



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 21/04/2026 – 482

16th April 2026

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 21st April 2026 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Lockey

Stacie Lockey
Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

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

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

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

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

3. TOWN MAYOR'S ANNOUNCEMENTS

To receive announcements from the Town Mayor.

4. **Leader Update**

To receive an update from the Leader of the council.

5. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

6. **PUBLIC OPEN SESSION**

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

<https://teams.microsoft.com/meet/39772177364159?p=uZYdSk4BEDhaGbPfTx>

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

7. **INVITED SPEAKER**

No invited speaker.

8. **MEMBERS QUESTIONS**

To receive questions from Members.

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 17th March 2026**, this meeting was held at the Rufus Centre.
- b. For Members to receive and consider the resolutions and recommendations of the Finance & General Purposes Committee meeting, held on **Monday 16th March 2026**, this meeting was held at the Rufus Centre.

10. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 17th March 2026**.
- b. Members to receive any updates from Officers.

11. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

12. **ITEMS FOR CONSIDERATION**

a. **Code of Conduct**

Members are asked to adopt the circulated Code of Conduct for Flitwick Town Council. This version replicates the model version from the Local Government Association.

b. **Scheme of Delegations Review**

Members are asked to review the Council's Scheme of Delegations and consider whether to create a new Committee that would merge the responsibilities of the Finance and Business Improvement & Development Board (BIDB).

The supporting paper presents two options:

- i) The Scheme of Delegations updated with the current Committee Structure
- ii) The Scheme of Delegations updated with a merge of Finance & BIDB responsibilities.

A cover sheet explaining the reasons behind the two options has also been circulated.

c. Step Free Access Petition

Members are asked to consider the correspondence received from a local resident regarding the step free access. The correspondence contains a [link](#) to a petition which has been set up by local MP Blake Stephenson.

Member to consider signing the petition.

d. Capital Plan

(i) Members are asked to note the capital plan ahead of the land sale that is nearing completion.

(ii) Hub Refurbishment

Officers have been working with LBC to try to understand the costs involved to refurbish the Hub, but for accurate costs and options to be presented, Luton Borough Council (LBC) need to conduct more detailed and intrusive survey work.

LBC have provided a fee proposal to conduct a feasibility study of the building to explore options and carry out the architecture, M&E and QS works. Fee proposal is attached as a supporting paper.

Members are asked to consider committing £4,992.00 from the ops reserves to proceed with the fee proposal from LBC.

e. Office Space Refurbishment

Members are asked to consider the following expenditure from the Ops Reserves for refurbishing tenant office space in line with other refurbished offices. The refurbishment is for an existing tenant who has expressed they would like to upgrade the room as it is very tired. In return, the rent will be increased in line with other refurbished office space. The tenant is also taking on an additional space

Room 1 (large office made up of three rooms)
Quote 1: £14,163.23 plus vat
Quote 2: £15,700.00 plus vat

f. Land South of Steppingley Road – 170 dwellings

Members are asked to instruct the Town Clerk to write a formal complaint to Persimmon Homes regarding the contractors' continuing abuse of the street works permits to provide parking and the impact of dust on residents living on Steppingley Road.

13. ITEMS FOR INFORMATION

a. **Delegated Authority Decision - Planning application Land between Brogborough, Lidlington and Marston Moretaine CB/18/01969/OUT**

Members are asked to note the report from the Planning Improvement Working Group in response to the amended application. This was approved using delegated authority due to the consultation deadline.

b. **Delegated Planning Decisions**

Members are asked to note the planning decisions.

14. **PUBLIC OPEN SESSION**

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

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

15. **EXEMPT ITEMS**

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

a. **Confidential Report – to note**

b. **Burial Ground – for consideration**

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.