



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on
Tuesday 17th March 2026 at the Rufus Centre at 7:45pm

Present:

Cllr M Platt (Chairman)
Cllr R Wilsmore
Cllr C Thompson
Cllr I Blazeby
Cllr L Bandy
Cllr P Earles
Cllr H Hodges
Cllr A Crawford
Cllr T Harald
Cllr T Parsons
Cllr L Hart
Cllr F Patterson
Cllr D Toinko

Also present:

Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
1 member of the public

5968. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence from Cllrs Snape and Roberts (holiday).

5969. DECLARATIONS OF INTEREST

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

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

5970. TOWN MAYOR'S ANNOUNCEMENTS

No items.

5971. Leader Update

No items.

5972. REPORTS FROM WARD MEMBERS

Cllr Adams had sent apologies but he had sent a report, which had been forwarded to all members by email.

Cllr Wilshire asked if his update was just about the Froghall Farm disposal. The Town Clerk advised that Cllr Adams had also noted the concerns expressed about the removal of the hedgerow for Steppingley Road field, which had been done prior to agreement of the Construction Environmental Management Plan. The Officer response at CBC was that this was permissible under 'enabling works' and is therefore not a contravention of planning conditions.

5973. PUBLIC OPEN SESSION

No items.

5974. INVITED SPEAKER

No items.

5975. MEMBERS QUESTIONS

Cllr Hodges referred to an email sent to some Members that day about the Steppingley Road field development and asked if there was a mechanism to respond to this formally. The Town Clerk stated that she can respond to explain the Council's position or Members could choose to respond directly as a Council. Cllr Hodges agreed that the Town Clerk could respond but that this resident had made accusations of improper behaviour which needed to be challenged, which was agreed by all Members.

Action: Town Clerk

Some of the Members had not been copied into the email and it was agreed for this to be forwarded onto them for information.

5976. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 17th February 2026**, this meeting was held at the Rufus Centre.

It was **resolved** to adopt the minutes of the Town Council Meeting held on Tuesday 17th February 2026 at the Rufus Centre as a true record of the meeting.

- b. For Members to receive and consider the resolutions and recommendations of the Community Services Committee meeting, held on **Tuesday 3rd March 2026**, this meeting was held at The Rufus Centre.

The resolutions of the Community Services Committee meeting held on Tuesday 3rd March 2026 were noted.

5977. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on **Tuesday 17th February 2026**.

No items.

- b. Members to receive any updates from Officers – no items.

5978. OUTSIDE BODIES

No items.

5979. ITEMS FOR CONSIDERATION

a. Internal Audit 2025-26 (2nd Interim)

Cllr Blazeby congratulated the team on another good audit report.

It was **resolved** to accept the Internal Audit 2025-26 (2nd Interim) Report.

b. Special Recognition Awards

Members considered the Town Mayor's proposal circulated.

Cllr Thompson thought it was lovely to recognise people in the community and mentioned other similar awards that had been given in the past. She felt that if the current Mayor chose to recognise community members during their Civic Reception, then they could. Cllr Thompson thought the proposal was a better way of doing this than other, more complicated processes that had been undertaken in the past.

Cllr Patterson asked if a Selection Panel would be appointed at this meeting. The Chairman said this would happen when the Mayor returned from his holiday. Cllr Blazeby thought it would be good to progress without a Selection Panel and that the Mayor was the most appropriate person to decide who deserved an award. He proposed that the Council accept the scheme, but excluded any nomination process and allowed the Mayor to decide who received the awards.

Cllr Hodges suggested that future Mayors may give the same people awards, and because of this, thought it would be appropriate for the Council to have some sight of the names coming forward.

Cllr Toinko agreed that it should be at the Mayor's discretion who received an award, but asked whether the panel should include the Deputy Mayor to provide oversight. The Chairman agreed with this and suggested that the Leader could also be involved. Cllr Toinko did not agree that the Leader should be involved, as this was a civic responsibility. He proposed an amendment to Cllr Blazeby's proposal in that the Deputy Town Mayor be included in the award process. Members voted in favour of the amendment.

It was **resolved** to accept the Special Recognition Awards scheme presented, excluding any nomination process, and for the Town Mayor and Deputy Mayor to decide on who received awards.

c. Financial Regulations

It was **resolved** to adopt the Financial Regulations circulated for Flitwick Town Council.

d. Standing Orders

It was **resolved** to adopt the Standing Orders circulated for Flitwick Town Council.

5980. ITEMS FOR INFORMATION

a. Finance Reports

The balance sheet and project fund summary were noted.

b. Delegated Authority Decisions

Members noted the following delegated authority decisions:

i) Rotavator Purchase

Members previously delegated responsibility to the Town Clerk to decide where to code the rotavator purchase. Members noted that this expenditure would be covered by underspends in the community revenue budget for 2025-26 (£1,000 virement from 4082/311 Youth Hub to 4084/303 Plant/Equip Purchase).

ii) Play Equipment

Replacement play equipment at the Millennium Park at a cost of £8,484.20 (plus secured Section 106 funds at £9,371.78) would be funded by the revenue budget 2025-26 virements from the following nominal codes:

£3,500 Water Youth Hub (4015/311)
£1,853 Flitwick Family Fun Day (4551/313)
£1,840 Waste Disposal: Tractor Store (4128/303)
£1,400 Fuel – Trucks (4006/300)

Cllr Blazeby asked whether the purchase of play equipment was replacing a piece of equipment. The Town Clerk responded that the roundabout at the Millennium Park play area was not functioning properly, but it was not dangerous. Members were informed that the roundabout did not spin effectively and the contractor had already replaced parts to assist this before. The advice from the play inspection company was to replace the roundabout.

Cllr Thompson provided Members with some background about the annual play inspections and predicted lifespan of equipment.

Cllr Toinko asked for more details about the new roundabout. The Town Clerk advised that it was a new accessible roundabout but the price included site set up costs as well as the piece of equipment.

5982. PUBLIC OPEN SESSION

No items.

The resident left the meeting at 20:06.

5983. 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. Confidential Report

Members noted the report.

The Town Clerk and the Deputy Town Clerk left the meeting at 20:08.

b. HR Committee Recommendation

It was **resolved** to award the Town Clerk and Deputy Town Clerk a bonus payment.

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.

The meeting closed at 20:20.

Signed (Chairman)

**Recommendations and Resolutions of the
Finance & General Purposes Committee 16th March 2026**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Finance & GP Committee 16th March 2026

59. Apologies for Absence

It was **resolved** to accept apologies for absence from Cllrs Snape and Roberts (holiday).

63. Minutes

It was **resolved** to approve the minutes of the Finance & GP Meeting held on Monday 15th December at the Rufus Centre as a true record.



FLITWICK TOWN COUNCIL CODE OF CONDUCT

Adaptation of the Local Government Association's Model Code of Conduct

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that, as councillors, we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to put themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public has high expectations of us and entrusts us to represent our local area, making decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to fulfil our role as councillors without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media, and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I cooperate with any Code of Conduct investigation and/or determination.

8.2 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.3 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision-making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p style="text-align: center;">of which you are a member or in a position of general control or management</p>
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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



Flitwick Town Council

Report to Council 21st April 2026: Scheme of Delegations Review – Item 12B

The Council is required to review its Scheme of Delegations annually.

Options to Consider

A general review of the Scheme of Delegations is attached as Option 1. The proposed changes mirror the Council and the Committee's current responsibilities. If the Council chooses to proceed with this version of the document, the Committee Structure would remain as is. The current structure works, but there is some duplication of discussions due to the fundamental overlap between finance and the traded service.

However, Members and Officers are consistently looking for ways to streamline the Council's activities to improve efficiency and enable smarter ways of working. Every so often, alterations are made to the Committee Structure to facilitate this, and the supporting papers for this item include an option to merge the current Business Improvement & Development Board with the Finance & General Purposes Committee. Please refer to Option 2, which outlines the responsibilities of both Committees if they were to merge and create a Business Development & Finance Committee.

There are several reasons why merging these two Committees makes practical and logical sense, given the Council's current priorities and way of working:

- The Central Beds Council Governance Review process will reduce the Town Council membership; therefore, having fewer Committees will assist in ensuring that meetings are quorate and Members are not overloaded with commitments.
- Often, the Business and Finance Committees attract a similar membership. This option would reduce Members' and Officers' evening commitments.
- Often, business-related discussions require financial scrutiny and vice versa. Having the Committees merge would facilitate more efficient working to transact Council business during one meeting rather than deferring to the alternate Committee for comments before decision-making.
- Both Committees are scheduled to meet quarterly.
- A merge would allow for the Davis Suite to be rented out to customers on the evenings that the Committee bookings were no longer required. Alternatively, the Hospitality Team can close the building earlier if there are no bookings, and staff can be better utilised at busier times during the day.

As with any change, there are potential challenges to navigate, such as:

- The merge could lead to a potential lack of focus on individual matters and/or an unintentional lead in discussions with either financial scrutiny detail or elements of the traded service. A way to mitigate this would be to clearly separate finance and business items on the agendas. Good chairmanship skills would also mitigate this risk.
- Longer agendas lead to longer evening meetings and later nights. A way to mitigate this challenge is through good chairmanship skills and carefully considered agenda itemisation.

Officer Recommendation

To progress with Option 2 and merge the Finance & General Purposes Committee with the Business Improvement & Development Board to create a Business Development & Finance Committee.

Stephanie Stanley
Deputy Town Clerk & RFO

Flitwick Town Council



Scheme of Delegations

Adopted and approved at the Town Council meeting 16/07/24

Review prepared for consideration at the Town Council meeting 21/04/26~~17/03/24~~

FUNCTIONS DELEGATED TO COMMITTEES

DELEGATED POWERS - TOWN COUNCIL COMMITTEES

Members will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers, if so then the minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision.

A Committees' delegated power need not always be exercised. Committee Chairs should be mindful that it may better serve the Town Council and be more democratic to have significant decisions considered by the full Town Council, especially when considering matters that are strategic in nature, or could cause controversy.

It is Unlawful to delegate powers to any individual Councillor, including Committee Chairs and Vice Chairs.

1. Town Council
2. Business Improvement & Development Board
3. Community Services
4. Finance & General Purposes
5. HR
6. Appeals
7. Responsibilities Delegated to Officers.

1. Town Council

The Town Council can take **all decisions**, or it may appoint one or more Committees or sub-Committees for the purposes of discharging its functions. The Council may also delegate some of its functions to officers of the Council.

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committees may make recommendations thereon for the Council's consideration.

- To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions. (LGA 1972, s 111), General Power of Competence, (Localism Act 2011).
- ~~Deal with matters of principle or policy.~~
- Nominate and appoint representatives of the Council to any other authority, organisation or body.
- To elect members to outside bodies.
- To form Sub-Committees as required.
- To manage policy with regard to promotion and publicity of the Council.
- Policies and procedures, Member/Officer Protocol, Code of Conduct (Committee-specific policies and procedures to be agreed at Committee level).
- Elections/Councillor Vacancies, Town Mayor/Deputy Town Mayor, Regalia etc.
- ~~Honorary Citizenship~~
- Making, amending or revoking bylaws.
- Making of orders under any statutory powers.
- To approve and monitor all tenders and contracts, after review by other Committees as relevant.
- To monitor and control office procedures, office facilities and equipment.
- Control and development and continued improvement of the Council.
- Fire precautions – to ensure measures are in place to deal with fire.
- Liaising with the Unitary Authority on matters pertaining to the Council.
- Liaising with the Police and other outside bodies on matters pertaining to the Council.
- Licencing.
- Business Continuity.
- IT (split with Business Improvement & Development Board) – responsibility of IT infrastructure and systems used by the Council as well as service and maintenance contracts with the exemption of the Rufus Centre website.
- Organising of all civic events.
- Annual residents survey.
- Initiation of major projects with high expenditure.
- To keep minutes.

Strategy

- Town Council Corporate Strategy, Vision, Mission Statement, Objectives etc. (~~Reviews to be undertaken via a Task & Finish Group~~).
- Development of Corporate Plan.

Finance

- Resolving actions incurring expenditure that do not fall under the remit of the Committees (e.g. Central Projects Fund applications)

- Setting the Precept
- Borrowing Money
- Approval of the Councils Annual Accounts and completion of the Annual Return.
- Making and amending, Standing Orders, Financial Regulations, Corporate Risk Register or this Scheme of Delegation.
- To review the internal audit procedures annually and to appoint an Internal Auditor.
- To request the agreed Precept amount from Central Bedfordshire Council, ~~or their successors.~~
- To receive estimates of expenditure in for the forthcoming financial year from other Committees of the Council, to set the Precept a recommendation for the Precept for approval at the January Council meeting.
- To oversee loans, property and mortgages where relevant.
- Monthly reviews of statutory finance reports.

Planning

- To appoint Members or instruct officers to attend Central Beds Councils Development Management meetings to make representations on behalf of the Council where necessary.
- To consider major and/or contentious planning applications (anything over 1 dwelling) on their merit and to make comment and pass resolutions in respect of these.
- When considering major planning applications, to take the statements of any adopted Master Plan, Town Plan or Neighbourhood Plan into consideration.
- To monitor Central Bedfordshire Council Policies and Plans that could affect the town.
- To monitor proposals from developers under Section 106 Agreements.
- To respond to Central Bedfordshire Council on all planning applications within the set time scales.
- Street naming.
- To comment on behalf of the Council in relation to any consultations on footpath diversions, modifications, or adoptions.

Other responsibilities

- Mineral Plans, Waste Plans and regional Plans or any other plans or studies as considered appropriate

2. Business Improvement & Development Board

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee.

Capital projects are referred to the Town Council as an application to access the Central Projects Rolling Capital Fund.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the Council.

Responsible for the control and development of:

- Development of business strategy for commercial activities as well as the development of the Rufus Centre building including the provision of office space.
- Management of the Rufus Centre building including maintenance and cleaning contracts.
- Reviewing tenant rent rates, conference rates and function rates with the objective of ensuring the business remains financially viable.
- Rufus Centre Marketing related to commercial activities.
- Develop the Strategy and Management Plan for 1 & 3 Station Road.
- Tenant leases for 3 Station Road.
- Rufus Centre website.
- IT (split with Council) – responsibility to IT infrastructure and systems used by the Rufus Centre as well as service and maintenance contracts with the exception of the FTC Website.
- ~~Recycling and Environmental Impact including energy efficiency for the Rufus Centre.~~
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertain to the Committee.
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Commuted sums that fall within the committee's areas of responsibility.
- (Committee specific policies and procedures to be agreed at Committee level
- Communications and Marketing Plan for the business.
- Recycling and environmental impact including energy efficiency for the Rufus Centre in conjunction with the Environmental Working Group.
- Scrutiny of the Rufus Centre and Rendezvous Café figures, ~~as well as business forecasting (with the Finance Scrutiny Working Group focusing on their overall performance in the two cost centres).~~
- Creation and review of policies that come under the Committee's remit.
- Management of projects that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.
- Implementing elements of the Environmental Policy and Action Plan

3. Community Services

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Capital projects are referred to the Town Council as an application to access the Central Projects Rolling Capital Fund.

Responsible for the control and development of:

- General Ground Services
- FTC owned Street Lighting
- All green spaces including Manor Park, Millennium Park, Hinksley Road
- Develop design and implement a Nature Park for Maulden Road
- Implementing elements of the Environmental Policy and Action Plan in consultation with the Environmental Working Group.
- Development of a community emergency plan.
- Organising events on and making enhancements to – Flitwick Town Square
- All Play Areas and Open Spaces including considering requests for use
- Football pitches and reviewing charges
- All Burial Ground matters
- Arts and Culture, ~~to include developing a strategy.~~
- Organising of all Community Events
- ~~Discussing y~~ Youth provision in Flitwick
- Noting minutes of the Allotment Working Group ~~Liaison Committee~~ and setting allotment fees.
- ~~▪ Receiving reports from the Highways meetings~~
- ~~Resident Driven Projects Grant Scheme.~~
- Considering Grant applications
- Flitwick: A Living History Project y Website
- ~~▪ Overseeing UKSPF Revenue Funding & its Projects~~
- Dealing with Community Safety matters
- ~~▪ Setting up and servicing the Town councils Youth Committee.~~

- To comment on behalf of the Council in relation to any consultations on footpath diversions, modifications, or adoptions.
- To consider any maintenance and repair works on footpaths and public rights of way.
- Other matters relating to Highways.
- ~~▪ To comment on behalf of Council in relation to any Tree Preservation Orders (TPO).~~
- To consider issues relating to traffic calming and signage, car parking, street lighting, CCTV and other highway matters.
- Fleet Reviews for Public Realm Team vehicles.
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Liaising with the Unitary Authority on matters pertaining to the Committee
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.
- Creation and review of policies that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.
- Management of projects that come under the Committee's remit.
- Recycling and Environmental Impact for the public realm in consultation with the Environmental Working Group.
- To oversee community building leases, the Village Hall Car Park licence agreement and vehicle insurance (fleet).

4. Finance & General Purposes

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to the Council.

The Committee is required to submit a list of resolutions and recommendations to the next available Council meeting.

Responsible for the control and development of:

- Monitoring and recommending the use of Earmarked Reserves (including the Central Projects Fund) for approval from the Council.
- Reviewing and scrutinising financial reports monthly, including the cashbook, the Central Projects Fund and income & expenditure records.
- Reviewing the following documents annually for recommending changes to the Council:
 - Financial Regulations
 - ~~Corporate Risk Register~~
 - Asset Register
- Reviewing financial policies, including but not limited to: General Reserves, Procurement and Debt Management.
- ~~Receiving and reviewing the reports from the Internal Auditor before presentation to the Town Council for adoption.~~
- Tracking and reviewing the budget versus year-to-date actual spending across the Council.
- Considering investment opportunities.
- Monitoring CCLA (Public Sector Deposit Fund) activity and interest generated.
- Considering external consultancy fees for accounting health checks, VAT Reviews or year-end services.
- Overseeing financial planning for projects of the Council.
- Overseeing debt management and considering bad debt write-off proposals (in excess of £1,000) for recommendation at the Town Council.
- Monitor Overseeing loans of the Council.
- Recommending Precept requirements to the Town Council.
- Scrutinising proposed budgets for the ensuing year of the Council.
- Supervising the Council's insurance arrangements.
- Supervising Section 106 and grants from other external sources.
- Promoting efficiency and value for money in Council operations.
- Progressing with the automation of internal accounting processes.
- Working with the Community Services Committee to quantify social value for Council activities.
- Any other matters that may be delegated to it by the Council from time to time.

5. HR

The Committee has delegated authority to deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee. The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control, development and continued improvements to:

- Recruitment, Selection and the policies, procedures and contracts ~~relating to.~~
- Training, Development and the policies and procedures ~~relating to.~~
- Appraisal, to ensure accurate assessments of performance is carried out.
- Reward, to review and agree proposed annual and interim pay awards to Council Employees
- Absence Management and the policies and procedures ~~relating to.~~
- Disciplinary, Grievance and the policies and procedures ~~relating to.~~
- Maternity, Paternity and the policies and procedures ~~relating to.~~
- Equal Opportunities and the policies and procedures ~~relating to.~~
- Recommend policy change within their area of responsibility.
- Approval of its minutes as a true record.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- ~~Health and Safety—to ensure compliance with health and safety.~~
- Ensuring individual work records are maintained.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.
- (Committee specific policies and procedures to be agreed at Committee level
- Creation and review of policies that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.

6. Appeals

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- Considering evidence or to gather further evidence.
- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- To gather further evidence at Appeal Committee Hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- Approval of its minutes as a true record.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.

7. **RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

The Town Clerk is the Proper Officer designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

General Matters the Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council.
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
3. to institute, defend and appear in any legal proceedings authorised by the Council.
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Flitwick).
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times.
6. to decide arrangements for the closure of the Council offices in the Christmas/ New Year period, subject to consultation with the Leader-Mayer.
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets.
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000. The Non-Statutory Data Protection Compliance Officer ~~is now~~ designated to the Council's Comms & Marketing Manager to act as the ~~Council's~~ proper officer as per any statute or Local Government Act 1972.

Financial Matters the Town Clerk is authorised as follows:

1. To incur expenditure up to the amount specified in the Financial Regulations on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:

- a. the cost not exceeding the amount of the approved budget.
 - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.
 - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
 5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

Staffing Matters

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget.

With the exception of cases of gross misconduct, the Town Clerk must seek permission from the HR Committee before dismissing a member of staff.

Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council, authorised to be signed by the Mayor or Deputy Mayor.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature.
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council.
4. initiating legal action or proceedings against unauthorised encampments on Council land.
5. hiring of open spaces for activities that benefit the residents of Flitwick.

Urgency

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Sub-committee. The Mayor, Deputy Mayor, Leader -or Chairman of the relevant Committee are to be consulted before such action is taken.

The Town Clerk may decide not to exercise his delegated power and may instead make recommendations to Council or the relevant Committee.

For urgent decisions which require authorisation of expenditure before a scheduled meeting, the Town Clerk will seek delegated authority to proceed by emailing the Leader, Deputy Leader, Town Mayor, Deputy Mayor and Committee Chairmen. Approval must be received from two members before proceeding with works for these matters.

The Town Clerk and ~~Amenities Officer~~ ~~Community Services & Amenities Manager~~

Are delegated to deal with and respond to all non – major planning applications.

[Major Planning Applications will be classed as any development over 1 Property or House].

Officers objecting to planning applications

- Will take the statements of any adopted Master Plan, Town Plan or Neighbourhood Plan into consideration.
- Will use the Town Council's adopted Planning Guide and Planning Policy when responding to non – major planning applications.
- Will post on the website and social media a link to the weekly list of applications received relating to Flitwick and inform the public of how they can object using the Central Bedfordshire Council Planning process.

Officers will move to Council:

- a. Applications which are significantly contrary to the Local Plan.
- b. Applications which are submitted by members of staff directly involved in the consideration of planning applications, Councillors and Officers of the Council
- c. Applications attracting objections from statutory consultees.
- d. Applications which are submitted by Council, or which relate to land in the ownership of the Council or in which the Council has a financial interest.



DRAFT

Business Development & Finance Committee

*Note: All tracked changes presented in Option 1
(keeping the Committees separate) have been replicated below*

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee.

Capital Projects are referred to the Town Council as an application to access the Central Projects Fund.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the Council.

Responsible for the control and development of:

Business Development & Improvement

- Development of business strategy for commercial activities as well as the development of the Rufus Centre building including the provision of office space.
- Management of the Rufus Centre building including maintenance and cleaning contracts.
- Reviewing tenant rent rates, conference rates and function rates with the objective of ensuring the business remains financially viable.
- Rufus Centre Marketing related to commercial activities.
- Develop the strategy and Management Plan for 1 & 3 Station Road.
- Tenant leases for 3 Station Road.
- Rufus Centre website.
- IT (split with Council) – responsibility to IT infrastructure and systems used by the Rufus Centre as well as service and maintenance contracts with the exception of the FTC Website.

Finance & General Purposes

- Monitoring and recommending the use of Earmarked Reserves (including the Central Projects Fund) for approval from the Council.
- Reviewing and scrutinising financial reports monthly, including the cashbook, the Central Projects Fund and income & expenditure records.

Option 2

- Reviewing the following documents annually for recommending changes to the Council:
 - Financial Regulations
 - Asset Register
- Reviewing financial policies, including but not limited to; General Reserves, Procurement and Debt Management.
- Tracking and reviewing the budget versus year-to-date actual spending across the Council.
- Considering investment opportunities.
- Monitoring CCLA (Public Sector Deposit Fund) activity and interest generated.
- Considering external consultancy fees for accounting health checks, VAT Reviews or year-end services.
- Overseeing financial planning for projects of the Council.
- Overseeing debt management and considering bad debt write-off proposals (in excess of £1,000) for recommendation at the Town Council.
- Monitoring loans of the Council.
- Recommending Precept requirements to the Town Council.
- Scrutinising proposed budgets for the ensuing year of the Council.
- Supervising the Council's insurance arrangements.
- Supervising Section 106 and grants from other external sources.
- Promoting efficiency and value for money in Council operations.
- Progressing with the automation of internal accounting processes.
- Working with the Community Services Committee to quantify social value for Council activities.

Other responsibilities:

- Any matters that may be delegated to it by the Council from time to time.
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertain to the Committee.
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Commuted sums that fall within the committee's areas of responsibility.
- (Committee specific policies and procedures to be agreed at Committee level
- Communications and Marketing Plan for the business.
- Recycling and environmental impact including energy efficiency for the Rufus Centre in conjunction with the Environmental Working Group.
- Scrutiny of the Rufus Centre and Rendezvous Café figures.
- Creation and review of policies that come under the Committee's remit.
- Management of projects that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.
- Implementing elements of the Environmental Policy and Action Plan.

From: [REDACTED]
Sent: Thursday, March 12, 2026 2:47 PM
To: Reception <info@flitwick.gov.uk>
Subject: Fwd: Bluetree Contact Form - [REDACTED] (Case Ref: BS06479)

You don't often get email from brownm7678@gmail.com. [Learn why this is important](#)

Hello

I contacted our MP (a long time ago) about the disgrace of the long running saga of Network Rail not upgrading the access at Flitwick Station, as promised.

Please see the reply which needs maximum publicity for the on line petition.

Could the Council please consider supporting and publicising the position. This is an insult to disabled and less abled rail users who presumably have to travel elsewhere to get access to a train.

Please acknowledge

Thank you

[REDACTED]
Flitwick Resident

----- Forwarded message -----

From: [REDACTED]
Date: Thu, 12 Mar 2026 at 14:38
Subject: Re: Bluetree Contact Form - [REDACTED] (Case Ref: BS06479)
To: Blake Stephenson MP <blake.stephenson.mp@parliament.uk>

Hi Joe

Thank you for the update, disappointing but to be expected!
I will drum up as much support as possible as it really is a disgrace that the less abled and disabled are precluded from using the local station

Kind Regards

[REDACTED]
On Wed, 11 Mar 2026 at 16:51, Blake Stephenson MP <blake.stephenson.mp@parliament.uk> wrote:

Hi **Michael**

I hope you are well.

I just wanted to update you that Blake has been informed by Network Rail that the initial cost estimate for step free access at Flitwick Station is higher than the available budget so extra funding is needed to proceed with this project.

Blake is extremely disappointed with this response and has launched a petition calling on the Government to release funding immediately to ensure the step-free access project can go-ahead as planned.

The Petition can be found on the following link and Blake would be grateful if you can sign and share with any friends or neighbours.

https://www.blakestephenson.uk/petition-fund-step-free-access-flitwick-station?fbclid=IwY2xjawQeesBleHRuA2F1bQIxMQBzcnRjBmFwcF9pZBAyMjIwMzkxNzg4MjAwODkyAAEeALLWgRg4mleQEuWNT5D1IbtXrhLla7QXr9IBcYPf-ZoUEQkCsa7MYGVqYbM_aem_BeBmXKDn8Gvx-dsvdB7z9g

Kind regards,

Joe Irwin – Caseworker
Office of Blake Stephenson MP
Member of Parliament for Mid-Bedfordshire



Find Blake on social media: Facebook, Twitter, Instagram and LinkedIn
Sign up to his regular newsletter to read what Blake's doing for our constituency
www.blakestephenson.uk | www.blakestephenson.uk



Flitwick Town Council

Capital Plan

Updated March 2026

The following prospective projects have been reviewed by the SMT and are prioritised in terms of high, medium or low priority based on importance, community benefit and visibility for residents after the land sale completes.

High		
Project Name	Information	Estimated Cost
Allotments Improvements	Drainage	TBC
	Replacement tap heads	£900
	Additional water troughs	
Play Area Upgrades	In line with the play area forward refurb plan	£18,390
The Hub Refurbishment	Options being investigated, but proposed full refurbishment including new layout, roof, windows, doors, heating system, paxton system and other access improvements, improved signage and garden area	TBC
Nature Park	Works include car park, interpretation boards and other infrastructure	£122,510
Rufus Centre Car Park	Expansion to Rufus Centre parking to create a tenant-only parking area to the green space adjacent to Steppingley Road and our wedding garden. Improved line marking of existing car park.	TBC

Medium		
Project Name	Information	Estimated Cost
Town Centre CCTV		TBC

Front Seating Area Landscaping	To improve outside dining experience. Grass area dirt vastly impacts the carpet in the foyer and it is a trip hazard for waitressing. This proposal includes a hard standing coloured resin. The aim is to improve the outside dining experience and aesthetics for guests at The Rufus Centre and Rendezvous Café. The grassy area vastly impacts the soiling of the foyer carpets, particularly in the winter months, in addition to causing trip hazards to our waitressing staff serving external diners. The area would be covered with a hard standing coloured resin retaining the tree as a feature.	£23,870
High Power EV Charging at Station Road	Costs mostly include UPKN costs (estimation).	£90,000
Foyer Toilets	Reacting to customer feedback. To explore better ventilation options, the decoration, possible changes to the layout (maybe removing one toilet to allow for two larger toilet areas).	TBC
Parsons Field	Potential purchase to stop potential development.	

Low		
Project Name	Information	Estimated Cost
Manor Park	Includes repairs, Phase 2 heritage works for the ornamental bridge and new footpath at the bottom of Manor driveway. Possible grant funding option.	£45,000 repairs, £91,850 bridge, new footpath TBC
Templefield/Woodfield/Moorfield Connection	To connect all three of the ground floor conferencing room spaces into a larger, open planned space with modular partitioning, making a more flexible space.	£100,000
Solar Panels	To provide additional solar panels at the Rufus Centre - Members have tasked the BFM with exploring the capability of additional plant to provide further solar power to The Rufus Centre.	TBC

Rufus Centre Front Curtain Wall	Existing woodwork is falling apart and some glass panels tarnished. This project would include a fully glazed aluminium curtain wall and new doors. The vinyl option would cover in branding. The frontage of The Rufus Centre is dilapidated and in need of modernization to offer a modern and welcoming look to our Centre. Some of the existing woodwork is failing and does not provide the full integrity it is designed to provide, in addition a number of the panels of glass have blown and become tarnished. The project will include a fully glazed aluminum curtain wall and new doors to provide a modern contemporary feel.	£36,980 (+ vinyl option £4,565)
Modernisation of Rendezvous Café & Upgrades to Kitchen	The proposal would be to instruct a commercial fit out company to completely redesign and reconfigure our kitchen and dining area. Our Café was initially not intended for the substantial public use it now celebrates, and the cooking facilities are in need of modernization (to include potentially a move to electric cooking over gas) to allow us to meet our growing demand. The redesign of the front of house area would allow us to explore a broader audience looking for a 'Instagramable' destination. The proposal would be to phase the works between front of house, till area and kitchen.	250000 (+ survey £2,640)
Hybrid Meeting Upgrades to Moorfield & Woodfield	We currently have MS Teams capability throughout a number of our conferencing facilities to include Lockyer, Davis, Templefield & Warrenfield. Currently both Moorefield & Woodfield are lagging behind and with a projected influx of bookings for wakes upon the opening of the new crematorium it makes sense to bring these spaces in line with our other spaces.	£6,000

Possible Central Projects Fund Applications

The following projects were listed on previous Forward Capital Plan documents however SMT recommend these are more suited as project applications

Lockyer Suite Warm Air Unit Upgrade (Replacement)

Lockyer Suite AV Equipment - Sound System, Entertainment lighting (& control), ambient lighting (uplighters) and cosmetics within the space

Wedding Garden - Legislation has changed to allow weddings to occur in our wedding garden (licensed). The space is dilapidated/majority of the fencing damaged.

Mains Coldwater System - Conversion of the existing hot water system to a cold mains-fed arrangement within the plant room & removal of 3 x loft based cold water

tanks. Works will include removal of redundant pipework, removal of tanks. Improved hygiene, reduced maintenance costs and more energy efficient.

Rufus Centre Intercom System Upgrade - the tenants wing access intercom is in need of modernisation as it is no longer serviceable.

Fee Proposal 89

Mathew Earles

Flitwick District Council
Steppingley Road
Flitwick
MK45 1AH

Project Design and Delivery Team

Luton Council
Town Hall, George St., LU1 2BQ Luton,
Bedfordshire, United Kingdom
T:+441582546194
E:Paulina.Danielewicz@luton.gov.uk
W:www.luton.gov.uk

23/03/2026

Quote valid until: 22/04/2026

Dear Mathew Earles

Flitwick District Council quote

Following your recent request we are writing to you regarding the above project and set out our services and fee proposal in relation to the Feasibility study required.

Scope

Below is the scope required to undertake the Preparation of feasibility study

Our team will engage with the client to review the project requirements in detail and to identify key objectives, constraints, and critical dates.

We will review potential options and high-level constraints to inform the feasibility study, including spatial, operational, and strategic considerations.

Following the review, we will prepare the necessary supporting information and undertake the feasibility study accordingly.

The feasibility study will be presented in the form of a report, including plans and diagrams where appropriate, together with supporting information aligned with the agreed scope.

Services to be provided

We can confirm that we shall provide the following services:

1. The following disciplines shall be provided:

- a. Architecture (RIBA 1)
- b. M&E (RIBA 1)
- c. QS (RIBA 1)

2. Undertake a site visit to gain an understanding of the existing structure.

3. Review how existing spaces are presently being used and identify operational constraints and opportunities.

4. Carry out an assessment of floor plans and related information, to identify areas and rooms that are underutilised and/or

capable of adaptation to better suit current and anticipated needs

5. Prepare 3 feasibility proposals exploring the reconfiguration of existing spaces as well as extension and external works.

The proposal will be intended to support further discussions between the Flitwick Town Council and the Local Authority regarding future plans and the strategic direction of the project.

6. Prepare 3 cost plans for the options presented.

Services included	Sum
Feasibility Study	4,992.00
<hr/>	
Subtotal:	4,992.00
Tax (20%):	998.40
Total (GBP):	5,990.40

Fees

Our fee for delivering the above services shall be **£4,992.00**

This assumes that the scope of this feasibility study remains as agreed herein. If the client requestes a scope change we shall reserve the right to review our fee proposal and present an additional fee for our services required from there onwards.

We shall require written or email confirmation of your acceptance of the fee proposal prior to undertaking a commission.

Fee Payment Structure

Fees shall be invoiced monthly for work undertaken up to the date of the invoice.

The invoice shall not include the number of hours worked unless the work is undertaken on an hourly rate basis.

Additional works/fee

If any additional services are required to be provided outside of the services and scope detailed above, they shall either be carried out on an hourly rates, or at a pre-agreed additional fee.

Detail below the hourly rate for works which fall outside the scope of this appointment:

Role	Rate
Project Design & Delivery Manager	£95.00/hr
QS/PM/BS/Arch Manager	£80.00/hr
Project Manager	£80.00/hr
Architect	£76.00/hr
Project QS	£76.00/hr
Building Services Design Engineer	£76.00/hr
Architectural Assistant	£66.00/hr
Clerk of works	£66.00/hr

Team

The project design and delivery team members shall be presented following the acceptance of the fee proposal , however, Paulina Danielewicz shall be the main point of contact for the project. Please can you ensure all requests and information goes through Paulina so that matters can be progress as required.

Client Authority

We assume that project instructions and variations shall come from the nominated representatives below, unless you advise us otherwise. Instructions from others will be referred to the nominated individuals for confirmation:

Nominated Representative : Mathew Earles

CDM and Building Regulations as Client

The Client shall carry out the "client" role as stated in the CDM and Building regulations. We will bring to the client's attention relevant duties were pertinent in line with our role under the same regulations.

Constraints and Limitations

Where timeframes have been agreed or stated above and are subject to works by others outside, we reserve the right to revise the delivery dates if events outside our control prevent us from completing them in the time proposed.

Insurances

We have the following insurance cover and copies can be issued upon request:

- Professional indemnity
- Public liability

Suspension and Termination

If the appointment is suspended or cancelled , we shall invoice for services completed to date.

Code of Conduct

Our team works for Luton Borough Council and some staff are registered with accredited bodies (ARB, RICS, CIBSE etc.). We shall be expected to work within the relevant Codes of Conduct set out by our Employer and the Professional Bodies we are accredited to.

A copy of our complaints Handling Procedure can be found on www.luton.gov.uk. In the first instance, any issues should be raised with myself, and I will strive to resolve them with you.

We trust the above is acceptable and look forward to working with you.
If you have any queries, please do not hesitate to contact us.

Yours sincerely

Paulina Danielewicz

Senior Project Manager

For an on behalf of Luton Borough Council

Enclosed:



Flitwick Town Council

Report to Town Council, Land between Brogborough, Lidlington, and Marston Moretaine CB/18/01969/OUT

Implications of recommendations

Corporate Strategy: There are no direct implications from this report

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

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

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

Recommendations

That the Council objects to this application as the revisions to the updated application do not sufficiently address the Council's previous objection.

That that Council consider the matters relating to the Land between Brogborough, Lidlington, and Marston Moretaine raised in this report. The Planning Improvement Working Group advises that should the Council consider objecting to the application, that it be done on grounds of impacts on health services, education service and insufficient measures being taken to mitigate the impacts of the development on the A507, the A5120 and other roads serving and passing through *Flitwick*.

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

- A sufficient financial contribution is made to improving the capacity of local health services, in line with contribution recommended by the NHS, though prioritised on improving the capacity of healthcare facilities in the West Central Beds area;
- A sufficient financial contribution is made to improving the capacity of local education services in Flitwick and the catchment area for Flitwick, including but not limited to Ampthill, Westoning and Harlington;
- The targets for use of non-car modes of transport in the Travel Plan be explicitly included as a planning condition, to mitigate the impact of the development on the A507;
- That a financial contribution be made to junction improvements at the One-o-One roundabout; to mitigate the impact of the development on the A507;
- That a Construction Traffic Management Plan be agreed between Central Beds and the developer, with the involvement of town and parish councils, that actively enforces the use of the M1 and A421 by construction traffic, to mitigate the impact of the development on the A507.

Background

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

The planned development of the 'Marston Valley' – formally known as Land between Brogborough, Lidlington, and Marston Moretaine – has been in consideration for a number of years, and has been subjected to a number of revisions by the applicant. This is a significant development that will impact upon Flitwick. The proposed number of houses is similar to the total number of houses in Flitwick. Consequently, the Planning Improvement Working Group has reviewed the latest revisions of the application in line with the adopted Planning Guide.

Councillors can view the application documents online on the [Central Beds Planning Portal](#), citing planning application reference CB/18/1969/OUT.

It should be noted that Flitwick Town Council has previously objected to this proposed development in 2023.

It should also be noted that since this Application was originally placed, Flitwick has seen considerable developments at Steppingley Gardens and Red Kite Mews on Steppingley Road.

Additionally, this Spring His Majesty's Planning Inspectorate has approved a development of approx. 170 properties on Steppingley Fields. A further application for housing on land behind Trafalgar Drive / Salisbury Road is currently pending consideration.

It is almost certain that the Universal Studios development near to Bedford will proceed with considerable disruption to the area during construction, followed by pressures on housing and related services as the workforce is assembled.

There is a general view in the Planning Improvement Working Group that the locale is being overwhelmed by development, with a seeming lack of a strategic response with regards to transport capacity and the provision of essential services such as healthcare and education.

The proposals

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

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

An overall plan of the development is shown below.



Figure 1 - Overview map

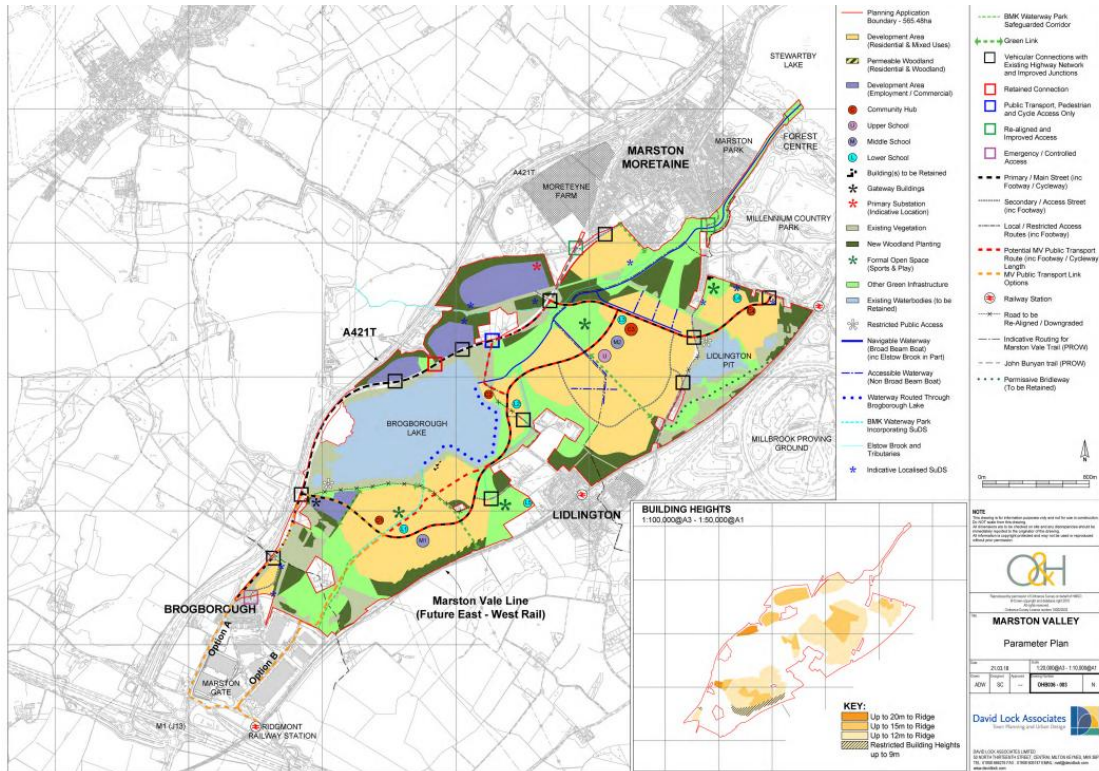


Figure 2 - Parameters Plan for the Marston Vale Development

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

Matters for consideration

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

Principle of development

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

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

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

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

The land for Marston Vale New Villages, as identified in the Policies Map, is allocated for a mixed-use development comprising of approximately 5,000 dwellings and approximately 30 hectares of employment land. The employment land is allocated for new non-strategic E(g) and B2 uses, intended specifically for employment relating to research and development, office, services and tourism to contribute towards meeting local employment needs.

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

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

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

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

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

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

Impacts on healthcare

The Planning Improvement Working Group has noted that the new development itself will provide up to 1750m² D1 floorspace, which will be split between health facilities (up to 1200m²) and Learning and non-residential institution (up to 550m²). The number of patients that this is expected to serve is uncertain, however the application notes that there are two nearby GP surgeries at Marston Moretaine (that is at capacity) and Cranfield.

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

There is uncertainty as to how this development will be phased. However, there are known capacity issues at nearby NHS facilities, including the Highlands Surgery Flitwick Surgery. The Highlands Surgery currently has

- 14,500 patients
- 9 GPs on a rolling rota basis providing
- up to 5 prescribing clinicians at any one time
- 1 Paramedic

It is uncertain as to whether this contribution will mitigate the impact of the development on local healthcare facilities sufficiently. This is matter not clarified either by the application documents or the ICB's response. This in itself may be a material consideration on which to object to the application.

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

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

Impacts on local schools

The Planning Improvement Working Group reviewed the application for its impacts on local schools. The assessment of the capacity of the local schools in the immediate vicinity of the development highlights that several schools in Marston Moretaine and Cranfield have issues in

terms of insufficient capacity for new pupils. However, the Group is concerned that one of the closest Upper Schools to the site at Redborne has not been assessed in terms of the impact on capacity. There are no comments from the Education department at Central Beds Council on the application either.

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

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

Impacts on transport and roads

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

For longer distance trips, the Transport Assessment notes that it is likely that the majority of such trips are likely to be to and from Bedford and Milton Keynes, and as such will use the A421 and M1. The Planning Improvement Working Group considers that this is a reasonable assumption, although there will be impacts on the A507, A5120 and other roads servicing or passing through Flitwick.

It should be noted that the Planning Application for Universal Studios makes reference to a redesign of the congested Junction 13 of the M1 motorway. The timeframe for this is not clear and it is the view of the Planning Improvement Working Group that a redesign of the junction is imperative to safely accommodate increased traffic.

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

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

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

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

For the Millbrook roundabout, the developer proposes to mitigate the issues by encouraging residents of the new development to use the planned new bus service. The sites Travel Plan

proposes non-binding targets to encourage a shift to using public transport, and a series of actions to do this. For the One-o-One roundabout, the developer has indicated that it will provide a contribution to an unspecified junction upgrade being planned by Central Bedfordshire Council.

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

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

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

Other matters commented upon

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

- The development planning to have a 'woodland contribution' to the Marston Vale of at least 32% of the surface area of the development;
- The development providing a dedicated alignment for the Bedford to Milton Keynes Waterway

**Councillor Howard Hodges,
Chair, Planning Improvement Working Group, Flitwick Town Council.**

April 2026.

	A	B	C	D	E
1	APPLICATION	DATE REC	ADDRESS	FTC DECISION	COMMENTS
2	CB/TRE/25/00593	12.01.2026	37 Ampthill Road	Support	No comments
3	CB/TRE/26/00030	02.02.2026	Flitwick Manor, Church Road	Support	No comments
4	CB/26/00259/FULL	11.02.2026	36 Falcon Crescent	Support	No comments
5	CB/26/00231/FULL	09.02.2026	37 Greenways	Support	No comments
6	CB/25/03422/FULL	09.02.2026	40 Hinksley Road	Support	No comments
7	CB/25/04033/FULL	04.02.2026	48 Elmwood Crescent	Support	No comments
8	CB/26/00060/LB	13.02.2026	Flitwick Manor, Church Road	Support	No comments
9	CB/26/00243/FULL	17.02.2026	22 The Quantocks	Support	No comments
10	CB/26/00027/FULL	25.02.2026	Flitwick Lodge, Church Road	Support	No comments
11	CB/18/01969/OUT	12.03.2026	Land between Brogborough, Lidlington and Marston Moretaine	Object	Report
12	CB/25/01582/FULL	06.03.2026	17 Chapel Road		
13	CB/26/00564/FULL	03.03.2026	18 Kestrel Road	Support	No comments
14	CB/26/00059/FULL	24.03.2026	Flitwick Manor, Church Road	Support	No comments
15	CB/26/00584/FULL	18.03.2026	53 Station Road	Support	No comments
16	CB/26/00708/FULL	26.03.2026	120 Townfield Road	Support	No comments
17	CB/25/03562/LDCE	02.04.2026	Flitwick Lodge, Church Road	Support	No comments
18	CB/26/00584/FULL	02.04.2026	53 Station Road	Support	No comments
19	CB/TRE/26/00077	01.04.2026	11 Woburn Close	Support	No comments
20	CB/26/00348/FULL	27.03.2026	21 High Street	Object	The proposed construction will constitute over development on a very small plot. We recognise that this is retrospective, but work has been carried out at that location with no regard for planning regulations and CBC need to enforce it
21	CB/25/01582/FULL	08.04.2026	17 Chapel Road		

	F
1	CBC DECISION
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4	Granted
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