00171/LDC	Approved	Folly Farm
E 22/00211/FUL	Approved	42 High Street
E 22/00707/FUL	Approved	20 Steppingley Road
E 22/01118/FUL	Approved	14 Hinksley Road
E 22/02102/VOC	Approved	Steppingley Road
E 22/02977/FUL	Approved	11 Pipit Close
E 22/03062/FUL	Approved	47A Kings road

**Rolling Capital Fund Review 2022-23**

(315) Rolling Capital Programme Opening Balance	£	181,783	
<b>PLUS</b> RCF Current Year Funding	£	93,784	
<b>LESS</b> Year to Date Spending	£	<b>18,779</b>	
<b>LESS</b> Committed Spending	£	<b>69,341</b>	
(Total Committed Spend 2022/23)			-£ 88,120 (2022/23 Budget N/L 5014)
<b>LESS</b> Overspend Funded by Central RCF	£	-	
<b>PLUS</b> Overspend Funded by Central RCF	£	<b>8,623</b>	
<b>2022/23 RCF Funds Available (Uncommitted)</b>	£	<b>196,070</b>	

22 September 2022

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%	£ 281,835	£ 281,835	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	£ 2,002	£ -	£ -	£ 3,444	17%	£ -	£ -	£ -	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	£ 75,885	£ 73,535	S106 Grants monies approved £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (Inl 2697). 22/23 further S106 (Green Infrastructure Planning Obs) monies available £69,682.38. 16.10.22
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. <b>Aug 22 - RCF COMPLETE</b>
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. <b>Aug 22 - RCF COMPLETE</b>
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 948	£ -	£ -	£ 9	0%	£ -	£ -	£ -	Negotiated discount of 5%. Spend within 5% accepted variance. <b>Sep 22 - RCF COMPLETE</b>
4819	110	RCF - Flitwick Town Sq Defib	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. <b>Aug 22 - RCF COMPLETE</b>
4823	110	RCF - Heritage Website	Corporate	753a 5252a) i	£ 3,800	£ -	£ 1,433	£ -	£ -	£ 2,367	62%	£ -	£ -	£ -	
4824	110	RCF - Rm20 Tenant Office Refurb	Business	1404bi 5252a) ii	£ 4,920	£ -	£ 4,100	£ -	£ 820	£ -	0%	£ -	£ -	£ -	Original RCF budget requested included VAT in error. <b>Aug 22 - RCF COMPLETE</b>
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ 4,900	£ -	£ -	£ -	0%	£ -	£ -	£ -	<b>Aug 22 - RCF COMPLETE</b>
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,605	£ -	£ 2,605	£ -	£ -	£ -	0%	£ -	£ -	£ -	<b>Sep 22 - RCF COMPLETE</b>
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%	£ -	£ -	£ -	Partially grant funded.
4829	110	RCF - Youth Services	Community	TBC	£ 9,780	£ -	£ -	£ -	£ -	£ 9,780	100%	£ -	£ -	£ -	
						£ 18,779	£ -	£ 4,311	£ 69,341						

**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.**

**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.