



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 21/03/2023- 444

16th March 2023

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 21st March 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Stacie Lockey

Stacie Lockey
Acting Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5. **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.

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzE4N2RmNmEtNTgzNy00MmEzLTljMDQMTFhZDVhZDRjOGZk%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22ad122307-57f6-4b25-8d34-de0960945522%22%7d

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**.

6. **INVITED SPEAKER**

No invited speaker.

7. **MEMBERS QUESTIONS**

To receive questions from members.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 7th February 2023**, this meeting was held at The Rufus Centre.
- b. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st February 2023**, this meeting was held at the Rufus Centre **(this item will be moved to exempt)**.
- c. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 28th February 2023**, this meeting is held at The Rufus Centre.
- d. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Friday 3rd March 2023**, this meeting was held at The Rufus Centre **(this item will be moved to exempt)**.
- e. For Members to receive and consider **resolutions and recommendations** of the **Business Improvement & Development Board**, held on **Tuesday 14th March 2023**, this meeting is held at The Rufus Centre.

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 21st February 2023.
- b. Members to receive any updates from Officers.

10. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

11. ITEMS FOR CONSIDERATION

a. Environmental Audit

Members to consider the draft Environmental Audit circulated as part of the supporting papers.

b. Environmental Working Group

Members to receive a report from Cllr Blazeby and consider recommendations within the report.

c. Town Mayors Charity

Members to consider allocating Officer time to investigate the feasibility of registering the Flitwick Town Mayor's Charity Fund as a registered charity. There are three main reasons for doing this:

- To avoid losing 20% of money raised to VAT when hosting events at The Rufus Centre.
- To allow the Council to 'crowdfund' and accept donations for projects that will benefit residents of the Parish of Flitwick. FTC is currently unable to crowdfund to help with the costs of delivering cost-of-living services because the Council is not a charity.
- To access additional grants that are not applicable to local councils.

It is expected that the Flitwick Town Mayor's Charity Fund would be registered as a Charitable Incorporated Organisation with the trustees being The Mayor, Deputy Mayor and the Previous Mayor, with the Town Clerk being a trustee on an ex-officio basis. Trustees would be appointed by The Council each year as part of the Annual Statutory Meeting.

Money raised under the banner of the 'Town Mayor's Charities' including the selection of the charities will continue to be at the discretion of the Town Mayor.

d. Key Priorities

Members to discuss the key projects status report and agree the priorities for the next quarter (April/May/June).

e. Christmas Lights Tender

Members to receive a report from the Community Services Manager and consider recommendations within the report.

12. ITEMS FOR INFORMATION

a. Planning – Responses to CBC including Officer Delegated Decisions

Members are asked to note the Planning Responses including Delegated Decisions.

b. Planning – CBC Decisions

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

c. Rolling Capital Fund (RCF)

Members are asked to note the RCF summary circulated.

d. Year End Finances

Members to note that key dates in relation to 2022/23 year end preparation:

- Fri 31st March 2023 – final day of accounting year.
- Fri 21st April 2023 – DCK visit to work alongside Accounts Team for year end closedown.
- Tue 16th May 2023 – Auditing Solutions visit for year end Internal Audit
- Tue 23rd May 2023 – DCK visit for year end Accounts Preparation
- Tue 20th June 2023 – Year End accounts presented to Council (Derek to attend remotely)

Following the above schedule, committee financial reports will be submitted as follows:

- March Committee Meetings will receive financial reports to end of February.
- No financial reports will be submitted to any April meetings.
- May Committee Meetings will receive financial reports to end April.
- Year end accounts will be presented at June Town Council Meeting.

13. 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.

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**.

14. 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.

a. Minutes & Recommendations

b. Delegated Authority Decisions

c. Avebury Update Report – Land off Steppingley Road

d. Attendance Register

e. 3 Station Road

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 Community Services Committee 7th February 2023

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 7th February 2023

1071.MINUTES

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 1st November 2022 with no amendments.

1073. ITEMS FOR CONSIDERATION

a. **Dog Waste Bags**

It was **RESOLVED** to accept option 2 to stop providing dog waste bags.



FLITWICK TOWN COUNCIL

Minutes of Flitwick Town Council Meeting held on 21st February 2023 at 7:45pm at the Rufus Centre

Present:

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

Also present:

Cllr Gomm -	Ward Councillor
Cllr Bunyan -	Ward Councillor
Stacie Lockey -	Acting Town Clerk
Susan Eldred -	Community Services Manager
Beverley Jones -	Marketing & Communications Officer
Public - 2	

5352. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Chacko – holiday, Cllr Roberts- holiday.

5353. DECLARATIONS OF INTEREST

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

- (a)** No members declared Disclosable Pecuniary interests in any agenda items.
- (b)** Non-Pecuniary interests in any agenda items – Cllr Badham declared a non-pecuniary interest in agenda item 12a.

5354. TOWN MAYORS ANNOUNCEMENTS

The Town Mayor had attended the following Civic events in the past month;

- LGBT Beds Walk in Bedford
- Leighton-Linslade Fundraiser Meal
- Lunch with Cllr Bunyan and PCC Festus Akinbusoye
- Dunstable Charity Dart-a-thon
- Ampthill Civic Service

- Pride of Houghton Regis Awards
- Stotfold Charity Fundraiser
- Stotfold Civic Service

The Chairman thanked Councillors and staff for supporting the LGBTQ+ History reception event organised by Proud AF.

5355. REPORTS FROM WARD MEMBERS

CBCllr Gomm advised Members that snagging works at the Station Interchange were almost complete, they were waiting on bus companies coming forward to discuss final modifications, signs and lining. No official opening date had been set.

A new Leisure Centre and Theatre provider 'Everyone Active' had been appointed by CBC.

A new director of Social Care & Housing had been appointed at CBC.

CBCllr Bunyan advised that he had met with a Flitwick resident and completed a walkaround to discuss possible locations for new waste and dog bins.

Cllr Badham commented that it was good to see the hedges being cut back on the outskirts of Flitwick however, the debris that had been left was a mess and particularly dangerous for cyclists. CBCllr Bunyan had raised this with Officers at CBC.

Cllr Shaw had heard a rumour that the Manor Hotel was going to be used to house refugees. CBCllr Bunyan advised that this was not true.

Cllr Hodges thanked Ward Members for their help with arranging some road repairs in Canterbury Road.

5356. PUBLIC OPEN SESSION

A resident commented that the litter at the Station needed to be cleared before the official opening of the Station Interchange. Cllr Badham advised that this had been passed onto CBC.

5357. INVITED SPEAKER

No invited speaker was requested to attend this meeting.

5358. MEMBERS QUESTIONS

Cllr Badham commented that at the full Council meeting held on the 17th of January a member of the public, Mr Ian Adams, asked the Council to show some restraint with regards to the proposed precept increase of 13.1%. It was quoted that the Town Council had considered a range of increases from 28% down to 10%.

Members were advised that the information was not in the public domain at the time of that meeting and Members were asked if any Councillor present knew where Mr Adams may have obtained that information.

Cllr Badham advised Members that he had been reliably informed that Cllr Daly had told Mr Adams this information which would be breaking the code of conduct as well as the public bodies Admission to meetings Act 1960. It had also been noticed that there were winks in exchange as well with regards to this.

Cllr Daly denied disclosing this information to Mr Adams and advised Members that he knew him from outside the Council in a social context.

The Chairmen took the opportunity to remind Members under the Code of Conduct that anything discussed under the exempt section of meetings remained exempt until the Town Clerk decides otherwise in terms of publishing minutes.

5359. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members moved to exempt the approval of the Extra Ordinary Town Council Meeting minutes for the meeting that took place on **Monday 9th January 2023**.
- b. Members moved to exempt the approval of the Town Council Meeting minutes for the meeting that took place on **Tuesday 17th January 2023**.
- c. Members moved to exempt the approval of the Extra Ordinary Town Council Meeting minutes for the meeting that took place on **Friday 3rd February 2023**.

5360. MATTERS ARISING

- a. Minutes of the Extra Ordinary Town Council Meeting held on Monday 9th January 2023 - no matters arising.
- b. Minutes of the Town Council Meeting held on Tuesday 17th January 2023 - no matters arising.
- c. Minutes of the Extra Ordinary Town Council Meeting held on Friday 3rd February 2023 - no matters arising.
- d. Members to receive any updates from Officers - there were no updates.

5361. OUTSIDE BODIES

To receive reports from representatives on outside bodies – there were no reports.

5362. ITEMS FOR CONSIDERATION

a. Councillor Attendance Record

Members were asked to inform the Acting Town Clerk within 24 hours if any attendance information was incorrect or needed to be added.

Members agreed the Councillor Surgeries were to be removed from the Attendance Record.

b. Banking Hub

Cllr Snape and Ampthill Cllr Titman have been in discussions regarding working together to secure a Banking Hub within Flitwick or Ampthill.

In 2019 Ampthill was successful in securing funding for a Banking Hub to be located in Ampthill. This did not go ahead due to not having suitable premises at the time and the COVID pandemic. Ampthill With the Post Office recently closing and Barclays Bank closing in April, it was felt that local Town and Parish Councils working together, would be the best way to secure a Banking Hub for the local Community. If the Banking Hub was not successful, the nearest banks would be in Luton, Bedford and Milton Keynes.

At this stage, Members were asked to allow Officer time where needed for support.

The Chairman had recently held an informal meeting with neighbouring Town & Parish Councils to inform them of the current situation and to gauge their support in making a bid to secure a banking hub in Flitwick or Ampthill.

Cllr Blazeby had attended a meeting with Link to discuss the 'Access to Cash' review. The application criteria was discussed in detail, and a site visit completed by Link in both Ampthill and Flitwick, looking at the Town Centres, transport links, area demographics and requirements of local businesses.

Link advised that it would take approx. 8 weeks to complete the review.

Members reported that a large amount of feedback from the Resident Survey highlighted that residents were concerned about the loss of the Post Office and Barclays Bank within the town. A Banking Hub would meet the banking needs of the community and provided a service that had been removed without much notice.

Members asked if Barclays would be involved in the Banking Hub, and it was explained that Barclays would deliver a 'pop-up' service from The Rufus Centre three days a week. This would be a face-to-face service, although it would also be cashless. Barclays would be required to support a Banking Hub if one were opened, but this was separate from any arrangements put in place around the closure.

It was **RESOLVED** to engage with Ampthill Town Council and surrounding Parish Councils and Link to lobby the banking industry to provide a banking hub in the Flitwick and Ampthill area, including publishing a social media post to inform residents.

c. Election Process

Members were informed that in previous election years, interested residents were invited to speak with the Town Clerk and other Councillors to understand the commitment needed to become a Town Councillor.

Members agreed to hold two open sessions for interested residents. The Acting Town Clerk agreed to send out a Doodle poll of dates for Members' availability. Dates would be picked to ensure different people within the community could attend i.e., holding sessions outside of working hours and the dates with the best member availability would be selected.

Members suggested a leaflet which covered commonly asked questions and scenarios to show residents that anybody can become a Town Councillor.

The Communications and Marketing Manager informed Members that information from NALC would be shared to ensure inclusivity and to ensure that branding is consistent.

Members suggested filming a short video to answer the most commonly asked questions, which could be shared on all social media platforms.

Virtual sessions for interested residents were also suggested, and the Chairman advised Members that it was Councillor responsibility to arrange any surgeries. Officers would help with promotion and logistics.

d. Town Council Strategy

Cllr Blazeby suggested referring this item to the Corporate Services Committee.

It was **RESOLVED** to defer the Town Council Strategy to the Corporate Service Committee for review.

A Member commented that last year Committees had been tasked with setting 5 key priorities, and whilst there had been staffing difficulties recently, it had been noted on the project status report that some new projects were green and older projects were still red.

Members were advised that some projects were more difficult to progress due to different constraints and that Members would be needed to assist in moving some of these forward. Members were pleased to see a detailed document on the status of various projects across the Council.

It was agreed that the Community Services Committee would discuss a way forward for some of the larger projects that were currently not progressing.

e. **Annual Review - Financial Regulations**

Members raised that the page numbering on the content page was incorrect.

It was **RESOLVED** to adopt the Financial Regulations subject to the page numbering on the contents page being corrected.

f. **Annual Assembly**

Members noted the request.

It was **RESOLVED** to move the Annual Assembly from Thursday 27th April 2023 to Tuesday 23rd May 2023.

g. **Key Holder**

Members were informed that at present, members of staff were being paid to stay late to ensure the building was open when returning with food items.

It was **RESOLVED** to approve Cllr Snape and Cllr Roberts as key holders for The Rufus Centre.

5363. **ITEMS FOR INFORMATION**

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

Members noted the Planning Responses including Delegated Decisions.

b. **Planning – CBC Decisions**

Members noted the CBC Decisions on Planning Applications.

c. **Delegated Authority Decision**

Members noted the following decisions made under Delegated Authority:

1. **Health & Safety & HR Support - Worknest**

To confirm a 3 year contract with Worknest for Health & Safety & HR support at a cost of £5,945.00 per annum.

2. **Barclays – Booking**

To approve a block booking of the Warrenfield Room Monday, Thursday, Friday between 9.30am-2.30pm at a cost of £13,497 plus vat per annum.

3. **CCTV**

To carry out a Data Protection Impact Assessment for the installation of the recently installed CCTV cameras in the Town Centre at a cost of £1975.00 allocated from the Rolling Capital Fund.

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

Members noted the RCF summary.

5364. PUBLIC OPEN SESSION

There were no items.

5365. 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. Minutes & Recommendations of meeting

It was **RESOLVED** to accept the minutes from the Extra Ordinary Council meeting held on Monday 9th December 2023.

It was **RESOLVED** to accept the minutes from the Town Council meeting held on Tuesday 17th January 2023.

It was **RESOLVED** to accept the minutes from the Town Council meeting held on Friday 3rd February 2023.

b. Pension Update

Members discussed the report that had been previously circulated.

It was **RESOLVED** to make changes to the pension scheme.

c. Delegated Authority Decisions

Members noted the delegated decisions.

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
28th February 2023**

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

816 Apologies for Absence

It was **RESOLVED** to accept apologies from Cllr Roberts (work commitments), Cllr Gleave (unwell) and Cllr Platt (personal commitment).

822a. Minutes

It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 25th October 2022

824a Flitwick – A Living History Website

It was **RESOLVED** to arrange engagement meetings with members of the public for the 'Flitwick – A Living History' website.

824b Communications and Marketing Review

It was **RESOLVED** for Cllr Blazeby to work with the Communications and Marketing Manager to review the design brief and present to Corporate Services meeting on 28th April 2023.

824c Town Council Strategy

It was **RESOLVED** for Cllr Blazeby to revise the strategy document and circulate at the Corporate Services Meeting on 28th April 2023.

Recommendations and resolutions of the Business Improvement and Development Board 14th March 2023.

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Business Improvement and Development Board 14th March 2023.

1441. ITEMS FOR CONSIDERATION

a. Rendezvous Gift Cards

It was **resolved** to adopt option 2 to purchase gift cards and the Chair and Vice Chair to work with the Marketing and Communications Manager to design the front and back of the gift cards to include corporate branding, and if possible, the card be made of recyclable or recycled material.



FLITWICK TOWN COUNCIL
ENVIRONMENTAL AUDIT
AND
ACTION PLAN.

CONTENTS.

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- 7. Waste Management Audit.**
- 8. Water Usage Audit.**
- 9. Environmentally Sustainable Procurement Audit.**
- 10. Environmental Education and Awareness Audit.**
- 11. Land Management Audit.**
- 12. Carbon Footprint.**
- 13. Environmental Objectives and Action Plans.**

Executive Summary

It is unequivocal that human influence has warmed the atmosphere, ocean and land. Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred.

This has been acknowledged by the Town Council in its strategies and policies and they have responded by commissioning an environmental audit of the Council's baseline position against which its future environmental performance can be measured.

The audit examines that all parts of the system are functioning according to the requirements of the environmental policy and related environmental performance criteria.

Although not a larger consumer of energy the Council's greatest environmental impact arises from its use of energy in its offices. Albeit offset by solar power generation providing nearly half of the required electric power for the Rufus centre.

The Council do not monitor or record energy consumption and training is required in relation to understanding the system for monitoring energy generated from the solar panels.

There are strong recommendations to initiate energy monitoring with further practical recommendations to reduce consumption.

The Council's ancillary buildings which are let to other organisations have little environmental impact, but the audit provides details of good practice to help reduce consumption. These organisations would form good partners in any future environmental groups established by the Council.

The Council's use of other resources has low environmental impact regarding carbon equivalent emissions, but improvements can be made including:

Plant equipment and travel

The Council operate a small number of vehicles with a low travel mileage for all Councillors and staff. There are currently no sustainable travel plans in place.

The carbon burden can be offset through use of electric vehicles plant and equipment and with use of green energy.

Water Usage

Although water usage and therefore carbon burden is low, consumption is not monitored.

There would be advantages from improved rainwater collection at allotments and water consumption measurement.

Environmentally Sustainable Procurement Audit.

The Council do not currently monitor the environmental impact of their purchased goods and services.

An environmentally sustainable purchasing policy would ensure that, purchase and management of goods, works and services helps reduce or negate negative environmental impacts within the supply chain. This would ensure there was a preference for local suppliers providing goods and services.

Ensuring catering products are sourced from local, organic fair trade or similar schemes and encourage the use of eco-friendly consumables (such as cleaning products and inks). It would also ensure that preferred contractors operated in a way which supported the Council's environmental objectives and cascaded these down their own supply chain. The Council should therefore develop an environmentally sustainable procurement policy.

Waste Management

The Council have little knowledge of their waste streams nor is there an understanding of the importance of waste transfer notes.

There are no records of the Council recycling any part of its waste. Although the waste contractor labels separate skips for glass collection and mixed recyclables.

A more formal system should be established for recycling across all Council functions.

Records on waste transfer notes must be scrutinised to record recycling of waste and copies maintained for the statutory period.

Discussions could be held with the waste disposal authority to determine future opportunities for claiming recycling credits. It is also important to review and understand monthly records of waste/recycle collections and to gain full understanding of the contractors' waste portal.

Land Management

The Council has ambitious plans for a nature park at Maulden Road benefitting from a masterplan for its development. The Town also benefits from a Grade II parkland at Manor Park and again a masterplan has been developed and the Council is working with community groups to undertake improvements.

The Council rents out over 150 allotments spread over two sites and in doing so encourages composting rather than landfill. Furthermore, it supports and encourages biodiversity and sustainability. By encouraging growing locally, the Council is promoting reduction of the Town's carbon footprint which is often linked with driving to out of Town shopping.

Environmental Education.

The Council has not established any formal environmental partnerships nor developed environmental awareness campaigns.

The Council as a community leader is well placed to shape the local Flitwick environment towards a zero carbon more environmentally sustainable future. In this regard the biggest impact the Council could make is to set up an environmental partnership. This would bring together organisations from the community including public, private and third sector partnerships working towards improving environmental sustainability and reducing overall carbon emissions.

If the Council is to be successful in ensuring environmental improvements are at the heart of every decision, there must be a behaviour and culture change. This can be achieved in part through environmental awareness training. However, to really achieve a change in behaviours amongst staff and Councillors then the better approach would be through action learning. Creating Green Champions for each environmental topic area.

The Council is at the beginning of its journey towards zero carbon and the first year is about setting up systems which allow easy and comprehensible data to be collected on its improving environmental performance.

The Council's current estimated carbon footprint is 92.5 Tonnes of CO₂e per annum for 2022.

Background to Global Warming.

It is unequivocal that human influence has warmed the atmosphere, ocean and land. Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred.

According to the sixth Intergovernmental Panel on Climate Change human activities, such as burning fossil fuels, cutting down forests, etc., have warmed the climate “at a rate that is unprecedented in at least the last 2000 years”. The human influence added enormous amounts of greenhouse gases to those naturally occurring in the atmosphere, increasing global warming, and driving climate change. For this reason, the Paris Agreement on Climate Change dictates a global responsibility to reduce greenhouse gas emissions and to limit the global temperature increase to 1.5 degrees above pre-industrial levels by 2050.

Greenhouse gases (GHG) refer to various types of gases that trap heat in the atmosphere. By absorbing the sun 's energy and slowing the rate at which the energy escapes to space, the GHGs act like a blanket insulating the Earth.

Introduction to Flitwick Town Council Environmental Policy.

Vision for Environmental Sustainability

Included within the Council's corporate vision is a clear commitment to building the success of a sustainable Flitwick specifically through an environmental policy and commitment to reviews of environmental performance. The first audit will provide a snapshot of the Councils environmental performance allowing the development of action plans enabling the Council to improve its environmental performance. It will also provide baseline data against which future use of resources, particularly fuel, can be measured.

Developing the Environmental Audit and Action Plans.

Environmental Audit

An environmental audit is essentially a management tool comprising a systematic, documented, periodic and objective evaluation of the performance of the organisation, management system and processes designed to protect the environment. It will facilitate control of practices which may have impact on the environment and assess compliance with the organisation's policies and practices.

However, it is important to remember that the Town Council are at the beginning of their journey to reducing its environmental impact and that this first environmental audit will help set the baseline for measuring improvements to the councils' environmental performance.

The Council's main impacts on the environment.

These activities have been identified as significant because of their impact on the environment and the frequency with which they occur across the Council's operations.

Activity	Environmental Impacts (Both positive and negative)
Energy use in buildings (and street lighting)	<ul style="list-style-type: none">• Carbon emissions increasing the rate of climate change.• Depletion of natural resources
Use of water	<ul style="list-style-type: none">• Depletion of natural resources• Carbon emissions increasing the rate of climate change (from energy use in water treatment and supply)
Transport including: Business mileage Plant, equipment including works vehicles. Council services and Commuting.	<ul style="list-style-type: none">• Carbon emissions increasing the rate of climate change.• Emissions from vehicles e.g., Nitrogen Oxides and particulates reducing air quality.• Congestion and impact on communities e.g., noise, health, and general quality of life• Depletion of natural resources
Waste as a by-product of Town Council functions	<ul style="list-style-type: none">• Methane and carbon emissions increasing the rate of climate change.• Potential for pollution from landfill• Emissions from vehicles used for grounds maintenance.• Depletion of natural resources• Potential for contamination of land• Providing materials for recyclables markets
Land management	<ul style="list-style-type: none">• Increasing the biodiversity value of sites• Potential for pollution from chemicals• Depletion of natural resources e.g., peat use, use of virgin aggregates.• Waste production• Increasing the landscape, biodiversity, and historic environmental value of sites• Increasing the value of the public realm• Management of water resources• Management of natural assets e.g., Allotments, Woodlands, agricultural estate
Use of resources e.g., office consumables, natural materials, paints etc	<ul style="list-style-type: none">• Waste production• Depletion of natural resources• Potential for pollution from manufacture and disposal
Environmental Education and Awareness raising	Acting as environmental champions within the community influencing carbon reduction.

Audit of Use of Energy - Internally

The Councils main environmental impacts arise from energy used within buildings plant and equipment.

1. Main Council Offices - Rufus Centre

The Rufus Centre. Flitwick, Bedfordshire, is the headquarters of Flitwick Town Council and provides conference, meeting facilities, the building is in part let out for business use. and function suites for use in weddings, parties, and shows. The building has a useful floor area of 2893.68 square metres and is a standard brick-built construction with tiled pitched roof areas. Standard double glazing is fitted to all areas. All areas have either false ceiling or solid ceiling application. Heating is provided by conventional gas boiler and Solar Panels, with the addition of air conditioning units in several offices.

There is evidence of offices overheating requiring staff to open windows to provide comfort cooling.

The building has recently been upgraded to LED lighting and a photovoltaic system with the main heating system being LTHW gas boiler to radiators or convectors.

Electricity is in part provided from solar panels. Further training is required to ensure the system for recording the amount of electricity generated is fully utilised.

2. Tractor Store

The tractor store is of brick construction with a pitched tile roof

The annual energy usage is 8450 kWh with an annual cost of £ 1464 and carbon burden of 1.6 tons CO₂ e (The tractor store was not accessed during the audit)

3. The Hub. Derwent Rise Flitwick

The Hub is of brick construction with metal sheet roof.

Heating is electric throughout the building, plastic /composite roof glazing provides additional natural lighting.

A hot water boiler provides hot water to the kitchen

There is no energy monitoring or system for any part of the Councils operations.

The Councils Carbon Footprint for energy use in buildings is:

Location	Electric kWh	Cost	Gas. kWh	Cost	Metric tons co ₂ e
Street Lighting.	Included in Offices	£0	0		0
Council Offices Rufus Centre	79900 (15.5 tones CO ₂ e)	£12666	304160 (61tonnes CO ₂ e)	£13507	76.5

Council Offices Rufus Centre. Solar energy input (None exported to grid)	77077 (This data relates to actuals for the period 01/22 to 09/22 extrapolated to 12/22)			Carbon Saving = 14.9
Tractor Store	8450	£1464		1.6
The Hub	9694	£1692		1.9
TOTAL				80

Note: Carbon dioxide equivalent (Co2e) is the unit of measurement which allows different greenhouse gasses to be compared on a like for like basis relative to one unit of CO2. CO2e emissions are calculated by multiplying the emissions of each of the six greenhouse gasses by its 100-year warming potential (GWP).

Recommendations:

- Initiate an energy monitoring programme & record all energy readings monthly within a suitable energy monitoring data base. Arrange training related to monitoring power generation from solar panels.
- Investigate energy usage at the various Council sites.
- Instigate an energy reduction procedure including turning off lights, computers, lowering radiator thermostats etc. Within the procedure, ensure that room temperatures are limited to a reasonable comfort level.
- Undertake a feasibility study into fitting solar panels to other Council owned buildings to heat water or preferably with photovoltaic panels to generate electricity.
- Consider relevance of and develop an action plan for the recommendations detailed within the Display Energy Certificate report dated 21/04/21
- Consider partnering with Central Bedfordshire Council in the Community Energy Pathway scheme. This is part of an innovative green energy scheme to help support the delivery of Net Zero projects.
- Investigate the roll out of EV Charging points on Council owned sites.
- Investigate the feasibility of changing existing electric tariff to a green tariff. This means that some or all the electricity you buy is 'matched' by purchases of renewable energy that your energy supplier makes on your behalf.

Use of Energy Externally-Building's owner by but not occupied or operated by Flitwick Town Council

The Council own several premises within the Town which are leased to various organizations. These buildings include:

British Legion. Flitwick RBL Hall, Station Road, Flitwick

The British Legion is a part brick and part cement panel wall structure with a pitched corrugated asbestos roof. The internal ceiling has little or no insulation with single glazed windows.

Lighting is provided through fluorescent tubes and heating by a traditional gas boiler and room temperature controlled through a wall thermostat.

The building is used regularly by various organisations.

Only a small amount of waste is generated in the building which is removed for recycling/disposal by the occupiers.

Scout hut 15 Station Road, Flitwick

The Scout Hut is a part brick and part cement panel wall structure with a pitched corrugated asbestos roof. The internal ceiling has little or no insulation with upvc double glazed windows.

Lighting was provided by fluorescent tubes. The unit has a fully equipped kitchen with gas hobs/ovens and electric water boilers.

Only a small amount of waste is generated at the premises which is removed by occupiers and removed for recycling/disposal.

It was noted that the scouts are developing plans to include roof insulation.

Also, regarding off site activities, the scouts use diesel generators for off-site power but there are plans to replace these with electric batteries

Guides Station Road Flitwick

The Guides occupy a brick-built building with a tile roof. Windows are currently single glazed but double-glazing improvements are planned. Heating for the building is provided by electric room heaters which are fitted with control timers. Hot water is also provided by electric water heaters. Lighting throughout the building is provided by LED tubes.

Only a small amount of waste is generated in the building which is removed for recycling/disposal by the occupiers.

Regarding the attitude of the occupiers to environmental sustainability the Guides offer a range of environmental badges to the young people and the organisation also arranges camps themed on environmental issues.

Energy is not monitored at any of the above premises nor is there a database for recording such data.

Recommendations:

There is often considerable scope for improving the energy efficiency of community buildings, ranging from low cost and simple changes through to larger scale physical improvements which may be complex and costly. Options can be broken down into the following headings:

- a) Behaviour change
- b) Physical improvements to reduce energy waste (e.g., insulation, efficient heating)
- c) Renewable technologies

a) Behaviour change

Being aware of the current energy consumption figures is essential for understanding changes and improvements in energy consumption.

The biggest difference separating energy efficiency in community buildings from domestic properties is how the building is used. Community buildings are often only occupied for a few hours of the day but by large groups of individuals over the course of a week.

There is therefore significant potential to reduce the building's energy demand simply through ensuring that these people understand how to use the heating, lighting and electrical appliances in the building effectively. This could be as simple as switching off heaters and appliances when not in use, closing doors and windows, or understanding and using controls to manage temperatures and timings effectively.

Raising awareness of these issues could be achieved at little or no cost through things like training sessions, placing signs around the building, and holding public energy awareness days.

b) Physical improvements

The community buildings audited have poor insulation, traditional lighting and inefficient heating systems, largely due to their age. The costs of replacing and upgrading these aspects of a building can vary significantly, but most energy efficiency measures will eventually pay for themselves through the saving they generate from the building's reduced energy bills.

Some of the key physical improvements that could be considered are listed below.

Insulation and draughtproofing:

Roof insulation, wall insulation, sealing gaps around windows, doors or floor skirting
double glazing and floor insulation

Space and water heating:

New boiler/heating system, new heating controls (e.g., timers, programmers, thermostatic radiator valves) Point-of-use water heaters.

Insulation of hot water pipework and hot water cylinder

Lighting:

Slim-line 'T5' tubes in place of fluorescent lights.

Low-energy 'compact fluorescent lamps' (CFLs) in place of standard bulbs Timers and motion sensors

Electrical appliances:

Replace old appliances with more energy efficient ones (i.e., A rated or higher)

Programmable on/off timers

Energy saving settings on computers.

Water use:

Fit water saving devices to taps (e.g., lower flow taps, aerated taps, flow regulators) Install dual-flush toilets or put in toilet 'hippos'.

Fix leaky taps and pipes.

Rainwater harvesting.

c) Renewable Technologies

It's always best to reduce energy use and increase the buildings energy efficiency as much as possible before considering renewable energy. Energy generated from renewable sources will however reduce the building's reliance on importing power and could generate a steady income stream to help cover running costs or pay for other activities.).

Some technologies that could be considered include:

Solar PV Micro-wind Solar hot water (solar thermal)

Biomass boiler.

Audit of Transport Plant and Equipment

The Council operate various plant and machinery including a Kubota tractor and some smaller items of handheld cutting equipment. The aggregated fuel used for all plant and machinery is detailed below.

Vehicle Type	Fuel used in Period. Of 12 months	Fuel Type	Total Vehicle Fuel Footprint metric tons CO2e	Cost.
Tractor, grass cutting machinery and handheld equipment.	2127 Litres	Diesel	5.5	£3970.00
	97 Litres	Petrol	0.2	£174.00
TRAVEL Assuming 5000 miles per annum for councilors and staff in average size vehicle			0.6	
Total Vehicle and Machinery Carbon Burden			6.3	

The figures are for an 8-month period extrapolated to provide an estimated for a 12-month period.

There are no full annual records or monitoring systems of fuel consumption for plant and equipment or for travel undertaken by officers and councillors.

There are also no initiatives supporting more environmentally sustainable travel.

Recommendations:

1. The Council should review its transport operations on public realm services, and it should take the opportunity to ensure all its vehicles, plant and equipment have low carbon burdens. When purchasing new grass mowers or machinery the environmental credentials of the manufacturer and the equipment should be considered.
2. The Council should consider establishing a Green Travel Plan for the Council Offices and its other buildings to identify and promote ways to encourage a range of less environmentally damaging transport modes, usually with an emphasis being on reducing single user private car travel.

3. The Council should use planning consultation opportunities to improve traffic flow and its interface with pedestrians.

Audit of Waste. Management

The Council although not a large producer does generate waste from several sources:

- Office Waste from the Council offices, Rufus Centre and Kitchens.
- Waste from its other Council owned facilities.
- Litter from parks and Gardens
- Horticultural waste from green areas.

The main UK legislation controlling waste is Part 2 of the Environmental Protection Act 1990, which imposes a duty of care on any person who produces, carries, keeps, treats, disposes or has control of waste. Disposal must be an approved route, and the transfer of waste must be correctly documented and can only be to an authorised person. Pre-treatment of waste, which includes sorting, is now a legal requirement.

Waste arisings are not currently monitored, and further training is required to fully utilize the waste contractor's customer portal.

Office Waste.

All office waste is co-mingled and stored in skips until collected by the main waste contractor. Separate waste containers are provided for glass although this is not included within the Councils recycling statistics. The waste contractor delivers the waste to a material recycling facility (M.R.F) where the company reportedly recovers recyclable materials. However, the Council does not currently monitor waste arisings or recycling rates for its own waste. The Town Council does promote recycling and encourage recycling through the distribution of recycling bags at their offices as well as providing information about household waste recycling centres.

The total waste in tons of collected from the Council is 27 tonnes (assuming the waste is regarded as commercial and industrial waste) producing a carbon burden of 5.75 tons of CO₂e. However, there is no record of the recycled waste arisings and there are no processes in place relating to waste transfer notes.

The Council's recycling rate is currently zero.

Allotment Composting Arrangements.

There is currently a volume of mixed green waste mixed with plastics and non-plant materials generated from the allotment sites. Some Council tree trimmings are recycled and used on the allotment sites.

Allotment associations composting old plants and trimmings is regarded as an exempt activity by the Environment agency.

Cemeteries.

The Council manages one cemetery, Church Road.

These facilities are well maintained and have little adverse environmental impact from waste management.

Tractor Store.

There is a waste skip to the side of the Store in the Town yard into which mixed organic and other material are deposited and regularly removed by a licensed contractor.

Within the maintenance areas, items classed as hazardous waste must be stored and disposed of separately. As the volume will be low, a periodic collection of such material could be arranged.

All waste produced directly is classified as commercial waste, litter is classified as household waste. To date no analysis of packaging and other waste has been undertaken by the Council and heavy reliance is placed on the waste contractor to sort and recycle waste. The waste produced does have a carbon burden which will contribute to the council's carbon footprint.

Central Bedfordshire Environmental Services have advised that they do not have any recycling credit schemes which the Town Council could join. This requires further investigation and discussions with the waste disposal authority.

Recommendations:

1. To review all waste collection facilities to include measurement of differing types of wastes generated and record weights/volumes of recycled waste.
2. To establish a procedure for recycling plastics, paper, cans and other recyclate within all buildings.
3. Review the details of the waste contract ensuring full understanding of the contractor's portal. Investigate the opportunity for costs savings through the implementation of a recycling scheme identified from 2 above.
4. Agree to set a recycling target rate of 10% within 12 months.
5. Following implementation of 2 above investigate the opportunity for joining schemes to enable claiming recycling credits.
6. Regularly monitor and complete waste transfer notes and retain the notes on an accessible file for the statutory period of 2 years.
7. Review composting arrangements at the allotments and establish a procedure for composting discarded organic waste from the Council's grounds maintenance activities.
8. Identify all hazardous waste and arrange for appropriate storage and separate disposal.

Audit of Water Usage

Premises	Estimated Annual Consumption-m3	Water UK figure for carbon burden of water is 0.149kg CO2/litre (divided by 1000 to provide figure in tones.
Council Offices	1002	0.149
The Hub.	56	0.0083
Cemetery	47	0.007
Allotments	329	0.049
Total Carbon Burden		0.214

Although not a large consumer of water the Council is aware of the need to conserve water where possible and has installed water saving devices within the office accommodation.

There is evidence of rainwater harvesting into tanks within allotments and some individual allotments collect rainwater from roof gutters.

There is scope for rainwater collection at each individual allotment.

Recommendations:

1. The Council should consider installation of water saving devices to all sanitary accommodation when the opportunity arises.
2. Rainwater collection and water troughs should be implemented at all allotments.
3. Water usage at the allotments should be recorded and monitored.

Environmentally Sustainable Procurement.

Environmentally sustainable procurement is the commissioning, purchase, and management of goods, works and services in a way that reduces or negates negative environmental impacts within the supply chain.

Embedding environmental sustainability into procurement can support the objectives of an organisation as set out in relevant policies and strategies and can be adapted to reflect the nature of the contract.

Many sustainability benefits can be achieved through supplier engagement before the procurement process begins which is essential to allow the market to understand and prepare their response to tender requirements.

The Council do not assess the environmental impact arising from the purchase of goods or services.

By way of example the council currently uses 62500 sheets of non-recycled copier paper.

It is estimated that a standard pine tree, with 45ft of the usable trunk and a diameter of eight inches, will produce around **10,000 sheets** of paper. It follows that annually the Council uses the equivalent of 6 trees in copier paper. This has an estimated carbon burden of 0.29 tonnes of CO₂e.

Regarding use of office consumables, the Council print only a few agendas for committee meetings and most Councilors use electronic agendas and reports.

Printing is done in-house, and the ink cartridges are included within the manufacturers recycling scheme with cartridges purchased on an exchange basis.

The Council could;

- Develop a procurement policy to encourage local suppliers to apply to provide goods and services.
- Source materials and services locally so long as the requirements for value for money and quality are met.
- Ensure that catering produce, including tea/coffee in offices, is sourced from local, organic, fair trade (or other recognised certification schemes)
- Ensure that timber, or similar products, used by the Council is from Forest Stewardship Council (FSC) certified sources.
- Encourage the use of eco-friendly consumables (such as cleaning products and inks) in Council premises while being aware of the needs of outcome required.
- Purchase recycled paper and vegetable inks for printing.

Recommendations:

- Develop an environmentally sustainable procurement policy.
- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating “best value”, the past record of the supplier will be considered.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council’s Environmental Policy.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.
- Continue to develop further the Councils questioning of its major suppliers of goods and services about their ethical and environmental credentials.
- To strive to only purchase low energy electrical appliances and fitments (including low energy lighting) and recycled paper where possible.
- Switch to 100% post-consumer waste recycled photocopying paper.
- Request recycled paper for any external printing works for flyers, posters etc.

- Ensure bathroom tissue, kitchen rolls are made from 100% post-consumer recycled paper.
- Ensure such items as post it notes, envelopes, note pads etc are made from recycled paper.
- Buy organic and fair-trade tea, coffee, sugar and organic milk.
- Ensure all cleaning products are biodegradable and eco-friendly.

Education and Awareness

There is some evidence of the Council working with environmental groups and with Central Bedfordshire Council on environmental projects.

This has included development of a circular walk at Manor Park in partnership with the Parish Paths Partnership with funding from Central Beds Infrastructure Planning Obligation fund.

There has also been engagement with the community in developing increased wildflower areas. The Town Council are also working with Central Beds. to reduce mowing, preserving natural habitats through increasing wildflower areas.

However, the Council has to date not developed an environmental forum within the Town which could provide what would be the biggest impact on improving the Town's Environmental Sustainability and reducing overall carbon footprint.

One of the most powerful levers that local authorities have to cut carbon emissions, is through their role in place shaping. Flitwick Town Council alongside the Unitary authority can use their influence in relation to buildings, transport systems, waste services and the natural environment to help deliver their decarbonisation ambitions.

Regarding the Council's internal environment, awareness of individual actions and decisions in contributing to environmental sustainability is essential. This can be achieved in part through environmental awareness training. However, to really achieve a change in behaviours amongst staff and Councillors then a different approach could be through action learning. Creating Green Champions for each environmental topic area.

Green Champions would help to promote sustainability initiatives in their workplace, engaging other members of the Council and staff. Acting as a point of contact for those wanting to take green action. The role as Green Champion can develop both the environmental responsibility of the Council, and individual skills.

Understanding the causes and impacts of climate change, and what staff and councillors can do to affect change, is important for Green Champions in their work. In particular, developing personal knowledge on the subject can help identify the best place to put efforts, and increase efficiency in taking climate action in the future.

This approach would be more effective than traditional awareness raising.

Recommendations:

- A. Set up an environmental improvement partnership to bring together individuals and organisations from the community including public, private and third sector partnerships working towards improving environmental sustainability and reducing overall emissions of carbon.

Such groups could focus on:

- Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- Transport – to promote walking, cycling and public transport. And accelerating the move to Council owned electric vehicles.
- Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water. This of course includes food purchased pre-prepared and sold at the Rufus centre.
- Food security and the environment looking at how climate change affects food security leading to food poverty from increasing food prices.
- Lobby to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources.
- Engaging local people in accelerating their own responses and building resilience to ongoing climate impact. 'This means recognising the existence, development, and engagement of community resources by community members to thrive in an environment characterised by change, uncertainty, unpredictability, and surprise. So, for instance includes the process of mobilising collective action to address potential climate change management such as flooding.
- The group could also be developed to create a State of The Environment Working Party looking at more strategic projects around improving the quality of the local environment through development of an external environmental audit. The report would describe the condition of the local environment and how it is changing. Discussing the main pressures affecting the local environment and detailing through measurement the quality of the Town's land air and water including habitats and species.

- B. Appoint Green Champions from amongst Councillors and staff to take on responsibility for developing each environmental topic area coming together periodically as a strategic group to develop and monitor the Council's overall environmental performance.

Audit of Land management

Flitwick Town Council acknowledges in its Environmental and Sustainability Policy, its duty under the Natural Environment and Rural Communities Act 2006, s40 to consider the conservation of biodiversity when carrying out its functions.

One of the Council's strategic objectives is to "Protect and enhance our local environment and address sustainability." Key actions supporting this priority include to "initiate wildflower and tree planting, while also seeking to develop wildlife areas, including re-wilding a community park". The Council will also introduce "wilding" into its public realm standards.

The Town Council own, manage or maintain several recreational green space/ natural open space areas some formal, some less formal within Flitwick. These provide the opportunity for residents and visitors to enjoy, observe, learn and protect the Town's natural environment and open spaces. The areas also provide opportunities for natural habitats which the Council is committed to protecting through its environmental policy.

The Council's policy is to develop accessible open spaces and walks to encourage residents to immerse themselves within the countryside. Several brochures have been produced describing the walks in detail.

Allotments

The Council currently runs two allotments in Steppingley Road and Station Road, which are well managed and maintained. The Council's guide to allotments encourages composting of materials on site and the allotment strategy seeks to improve and encourage biodiversity and sustainability. There is also an annual award to promote aspects of biodiversity.

By encouraging 'growing locally' the Council is promoting reduction of the Town's carbon footprint which is often linked with driving to out of Town supermarkets. In addition, the allotments promote good health through physical activity together with an increased awareness of allotment holder's local environment and habitat protection.

Wildflower meadows

Wildflower meadows offers a diverse and typically exceptional attractive habitat enjoyed by visitors to the area. The Town Council by allowing open habitats such as this in urban settings allows the provision of native or naturalised grasses, wildflowers, and flowering plants and of course habitats to a range of insects and smaller mammals.

Recreation Areas

Recreation areas are natural beauty spots in the Town and the parks trees are subject to tree management. The areas are mainly laid to grass. Recreational space provides opportunity for football and more informal play activities. The Council's continues to plant flowers, trees and shrubs on its sites to reduce the need for mowing and to provide an attractive natural landscape for the local residents.

The Council has an excellent record in land management and has a significant number of green and open spaces which are well used by the community. These areas are well managed with full and protection consideration being given to the eco-systems within each area.

Maulden Road Nature Park

One of the Council's most ambitious plans involves the proposed Flitwick Nature Park comprising a 27ha site located on the west side of Maulden Road.

It is intended that the land will be managed by Flitwick Town Council to provide informal recreation opportunities and enhance its value for biodiversity. A masterplan has been developed with The Greensand Trust and includes biodiversity enhancements involving establishment methods and maintenance of proposed habitats created.

Amongst the many environmentally sustaining projects plans include

- 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.
- Approximately 2000m of new hedgerow will be planted.
- Approximately 3.5ha of new broad-leaved woodland will be planted in the north of the park.

Manor Park

Flitwick Manor Park is a Grade II parkland on Historic England's Register of Parks and Gardens (RPG) and comprises approximately 22 Ha of woodland and parkland across 2 ownerships. Flitwick Town Council own c. 16.5ha, corresponding to the southern two thirds of the RPG. This is managed as amenity grassland, woodland, and a watercourse, with recreational enrichment through provision of walking routes and information.

Many of the historic features of the park have been restored by the Town Council including heritage works and protection and enhancement of the park's natural environment.

A master plan for the park has been developed and Council staff are working with community volunteers to undertake improvements.

Burial Grounds

Flitwick burial ground in Church Road is a well-managed area which as well as a burial ground is a valuable recreational space supporting nature conservancy providing a tranquil space for residents.

Recreational Areas

- Millennium Park.

Located in the centre of the town with a large open grassed area perfect for summer picnics, Millennium Park is the focal point for a whole range of community events such as the Family Fun Day, the 10k race and an annual fun fair.

The park has great facilities for all ages including a separate children's play area complete with mini zip wire; outside gym equipment, basketball court, a Skatepark and Youth Shelter.

Council Policy

The Council has given a strong public commitment within the Town to protecting and enhancing the natural environment.

- green spaces should be retained and enhanced for the benefit of the community.
- A green buffer around the whole Town should be retained.

Recommendations:

All council owned and managed sites will maximise their value for biodiversity with 10 % of sites reviewed and maximised within 12 months by:

1. Continuing to support the actions within Green Infrastructure.
2. Develop management plans for their long-term survival.
3. Increase the biodiversity value of the sites by carrying out a biodiversity assessment to identify all species and protective measure for their habitats.
4. Install artificial nesting sites where appropriate.
5. Ensure landscaping schemes are designed to benefit wildlife through planting of trees, native hedges and other plants which encourage wildlife.
6. Create habitat areas including ponds and simple habitats such as log piles.
7. Give full consideration and mitigation of construction disturbance.
8. All activities which the Council plan within the green areas have the potential to cause disturbance to resident species which can be reduced by aiming construction to avoid impacts during sensitive times of the year e.g., bird breeding season. Also, by providing an ecological brief to all site workers about possible disturbance to habitats and how to mitigate.
9. Development of habitat management plans for construction and operation phases of projects.

Carbon Footprint

The Council's Carbon Footprint (CCF) describes the total amount of greenhouse gas emissions (including the CO₂ emissions) that come from all its activities, including direct and indirect emissions.

We are used to talking about a 'Carbon Footprint' but actually, this is shorthand for the 'best estimate of the full climate change impact of something'. Carbon Dioxide is the most dominant of many gaseous emissions that contribute to forced atmospheric warming and climate change – but there are others that are important too – we need to set an exchange rate between these different greenhouse gases to be able to compare them and so the unit of measure that is used is the Global Warming Potential (GWP)

The Global Warming Potential (GWP) is a unit of measure of the relative radiative effect of a given GHG compared to another GHG over a chosen time horizon from 20 up to 500 years and uses carbon dioxide (CO₂) as a reference gas. CO₂ represents, according to the GHG Protocol, the main greenhouse gas contributing to about 80% of the overall warming effect of current emissions.

Therefore, the main idea behind the GWP is to compare the impact of different gases on global warming over a given time, relative to the emission of one tonne of CO₂ emissions.

Nearly every activity we do or product we buy will have a 'carbon footprint'- whether it be undertaking our work activities or relaxing at home.

Flitwick Town Council could use their 'carbon footprint' to compare itself to other local authorities how it is doing. The problem with this is that no other local authority will carry out the same activities as Flitwick. It is more useful for Flitwick Town Council to look at the report and see where it might be able to make most improvements on its carbon footprint and to

develop actions to reduce these. A year-on-year comparison of its carbon footprint will give an indication of whether the Council is moving in the right direction or not.

A further aspect of carbon footprints is working out who was responsible for the greenhouse gases that were emitted from a certain activity or product. There are internationally agreed standards for accounting for greenhouse gases that lay down the rules for who should claim each bit of carbon emissions. These are mostly aimed at making sure the same Carbon Emissions (or Carbon Savings) are not counted twice. These split greenhouse gas emissions into 3 groups or 'scopes'. Scope 1 or 'direct emissions' are those that are caused directly by your organisation and would include emissions from burning fuel in vehicles, emissions of refrigerants from cooling equipment and burning fuel for heat and hot water in a building. Scope 2 are indirect emissions from purchased electricity or heat (someone else burned the fuel on your behalf). Finally scope 3 is things that are brought in or outsourced – such as capital items, transportation of goods, waste treatment etc.

However, for the purpose of this study the scopes have not been applied for the following reason.

The Town Council has influence over a much wider greenhouse gas emissions than its upstream and downstream supply chain. For instance, consider that Flitwick Town Council held an environmental education day for all the primary schoolchildren of the Town. If a number of those children took the messages, they learned home and improved their family's greenhouse gas emissions by better choices in transport use, energy use, waste creation the impact will be massive compared to the impacts of Flitwick Town Council's use of fuel for vehicles and heating. If we tried to fit this into a scope, we would probably count the carbon footprint of the electricity to light the room rather than the lifetime of greenhouse gas reducing actions that might be taken by a town's worth of inspired primary school children.

Combined Data for All Contributions to the Council's Carbon Footprint

Building Energy Consumption

Electricity kWh	98644
Electricity CO2e (Tonnes)	19
Solar Electricity kWh produced	77077
Tonnes CO2e saved	14.9
Gas kWh	304160
Gas CO2e (Tonnes)	61
Building Energy Carbon Footprint	80

Plant, Equipment and Travel

Petrol (litres)	97
Petrol CO2e (Tonnes)	0.2
Diesel (litres)	2127
Diesel CO2e	5.5
Total plant, equipment and travel CO2e	
Travel (Mileage medium car)	5000
Travel CO2e	0.6
Plant, equipment and travel carbon Footprint. CO2e	<u>6.3</u>

Mains Water

Water Consumption (cubic metres)	1434
Water Supply CO2e	0.214

Photocopying Paper

A4 sheets virgin copying paper	62500	
Paper footprint CO2e	0.29	

Waste

Annual waste (Tonnes)	27
Waste CO2e	5.75

Carbon Footprint-Combined data for all premises and all functions estimated @ **92.5 Tonnes CO2e**

Recommendations for next 12 months

Flitwick Town Council

Environmental Objectives and Action Plans

Objective	Actions and Targets.
<p>The Council will direct its efforts to make the Town sustainable, through like-minded Community Groups. Reviewed through its environmental awareness and education audit.</p> <p>The Council will develop a cultural shift for Councillors and officers to assure that environmental sustainability is at the heart of all decision making</p>	<p>Set up an Environmental Partnership Group. Develop common objectives and local environmental action plan.</p> <p>Create Green Champions from Councillors and Officers where possible identifying people who are passionate about climate action and sustainability in their workplace. Forming a green team to manage the Council's environmental performance and improvements</p>
<p>The Council is not a large energy user but will take any opportunity to manage energy with a view to minimising its consumption.</p> <p>Conserve water resources.</p>	<p>Develop an energy monitoring programme and record all energy readings on a monthly basis with a suitable energy monitoring data base. Switch to green electricity tariff. Do not heat the buildings above 18/19c in winter. Investigate rollout of CV charging at Council buildings and land.</p> <p>The Council's baseline Carbon footprint is 92.5 tonnes CO₂e and will reduce by 5% over the year.</p> <p>Set up a data base and monitor water usage at allotments monthly.</p> <p>Rainwater collection and water troughs should be implemented at all allotments.</p> <p>Water usage at the allotments should be recorded and monitored.</p>
<p>The Council will require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.</p> <p>The first products and service to be reviewed could be the print service.</p>	<p>There will be an increase in the number of council let contracts and supplied goods and services where environmental considerations were included in the contract (current baseline unknown, so baseline set at 0) and 10 % of contracts to be so evaluated over the next 12 months.</p> <p>The Council currently use virgin copier paper which could be replaced with recycled paper and move towards sustainable printing and carbon neutral printing.</p>

<p>The Council will seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.</p> <p>Increase recycling rate.</p>	<p>Set up office recycling scheme. Record monthly waste, recycle arisings and complete waste transfer notes accordingly. Work with waste contractor for opportunities to divert waste from landfill and achieve greater understanding of the contractors' waste portal and reduce costs. Work with the waste disposal authority to seek opportunities for payments of recycling credit.</p> <p>The amount of waste recycled will be increased. As the baseline is unknown initially levels of recycling will be investigated and then increase by 20% year over the following 5 years.</p> <p>The amount of green waste composted will be increased. As the baseline is unknown initially levels of composting will be investigated and then increased by 20% over the following 3 years.</p>
<p>The Council acknowledges its duty to consider conservation of biodiversity when carrying out its functions under the provisions of the Natural Environment and Rural Communities Act 2006, s40.</p> <p>The Council will have regard for both the natural and built environments and will strive to protect and where possible enhance them.</p>	<p>All council owned and managed sites will maximise their value for geodiversity/biodiversity with 10 % of sites reviewed and maximised within 12 months. The Council will continue to support the Maulden Road Nature Park and Manor Park masterplans.</p> <p>Continue to develop wildflower meadows rather than vast grassed areas which can be ecological wildernesses. Reduce cleaning and tidying to create natural habitats supported with suitable signage to explain the strategy.</p>

Notes.

1. The weights and volumes of consumable resources have in part been estimated to normalize figures to a 12-month period.
2. GHG Conversion factors for materials were derived from the UK Department of Business Energy and Industrial Strategy 2022.
3. The carbon footprint is derived predominantly from energy use at the Rufus Centre.



Flitwick Town Council

Environmental Improvement Working Group (EIWG)

Environmental sustainability, driven by Town Council Strategy and Policy

The Town Council's latest Strategy was adopted in June 2021. It set out the Council's vision for the Town, its aims and priorities over a period of 4 years.

Included within the vision was the Council's clear commitment to building the success of a 'sustainable' Flitwick, specifically through:

1. Improve the quality of the public realm, responding to climate change issues and protecting the local environment.
2. By acting both as an organisation whose business activities impact on the environment, leading by example to minimise any adverse impact. Secondly, by working with the community and other partners to help make the town environment more sustainable.

This commitment developed into the Council's first 'Environmental' policy adopted in January 2022.

Flitwick Town Council Environmental Policy.

Flitwick Town Council recognises that its operations have some impact on the Environment in several ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

- The Council acknowledges its duty to consider the conservation of biodiversity when carrying out its functions under the provisions of the Natural Environment and Rural Communities Act 2006, s40.
- The policy supports the aims of the Council's Strategy and be linked to other Council Policies including Equality; Community & Social; Investment and Procurement, which will ensure environmental considerations are central to the ethos of the organisation.
- The Council embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands.
- The Council will undertake periodic audits to ensure up to date assessments of environmental impacts are maintained and the progress of Action Plans are monitored. As part of this it will measure the organisation's carbon footprint and take the necessary actions to reduce it. Reviewed through analysis of the Council's carbon footprint.
- The Council will ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work reviewed through the environmental awareness and education audit.

- The Council will comply with all relevant legislation and where possible set standards which are more stringent than the legal minimum.
- The Council will require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products. Reviewed through a positive purchasing audit.
- The Council have regard for both the natural and built environments and will strive to protect and where possible enhance them. Reviewed through the land management audit.
- The Council is not a large energy user but will take any opportunity to manage energy with a view to minimising its consumption. Reviewed through an energy audit.
- The Council will ensure its operations minimise pollution of land, water and air.
- The Council will seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact. Reviewed through a waste management audit.
- The Council will direct its efforts to make the Town sustainable, through like-minded Community Groups. Reviewed through an environmental awareness and education audit.

The Environmental Audit Advocates Community Engagement

The Council, as a community leader, is well placed to help shape the local Flitwick environment towards a more environmentally sustainable future.

The current Environmental Audit (2023) highlighted the opportunity to set up an environmental improvement group to report directly to the council on areas and projects where more 'sustainable' options could be considered for investment and on opportunities to reduce its overall carbon emissions.

Using the Planning Improvement Working Group as a model

Having successfully replaced in 2021 the previous 'Council Planning Committee' with a community engagement group which includes a mix of Councillors and members of the public, we have a working model on which to base an 'environmental' equivalent.

However, 'planning' is a fairly well-defined area, whereas the scope of what might be viewed as coming under the umbrella as 'environmental' is far wider.

So, what sort of areas could the group look at:

1. **Energy** - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
2. **Transport** - to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles and development of public EV charging points.
3. **Land** – to achieve sustainable land management.
4. **General Waste Reduction** - establishing a 'Reduce, Reuse, Re-cycle' mentality to council operations and services and in the wider town.

5. **Food Waste Reduction** - Projects like the 'Community Fridge' and 'Food Poverty' reduction.
- A. **Community Engagement** - improving local resident and business involvement in practical projects like litter picking, tree planting and re-wilding. Consideration could also be given to the creation of 'Green Champions' amongst Councillors and staff to take on responsibility for actively advocating for change in particular areas.

Environmental Improvement Working Group Role and Responsibilities

The working group will be a working group of the Town Council.

The Council will set the terms of reference and membership for the working group.

The working group will have no delegated authority, no budget and will make recommendations back to the Town Council.

The benefits of having a working group which reports into the full town council would be the opportunity for other council committees to refer potential projects to it, enabling a more consistent and comprehensive approach to 'environmental activities'.

Membership

Up to 8 Councillors and up to 8 members of the public.

Council Members will be elected at the annual statutory meeting in May of each year.

Public participation will be achieved through advertising or word of mouth.

It would be envisioned that the EIWG would be able to call on the experience, guidance and advice of other third party local or national organisations when dealing with particular projects or issues.

Terms of Reference

When exercising its functions in relation to environmental and sustainability proposals, the working group will:

- Evaluate the benefits and drawbacks to the proposals that they make, investigating high level costs, where relevant.
- Pro-actively engage with appropriate individuals, as well as local and national organisations, in order to establish background information, expert guidance, relevant legislation and potential funding routes.
- Proceed in a manner that is evidence-led, collecting its own relevant evidence where applicable and feasible.
- Pro-actively engage where possible with residents through means available to it.
- Develop a co-ordinated plan to support sustainable and environmentally driven actions which can either be implemented directly by the Town Council, or where there is an opportunity for the Council to influence decision makers e.g. Central Beds Council.

In relation to initiating investigation of potential initiatives the Environmental Action Group will:

- Engage in a positive, open, and transparent manner, using an understanding of the Council's high-level priorities contained in either its Environmental Policy or following on from information contained within the latest Council Environmental Audit.
- Seek to bring forward and recommend opportunities that will benefit residents in the town and are consistent with the Town Council's Strategy.

Recommendations:

1. Agree to form an Environmental Improvement Working Group as part of the post 2023 Council Election Process based on the above terms of reference.
2. Ensure that a maximum of 8 Councillors are elected as part of the annual Committee and Working Group election process.
3. Promote the formation and role of the group to residents, in order to encourage people to come forward to be part of the group.
4. Ensure those residents wishing to put themselves forward for permanent membership of the group are formally confirmed as Committee members and are replaced as churn requires.

Priority	Project/Initiative	Owning Committee	Lead Officer	RAG Status	% Complete	Status	Estimated Delivery Date	Blocker	Next Steps	Input/Support needed from Members
3	Nature Park	Community	SL		10%	Paused	n/a	- Staff resources - Need to go through planning process again	Two elements - 1. Planning application 2. Updated design work to include specifications for delivery. GST have advised there is potential to include Forest of Marston Vale's 'Trees for Climate' programme, which is able to provide funding for various elements, including further time from GST on design and securing consents (excluding planning permission) and materials associated with any tree / hedge / orchard planting. Additionally the scheme provides funding towards management and maintenance over a 30 year period. Awaiting update from GST once they have met with Forest of Marston Vale to discuss next steps which will include hiring a consultant to assist with progressing the planning permission.	Once an update has been received from GST, will look to restart the Working Group meetings.
2	Manor Park Heritage Projects	Community	SL		25%	Active		n/a	Works have started and progressing well.	n/a
3	Manor Park Parkland Management Plan	Community	SL			Paused	n/a	- Staff resources - Potential lack of funds (difficult to advise as it depends on what projects are chosen/viable to complete within next financial year and subject to third party funding	Recommend working with Chris Burnett Associates (who completed the PMP) to progress key projects such as lake. Will be leaving the Environmental Stewardship Scheme in November to allow more flexibility to progress projects identified within the PMP.	
1	Community Fridge	Community	SE		n/a	Active	n/a	Lack of food	Investigate more weekly pick-ups	Continue to attend Cost of Living Meetings
4	Flitwick - A Living History Website	Corporate	BJ		85%	Active	n/a	n/a	Website to be launched	This project has been led by Cllr Blazeby and will continue with the support from the CMM

									Once lights at Skatepark have been installed, camera currently sited at Dunstable Road will be relocated.	
1	CCTV	Community	SL		75%	Active	March 2023	n/a - on schedule	Data Protection Impact Assessment nearly complete.	n/a
1	Skate Park Lights	Community	SE		25%	Active	April 2023	Waiting on UKPN for timescales		
1	Flitwick Town Square Furniture	Community	SL		25%	Active	March 2023	n/a - on schedule	Awaiting benches to be manufactured and a delivery date.	n/a
3	Proud AF - Start-up and Initial Events	Community	SE		50%	Active	n/a	n/a - on schedule	Pride Picnic on 4th June	Continued support to attend Working Group Meetings
1	Banking Hub Bid	BDIB	SE/SL		0%	Active	n/a	n/a	Awaiting outcome of Access to Cash review from Link.	Members to lead
4	Public Art	Community	SE		10%	Paused	n/a	- Staff resources	Commission a consultant to create a specification of works	Need Member input
2	FTC/Rufus/Rendezvous Branding	Corporate	BJ		50%	Active	April 2023	n/a	Design brief considered at February Corporate Services Meeting, additional work to be completed with approval at March Corporate Services meeting.	Cllr Blazeby to work with the CMM
2	Wildflower Planting/Reduced Mowing/Weed Spraying	Community	SL		50%	Active	n/a	- Staff resources - Waiting for CBC to confirm areas put forward are suitable for wildflower planting	Once areas have been confirmed by CBC, residents will be invited to a meeting explaining how they can get involved in the planting and maintaining of areas - wait for CBC to send over SLA agreement.	Will need support from Members to host meeting and take lead on co-ordinating volunteers when planting/maintaining areas
1	Environmental Audit	Council	SL		50%	Active	April 2023	- Staff resources	March Town Council to consider first draft of audit	Look to tie in with Environmental Working Group if Council resolve to pursue



FLITWICK TOWN COUNCIL

Report to Town Council 21st March 2023: Christmas Lights Tender

Background

Flitwick Town Council entered a three-year contract with a Christmas Lights installation company in 2020. This contract has now ended.

Introduction

A tender document was sent to over 25 companies.

Three tender applications have been received.

On Wednesday 15th March, Cllr Mackey and the Community Services Manager were present to open all tender applications.

All companies were asked to provide:

- 38 Lamppost Columns
- 400m of Festoon
- Curtain of Lights for 3 Station Road
- Tree Lights on Dunstable Road
- Warm white lights & coloured lights for 25ft Christmas Tree
- Star for the top of the Christmas Tree
- Installation of Lights
- Maintenance of lights and equipment
- All Health and Safety requirements regarding the display
- Taking down of Christmas Lights
- Storing Christmas display

Quote A – £18,985

Quote B – £18,804

Quote C - £17,675

(prices may vary depending on decoration selection)

Additional Matters

A budget of £18,975 has been set in the 2023 annual budget.

Options:

1. To select quote A for the Christmas Lights contract 2023 -2026.
2. To select quote B for the Christmas Lights contract 2023 -2026
3. To select quote C for the Christmas Lights contract 2023 -2026

Susan Eldred
Community Services Manager

Date :- 15/03/2023

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;

23/00249/FUL

01/03/2023

Asif Hussain

tbc

20 Willow Way
Flitwick
Beds
MK45 1LN

Proposal : Demolition of existing conservatory and erection of a single storey rear extension, changes to existing rear dormer and enlargement of front domer.

Observations : FTC Raise no objections

Signed _____ Date _____

Rob McGregor Mr

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Wed 15 March 2023

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

E 22/04972/FUL

Approved

29 Kings Road

Rolling Capital Fund Review 2022-23

(315) Rolling Capital Programme	Opening Balance	£	181,783
	PLUS RCF Current Year Funding	£	93,784
	LESS RCF Spending to Date	£	65,785
	LESS Committed Spending Remaining	£	79,399
(Total Committed Spend 2022/23)			
	LESS Overspend Funded by Central RCF	£	527
	PLUS Under spend Funded by Central RCF	£	7,890
2022/23 RCP Funds Available (Uncommitted)		£	137,747

Last Updated: 15 March 2023

-£ 145,184 (2022/23 Budget N/L 5014)

PROJECT Details					RCF Details							22/23 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%	£ 1,550	£ 283,385	£ 281,835	No amounts have been committed for this project. S106 monies remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL7/9/22.	
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ 628	£ -	£ -	£ 831	42%	£ -	£ -	£ -	Greensands grant of £2,405 received (1177/110) in 21/22 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	£ 1,867	£ -	£ 3,579	£ -	0%				Underspend to be returned to RCP - Oct 22- RCF COMPLETE	
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ -	£ -	£ -	£ 27,825	99%	£ 11,894	£ 75,885	£ 63,991	S106 Grants monies approved £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Further S106 (Green Infrastructure Planning Obs) monies available £69,687.38- 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. Aug 22 - RCF COMPLETE	
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 15,418	£ -	£ -	£ 582	£ -	0%				CBC dilapidation payment of £4,307 received in 21/22 to 1177/110 22/23 opening bal £582. Aug 22- RCF COMPLETE	
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 948	£ 9	£ -	£ -	0%				Negotiated discount of 5%. Spend within 5% accepted variance. Sep 22 - RCF COMPLETE	
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. Aug 22- RCF COMPLETE	
4823	110	RCF - Heritage Website	Corporate	753a 5252a)j	£ 3,800	£ -	£ -	£ -	£ -	£ 3,800	100%					
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. 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	£ -	£ -	£ -	0%				Mar 23- RCF COMPLETE	
4828	110	RCF - Skate Park Lighting	Community	1036d	£ 21,705	£ -	£ 2,359	£ -	£ -	£ 19,346	89%	£ 10,500	£ 10,500	£ -	Partially grant funded - received	
4829	110	RCF - Youth Services	Community	9287	£ 9,780	£ -	£ -	£ -	£ -	£ 9,780	100%					
4830	110	RCF - Steppingley Rd	Corporate	5303	£ 13,000	£ -	£ 13,518	£ 518	£ -	£ -	0%				RCF overspend of £518 (4%) reported to Council March 2023 as within accepted variance. Mar 23 - RCF COMPLETE.	
4831	110	RCF - Outdoor PA System	Community	5302	£ 1,118	£ -	£ 874	£ -	£ -	£ 244	22%					
4832	110	RCF - Water Dispensers	Community	1061	£ 1,417	£ -	£ 1,417	£ -	£ -	£ -	0%	£ 1,181	£ 1,181	£ -	Dec 22- RCF COMPLETE	
4833	110	RCF - Town Sq Benches/Plant/Bins	Community	1061	£ 12,102	£ -	£ -	£ -	£ -	£ 12,102	100%		£ 5,600	£ 5,600	Additional funding from Community Cohesion S106 funds 22/23	
4834	110	RCF - Town Sq Noticeboards	Community	1061	£ 655	£ -	£ 655	£ -	£ -	£ -	0%				Jan 23 - RCF COMPLETE	
4835	110	RCF - Burial Ground Access	Community	5326a	£ 17,211	£ -	£ 17,211	£ -	£ -	£ 0	0%	£ 2,746	£ 2,746	£ -	Jan 23 - RCF COMPLETE	
4836	110	RCF - CCTV Skate Park & Town Sq	Council	5329c	£ 12,612	£ -	£ 10,912	£ -	£ -	£ 1,700	13%				08.03.23: CBC annual monitoring and signal transmission expenditure invoice pending for £1,700	
4837	110	RCF - Rural Match Fund Benches	Council	5226e	£ 2,000	£ -	£ -	£ -	£ -	£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC	

RCF NARRATIVE - March 2023

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.**

Oct 22 - **4802/110** Hub refurb RCF now complete. Underspend of £3,578 to be returned to RCP. **RCF closed.**

Nov 22 - **4832/110** Water Dispensers RCF now complete. **RCF closed.**

Jan 23 - **4834/110** Town Square Noticeboards RCF now complete. **RCF closed.**

Jan 23 - **4835/110** Burial Ground Access RCF now complete. **RCF closed.**

Mar 23 - **4827/110** Environmental Audit RCF now complete. **RCF closed.**

Mar 23 - **4830/110** Steppingley Road now complete. £518 overspend at 4% is within 5% accepted variance. **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.