



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 18/11/2025 - 477

13th November 2025

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 18th November 2025 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Lockey

Stacie Lockey
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. **Leader Update**

To receive an update from the Leader of the council.

5. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

6. **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.

https://teams.microsoft.com/join/19%3ameeting_OWY4OTkxYzctZDBhMC00ODhkLWFmMjQtYTFjY2ZkMWFINjY4%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%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.**

7. **INVITED SPEAKER**

No invited speaker.

8. **MEMBERS QUESTIONS**

To receive questions from Members.

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st October 2025**, this meeting was held at the Rufus Centre.
- b. For Members to receive and consider the resolutions and recommendations of the Community Services Committee meeting, held on **Tuesday 4th November 2025**, this meeting was held at The Rufus Centre.

10. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 21st October 2025.**
- b. Members to receive any updates from Officers.

11. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

12. **ITEMS FOR CONSIDERATION**

a. **Central Bedfordshire Council - Designating Local Green Spaces**

Members are asked to consider and approve the list of areas to submit to Central Bedfordshire Council for designation as Local Green Spaces in the new Local Plan.

The deadline for responses is 28th November 2025.

b. **Calendar of Meetings 2026**

Members are asked to approve the circular calendar of meeting dates for 2026.

c. **Local Organisation Leases – Sea Cadets**

The Sea Cadets have requested that the lease term be increased from 20 years to 25 years in line with the other local organisations. This will help with sourcing funding for future projects, specifically the conversion of the changing rooms, which will be incorporated into the new lease, which is currently being finalised.

Members are asked to consider increasing the term from 20 years to 25 years.

d. **Central Bedfordshire Council – Community Governance Review Consultation Second Stage**

Correspondence from Central Bedfordshire Council

Following feedback from the first stage of the consultation earlier this year, the Council's General Purposes Committee has now agreed a set of draft recommendations. These proposals aim to ensure that local governance arrangements remain effective, fair, and reflective of the identity and needs of communities across Central Bedfordshire.

The second stage of the consultation runs from Monday 3 November 2025 to Monday 26 January 2026.

The review covers key areas such as:

- Creating, merging, or changing parish boundaries*
- Renaming parishes or changing their style (e.g., village, community)*
- Adjusting the number of councillors in each parish*
- Grouping smaller parishes to share resources*

Members are asked to review the second stage of the Community Governance Review consultation and consider whether they wish to respond.

e. **Community Emergency Response Teams (CERT)**

Members are asked to note the information sheet circulated as part of the supporting paperwork, which provides details of what a CERT is.

The Council previously resolved that The Rufus Centre would be a Community Emergency Hub and that it would be able to store flood resources at the Tractor Store. It is proposed that the Council set up a working group to write a Community Emergency Response Plan for Flitwick for adoption by the Council.

Members are asked to consider setting up and electing Members to a CERT working group.

13. **ITEMS FOR INFORMATION**

a. **Finance Reports**

Members are asked to note the following finance reports:

- i) Balance Sheet
- ii) Projects Fund

b. Delegated Authority Decision

Members are asked to note the following decision made by delegated authority:

To appoint Princebuild Ltd as the chosen contractor for the replacement heating system at the Rufus Centre, at a cost of £117,181.25 plus vat. This will be funded via the EMR (£57,000) and the project's fund (£60,181.25).

14. 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**.

15. 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.

15a. Confidential Report – for information

15b. Station Road Update – for information

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.