**FLITWICK TOWN COUNCIL**
**DRAFT Minutes of the Flitwick Town Council meeting held on**
**Tuesday 18th August 2026 at the Rufus Centre at 7:45pm**

Present:
Cllr Roberts (Chairman)
Cllr Blazeby
Cllr Hodges
Cllr Wilsmore
Cllr Bandy
Cllr Harald
Cllr Parsons
Cllr Patterson
Cllr Earles
Cllr Hart
Cllr Long

Also Present:
Stacie Lockey – Town Clerk & Chief Executive

**6052. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies from Cllr Toinko – holiday, Cllr Platt – hospital and Cllr Thompson – holiday.

**6053. 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.

**6054. TOWN MAYOR'S ANNOUNCEMENTS**

The Chairman acknowledged that former Cllr Andy Crawford had stood down and thanked him for his work and wished him all the best.

The Chairman had attended the following events;

- Flitwick Car Show – the Chairman acknowledged what a great event it was and advised Members that the Council had received an email from CBC Safety Advisory Group commending Jim Snook for all his efforts in organising the event and to state that it was a very well run event and the safety concerns had been addressed from previous years events.
- Army Benevolent Fund Concert
- Red Kite Meadows Care Home – with Deputy Town Mayor.
- Attended the funeral for Bob Cowell, former Royal British Legion member. The Chairman passed on his condolences to the family.
- Coffee Morning in Dunstable
- Baycroft Care Home for an afternoon party – with Deputy Town Mayor
- The Deputy Mayor had also attended the 60th Birthday of McIntyre

**6055. Leader Update**

The Leader and Cllr Adams had met with CBC officers to discuss the costs associated with the Nature Park planning application. The application had been placed on hold following an indication that the Biodiversity Net Gain (BNG) costs would be in the region of £300,000 or more. In light of the Government's proposed changes to the relevant legislation early next year, it was considered prudent to pause the application pending further clarification, as this could potentially reduce or remove the Council's BNG liability.

Further information had since been provided to FTC officers and the Council's planning consultants. Officers were also obtaining quotations for the necessary works, with the hope that the majority of work would be covered by the Green Infrastructure (GI) funding.

It was agreed that the application would now be taken off hold, with the intention of progressing it to a conclusion as soon as possible.

**6056. REPORTS FROM WARD MEMBERS**

Cllr Adams thanked FTC for their response to the Local Plan Call for Sites. He felt the response was very well crafted and covered issues well. FLAG had delivered over 300 responses to CBC and he had delivered a couple of hundred personally.

Cllr Adams advised that he would be raising the farmland inclusion in the call for sites at the Corporate Resources Committee that he chairs. The Farm Strategy for CBC does not provide for mass disposal of council farmland so he would be challenging why so much Flitwick land was included.

Cllr Adams also advised that the land behind Steppingley Field was subject to a pre-emption clause which meant that this had to be offered back to the Duke of Bedford Estate before it could be sold to developers. As such it was likely that this does not fulfil the 'available' and 'achievable' test for it to be included in the Local Plan. CBC would need to give serious consideration to this.

Cllr Adams advised that Ampthill Road and the High Street was due for resurfacing in September. It was a large stretch of road and would inevitably cause some disruption. He was currently trying to understand what would be happening with the raised table near to the Blackbirds. Sharp Lane resurfacing works were now complete.

**6057. PUBLIC OPEN SESSION**

No items.

**6058. INVITED SPEAKER**

There was no invited speaker.

**6059. MEMBERS QUESTIONS**

There were no questions from Members.

**6060. MINUTES AND RECOMMENDATIONS OF MEETINGS**

**a.** For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st July 2026**, this meeting was held at the Rufus Centre.

It was **RESOLVED** to adopt the minutes of the Town Council meeting held on Tuesday 21st July 2026, at the Rufus Centre as an accurate record of the meeting.

**b.** For Members to approve the minutes of the Extraordinary Town Council Meeting held, on **Tuesday 11th August 2026**, this meeting was held at the Rufus Centre.

It was **RESOLVED** to adopt the minutes of the Town Council meeting held on Tuesday 11th August 2026, at the Rufus Centre as an accurate record of the meeting.

**c.** For Members to receive and consider the resolutions and recommendations of the Business Development & Finance Committee meeting, held on **Tuesday 28th July 2026**, this meeting was held at the Rufus Centre.

**Members are asked to consider the below recommendations for Central Project Fund (CPF) applications discussed at this meeting:**

i) It was **recommended** to accept Option 3 to replace and upgrade the external lighting at the Rufus Centre, at a cost of £ 7,719.60 + VAT, to be funded by the CPF.

It was **RESOLVED** to approve this recommendation.

ii) It was **recommended** to proceed with the quote presented and approve £4,243.20 (including the discount offered) to commission a Feasibility Study for the potential refurbishment project at the Hub. The funds would be taken from the CPF.

It was **RESOLVED** to approve this recommendation.

## 6061. MATTERS ARISING

**a.** There were no matters arising.

**b.** There were no updates from Officers.

## 6062. OUTSIDE BODIES

No items.

## 6063. ITEMS FOR CONSIDERATION

### a. Ampthill & Flitwick Greenwheel Consultation

Members considered the response. One Member suggested that it be amended to include support for improved connections to Greenfield, noting that an increasing number of children from the area were attending schools in Flitwick and that the existing walking route was considered inadequate.

Members discussed the footpath which runs behind Woodland Middle School and suggested this be included within the response.

It was **RESOLVED** to accept the response with two amendments; include supporting connections with Greenfield and consider the addition of the pathway at the back of Woodland Middle School.

### b. Internal Auditor 2026-27

Members noted the contents of the document circulated relating to the Council's Internal Auditor for 2026-27.

It was **RESOLVED** to;

1. Approve that Auditing Solutions Ltd. are independent from the decision-making process at Flitwick Town Council.
2. Approve that Auditing Solutions Ltd. are competent for the Internal Auditor role based on information included on their company website: https://auditingsolutions.co.uk/.
3. Approve the Internal Audit Programme of Work for 2026-27.

**c. Community Services Committee Vacancy**

It was **RESOLVED** to elect Cllr Hart on to the Community Services Committee.

**d. Local Plan**

Cllr Long introduced the proposal and explained the implications of the current planning policy position and the potential sites identified through the Call for Sites process. It was noted that the Council may benefit from specialist planning advice to help it understand the emerging Local Plan, assess potential sites and effectively represent the interests of Flitwick residents.

Members considered whether a planning consultant should be appointed at this stage. It was noted that the second formal consultation on the Local Plan was expected to commence in November 2026 and would focus on policies as opposed to sites. CBC's current timetable indicated that the shortlisted sites proposed for inclusion in the Local Plan were not expected to be identified until October 2027.

Some Members felt that it may be premature to formally appoint a consultant before there was greater clarity on which sites CBC intended to progress. However, other Members felt there would be value in investigating potential consultants now, establishing appropriate contacts and obtaining indicative costs, with a view to making provision within next year's budget if required. It was suggested that any future appointment should be based on a clear scope of work and, where appropriate, a defined budget or fee limit, given the potentially significant costs associated with specialist consultancy.

Members noted that other local authorities were undertaking similar processes and that securing appropriate specialist advice could be a worthwhile investment, particularly if the Council wished to make a meaningful contribution to the Local Plan and ensure residents' views were properly represented. It was also noted that the planning issues facing the town were unlikely to go away and that having a suitable consultant identified in advance would allow the Council to respond promptly once further information became available.

Members were advised that the possibility of developing a Neighbourhood Plan had been discussed historically however at the time the Council decided not to progress due to the time and costs associated with this. Members noted that, given CBC's progression of a new Local Plan, the opportunity for Flitwick to influence development through a separate Neighbourhood Plan was now limited.

It was **RESOLVED** to investigate the identification of suitable Planning Consultants to assist the Council with preparing and consulting with residents and delivering a strategy to respond to CBC's preparation of a new Local Plan, seeking at least three quotes if practicable and reported to the Council for a decision on appointment.

**6064. ITEMS FOR INFORMATION**

**a. Finance Reports**

The finance reports were noted.

**6065. PUBLIC OPEN SESSION**

A Members of the public asked if there was any update on the former Barclays building. The Chairman advised that negotiations were underway with an interested party.

**6066. 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.

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 20.37.

Signed…….(Chairman)

**Recommendations and Resolutions of the**
**Community Service Committee 1st September 2026**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 1st September 2026

**1401. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies for absence from Cllr Platt – medical.

**1407. MINUTES**

It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 7th July 2026 as an accurate record of the meeting.

**1409. ITEMS FOR CONSIDERATION**

**a. Flitwick Car Show**

It was **RESOLVED** to allow use of the Millennium Park free of charge on Sunday 15th August 2027 for the Flitwick Car Show.

**b. Volunteering Offer**

It was **RESOLVED** to:

1. Develop further volunteering opportunities, including opportunities for your people, "Friends of" groups, local business involvement, and support linked to Council events and projects.
2. Recognise and celebrate volunteers by way certificates, volunteer features and holding an event linked to Volunteers' Week.

**d. Community Fridge**

It was **RESOLVED** to accept the terms of reference with an amendment to 3 Councillors.

**e. Central Bedfordshire Council New Street Trading Application**

It was **RESOLVED** to support the application.

**f. CERT**

i) It was **RESOLVED** to accept the spend list on Appendix F

ii) It was **RESOLVED** to co-opt the following members onto the CERT working group: Andy Smith, Helen Chamberlain, Jackie Du Guard, James Kelly, Mick George, Paul Chamberlain, Shannon Woods.

# Guidance Note for the Approval of Town and Parish Council Requests to Install Signs and Street Furniture on the Public Highway

# Central Bedfordshire Council

## Guidance Note for the Approval of Town and Parish Council Requests to Install Signs and Street Furniture on the Public Highway

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**Version: 2.0**
**Owner: Central Bedfordshire Council**
**Review Cycle: Every 3 years**

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### 1. Purpose

This Guidance Note sets out the requirements, assessment criteria, and approval process for Town and Parish Councils seeking permission to install signs or street furniture on the public highway within Central Bedfordshire.

Central Bedfordshire Council (CBC) has limited traffic management resources and prioritises schemes that deliver demonstrable casualty reduction and road safety benefits, focusing on locations with the greatest potential to reduce harm.

Where proposals are not prioritised by CBC on safety grounds, Town and Parish Councils, community groups, or residents may seek approval to install appropriate signage or street furniture under this Guidance Note.

All proposals will be assessed to ensure:

- Consistency across the highway network
- No adverse impact on highway safety
- Appropriate consideration of landscape and environmental impacts

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### 2. Scope

This Guidance Note applies to all proposals located on highway land, including:

- Footways
- Verges
- Carriageways and cycle routes

- Public rights of way

It applies to both permanent and temporary installations.

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## 3. Definitions

Street furniture includes (but is not limited to):

- Benches and seating
- Planters
- Noticeboards
- Fingerposts and wayfinding features
- Village signs and gateway features
- Cycle parking
- Bollards and boundary features
- School street infrastructure
- Warning or advisory signage
- Any other item deemed by the Authority to require approval

**The Authority** = Central Bedfordshire Council (Highway Authority)

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## 4. Guidance Note Statement

The Authority supports installations that:

- Enhance local identity and community cohesion
- Positively contribute to the public realm
- Provide a clear functional benefit

All proposals must:

- Maintain highway safety
- Preserve accessibility for all users
- Avoid unnecessary street clutter
- Be appropriate to their setting

## 5. General Requirements

All proposals must comply with:

- Highways Act 1980
- Road Traffic Regulation Act 1984
- TSRGD
- Equality Act 2010

## 5.1 Core Principles

- Minimise street clutter
- Maintain clear and accessible pedestrian routes
- Ensure safe siting and installation
- Respect local character and surroundings

## 5.2 Street Clutter Reduction

Applications must demonstrate:

- A clear need for the installation
- No unnecessary duplication of existing features
- Opportunities to consolidate with existing infrastructure where possible

As part of the assessment process, the Authority will consider opportunities to remove redundant or unnecessary street furniture in the vicinity of the proposal.

## 5A. TSRGD Compliance Requirements

This section explains which items must comply with the Traffic Signs Regulations and General Directions (TSRGD) and which do not.

**All signage, including TSRGD-compliant signage, must be approved by the Authority prior to installation.**

## 5A.1 Items That Must Comply with TSRGD

Any sign or road marking that regulates, warns, or guides road users is a traffic sign under the Road Traffic Regulation Act 1984 and must comply with TSRGD.

This includes:

## Regulatory Signs (legal requirements):

These impose legal requirements. Examples include:

- Speed limit signs
- Weight, height, and width restrictions
- No entry / waiting / stopping / loading
- Bus gate signs
- Mandatory turn restrictions

## Warning Signs (hazards):

These warn road users of hazards ahead. Examples include:

- Sharp bends
- Pedestrian crossings
- Cycle crossings
- Changing road width
- Speed hump warnings

## Directional and Information Signs (Vehicular)

These guide vehicular traffic. Examples include:

- Advance direction signs (ADS)
- Route confirmation signs
- Direction signs with destinations or arrows

## Cycle Route and Active Travel Signs (On-Carriageway)

- Cycle direction signs affecting highway navigation

- Shared-use and segregated route signs
- Mandatory cycle lane signs

## Road Markings

All carriageway markings are controlled under TSRGD, including:

- “SLOW” markings
- Give-way lines and triangles
- Arrows
- Mandatory or advisory cycle symbols
- Red or coloured surfacing where it is associated with a prescribed road marking

## Signs That Resemble TSRGD Signs

If a sign resembles an official traffic sign in:

- Shape
- Colour
- Symbol
- Layout
- Reflectivity

…it must also comply with TSRGD, **even if the intention is decorative**.

**Figure 1: Examples of signs that *must* comply with TSRGD**




Commented [AT1]: Add boxes around the illustrations - they stand out better. Good idea to add them.

## 5A.2 Items That Do Not Require TSRGD Compliance

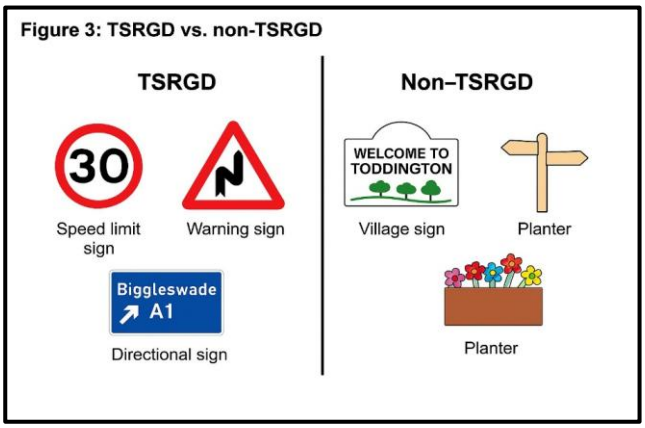
Certain forms of signage or street furniture are **not considered traffic signs**.

Provided they do **not resemble traffic signs**, the following are exempt:

- Decorative village signs and gateways (non-reflective)
- Community identity signage
- Heritage and interpretation panels
- Parish noticeboards
- Event or information boards
- Fingerposts not intended for motorists
- Planters, artwork, decorative bollards
- Tourism signage off the highway network

**Figure 2: Examples of signs/items that do *not* require TSRGD compliance**






## 5A.3 Items That Require Partial Consideration

Some installations do not require full compliance with TSRGD but must be reviewed carefully to avoid confusion for highway users.

## Gateway Features

- Entrance to villages or settlement boundary markers
- Totems or monoliths

These must **not**:

- Use red circular or triangular shapes
- Display numbers resembling speed limits
- Include reflective borders or panels
- Appear to impose regulatory instruction

Gateway features must remain **clearly distinct** from traffic signs.

## Tourism and Wayfinding Signs (Non-Highway)

These can be permitted if:

- They do not resemble TSRGD direction signs
- They do not use prescribed colours (blue for motorways, green for primary routes, white for local routes, brown for tourism)
- They are non-reflective

## Temporary Community Signs

(e.g., community events, litter-picking, fundraising)

- Must avoid standard TSRGD shapes and colours
- Must not include arrows or symbols used in traffic signs
- Should not be placed where road users might mistake them for warnings or instructions

## Promotional or Decorative Banners

Permitted only when:

- Installed on private land or authorised posts
- Not visible in a way that causes driver distraction
- Not resembling directional or warning signage

## 5A.4 General Principles of TSRGD Compliance

- Only the Highway Authority may authorise TSRGD signage
- Town and Parish Councils must not install such signs independently
- Non-TSRGD signs must **not resemble TSRGD signs** and be **non-reflective**
- All installations must avoid obstructing visibility or safety infrastructure

The Authority reserves the right to remove any item that:

- Causes confusion
- Poses a safety risk
- Is poorly maintained
- Was installed without approval

Costs may be recovered from the applicant.

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## 5B. Placement and Accessibility

Installations must:

- Maintain a clear minimum pedestrian route (free from obstruction)
- Avoid creating pinch points
- Be located consistently (e.g. within a defined furniture zone where applicable)
- Avoid conflicts with utilities, trees, or existing infrastructure

**Visibility requirements:**

Installations must not obstruct:

- Junction sightlines (the distance needed for drivers to safely see oncoming traffic)
- Crossing visibility (visibility between drivers and pedestrians at crossing points)
- Traffic signs, signals, or speed limit terminals

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## 5C. Maintenance & Condition

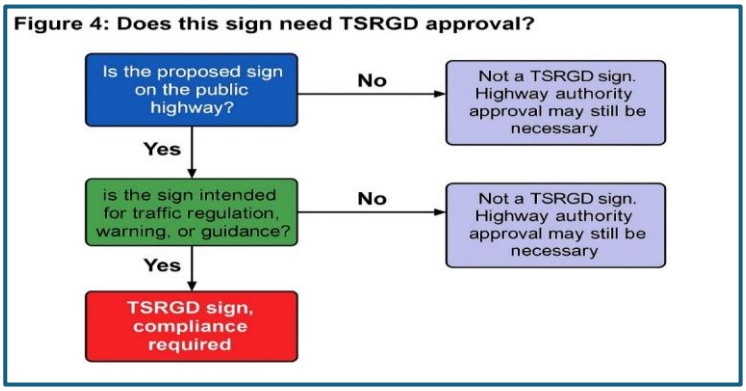
All installed items must:

- Be kept in a safe, clean, and functional condition
- Remain fit for purpose and clearly visible
- Be constructed from durable materials suitable for highway environments

Poorly maintained or unsafe items may be removed with costs recovered from the applicant.

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**Figure 4: Does this sign need TSRGD approval?**



# Appendix A – CBC Officer Assessment Form

This form must be completed by a CBC officer when assessing applications.

**Scoring Method (0–3 per category)**
Each assessment category must be scored using the following definitions:

| Score | Definition |
|---|---|
| **0 – Major Concern** | Non-compliant, unsafe, or unacceptable. Significant risk or obstruction. Application unlikely to be approved without substantial change. |
| **1 – Some Concern** | Partially compliant; minor safety or design issues; requires clarification or amendment. |
| **2 – Acceptable** | Generally compliant with guidance; only minor issues identified; low risk. |
| **3 – Fully Compliant** | Meets or exceeds requirements; no identified issues; safe and appropriate. |

**Overall Rating Guidance**
After scoring each category, total the score out of 36 (12 categories × max 3). Use this to guide the recommendation:

- **30–36 = Strongly Suitable**
- **24–29 = Suitable with Minor Conditions**
- **16–23 = Concerns – Amendments Required**
- **0–15 = Unsuitable**

*(The officer's professional judgement must always take precedence.)*

| Assessment Category | Details / Notes | Score (0–3) |
|---|---|---|
| Applicant Information | | |
| Description of Proposed Item(s) | | |
| Location Assessment (Safety / Visibility) | | |
| Accessibility (Equality Act Compliance) | | |

| | | |
|---|---|---|
| Standards & TSRGD Compliance | | |
| Maintenance Responsibilities | | |
| Risk Assessment Review | | |
| Installation Method Review | | |
| Consultation Summary | | |
| Scoring (Category-by-Category Justification) | | |
| Officer Recommendation | | |
| Officer Sign-Off (Name, Role, Date) | | |

**Total Score (out of 36):**

_____

**Officer Overall Assessment (auto-guided by score):**

☐ Strongly Suitable
☐ Suitable with Minor Conditions
☐ Concerns – Amendments Required
☐ Unsuitable

Officer Recommendation

Officer Sign-Off

# Central Bedfordshire Council

## Parish & Town Council Road Safety Partnership

# Partnership Working Guidance

### Low Cost, Minor, Road Safety Improvements

### Guidance notes

This guidance note sets out the partnership arrangements between **Central Bedfordshire Council (CBC)** and **Town and Parish Councils (T&PCs)** for the funding and delivery of low cost, minor road safety improvements on the local highway network.

Under this arrangement, Town and Parish Councils will **fully fund eligible schemes**, and Central Bedfordshire Council will **manage feasibility, design, and delivery** as the highway authority.

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## Purpose of the partnership

The purpose of this partnership is to:

- Enable Town and Parish Councils to address local road safety concerns efficiently
- Ensure all works comply with statutory highway standards and policies
- Provide a consistent, transparent process for scheme submission and delivery
- Make best use of CBC professional expertise and supply chains

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## Scope of eligible works

Eligible schemes must be **low cost, minor road safety improvements**, with the initial offer limited to:

- Vehicle-activated signs (VAS) and posts
- SIDs (Speed indicating device) incl. maintenance
- Fixed warning or advisory signs
- Road markings and lining improvements
- Bollards, edge markers, or verge protection measures

Schemes must:

- Be located on the **adopted highway**
- Be deliverable without major consultation or statutory processes
- Align with CBC road safety policies and national guidance

CBC reserves the right to determine final scheme suitability.

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## Roles and responsibilities

### Town and Parish Councils

Town and Parish Councils are responsible for:

- Submitting applications within the annual application window. Regular application window will be June to July, however,
- Providing **100% upfront funding** for approved schemes. Costs will be based on the total implementation of any proposed scheme.
- Confirming local support where appropriate, with CBC ward members being a primary stakeholder.
- Accepting that costs include staff time and future maintenance.
- Applications to be sent to HighwayImprovementSchemes@centralbedfordshire.gov.uk

### Central Bedfordshire Council

Central Bedfordshire Council is responsible for:

- Assessing applications for feasibility, safety, and policy compliance
- Providing cost estimates including design, delivery, and maintenance
- Procuring, delivering, and supervising the works through the highways term contract
- Managing assets on completion as part of the highway network

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## Application process

### Application window

- Applications will be accepted **annually between June 1st and July 31st.** This window will be extended to September 30th 2026 acknowledging how restrictive this would be for T&PCs given the release of the offer in June 2026.
- Applications received outside this window will not be considered.
- Works will be delivered in the following financial year through the Highways term contract, And programmed alongside other capital delivery activities. This offer is not designed with an expectation of immediate delivery.

- An initial review of the request will be made by CBC officers, and a response provided with an indicative prediction on expected costs. This will be returned to T&PCs by the 31st October to allow for budget discussions to take place.

### Submission requirements

Applications must include:

- Location details and description of the issue
- Proposed intervention (where known)
- Evidence or rationale for road safety benefit
- Confirmation of funding availability

CBC may request further information to support assessment.

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### Assessment and approval

Applications will be assessed by CBC officers against:

- Road safety benefit
- Technical feasibility
- Alignment with policies and standards
- Value for money

Approved schemes will be programmed for delivery in the **following financial year**.

Approval does not commit CBC to delivery until full payment is received.

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## Funding and payment arrangements

All approved schemes must be **fully funded in advance**.

Funding will include:

- Design and feasibility work
- CBC staff time (capitalised where applicable)
- Materials, installation, and traffic management

- Ongoing inspection and **future maintenance of apparatus**

Once costs are confirmed, CBC will issue a formal funding request.
Works will not commence until payment has been received in full.

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**Delivery timescales**

- Approved and funded schemes will be delivered in the **financial year following application**
- Delivery timescales will depend on complexity, weather, and network constraints
- CBC will keep sponsoring councils informed of progress

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## Maintenance and asset ownership

All installed equipment will:

- Become part of the adopted highway asset
- Be inspected and maintained by CBC
- Be funded through the initial upfront contribution

Town and Parish Councils will not be liable for ongoing maintenance costs once schemes are completed.

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### Monitoring and review

CBC will review this partnership guidance periodically to ensure it remains effective, transparent, and aligned with service priorities.

CBC retains the right to remove this offer in the future.

Information on how officers make decisions can be found in the Road Safety Policy and the Street Furniture Guidance document.

T&PCs are still able to request local maintenance through the Fix My Street Portal.

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# Central Bedfordshire in contact

**Find us online:** www.centralbedfordshire.gov.uk
**Call**: 0300 300 8XXX
**Email**: customers@centralbedfordshire.gov.uk
**Write to**: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Good afternoon Stacie,

Here is an approximate guide for the price of some options:

| | |
|---|---|
| SID/VAS | £6600-7700 |
| Warning/Advisory Sign | £281.13 |
| Road Marking/ lining improvements | £0.55 - £1.43 per metre |
| Welcome gate | £623.70 |
| Verge Protection marker | £55.00 |
| Bollard | £605 |
| Zebra crossing upgrade (LED Upgrade) | £1,760 |
| Informal crossing | £3,300 |

All prices shown are guide prices only and are not final quotations. Actual costs will vary depending on the location, officer time, installation requirements, traffic management and any additional works required.

Some of the items also vary in price depending on the type, such as different bollards or verge protection markers.

Final costs will be confirmed following assessment of the proposed scheme.

Kind regards,

Highways Technician
Integrated Transport

**Flitwick Town Council**

**Flitwick Community Fridge Steering Group**

## Flitwick Community Fridge

The Steering Group will be a working group of the Community Services Committee. The Committee will set the terms of reference and approve the membership for the working group.

The working group will have no delegated powers, no budget and will make recommendations back to Community Services Committee and Town Council.

### Membership

The group will be chaired by an Independent Councillor (not connected with the Fridge)

One Councillor who is actively involved in the delivery of the service (regularly volunteering), but do not need to be members of the Community Services Committee.

One Councillor from the Community Services Committee

Up to 2 Officers from the Community Services Team

Officers from Business and Finance to be invited to the meeting when appropriate

Up to 4 Volunteer Representatives, ensuring proportional allocation of seats across different operational areas, (evening collections; opening service; supported service and one other). These are to be nominated and voted for by the Volunteers.

*Council Members will be elected at the Community Services Committee meeting in June of each year.*

### Terms of Reference

### The working group aims to support the delivery of the Flitwick Community Fridge. The Steering Group will inform the operational function of the Community Fridge. Governance structures and formal decision-making will remain the responsibility of the Council.

When exercising its functions in relation to the Community Fridge, the Steering Group will:

- Maintain a deep understanding of and adhere to the principles of the Community Fridge.
- Timetable quarterly volunteer meetings
- Adhere to the code of conduct for staff and volunteers as set out in the volunteer handbook.
- Attend the meetings and raise any issues regarding the operation of the Fridge from a volunteer/management and Council perspective.
- Take direction from Council officers and not undertake any works of their own initiative.

- Any actions agreed will be notified to volunteers by Council officers.
- Volunteers must treat any comments in the group as confidential.

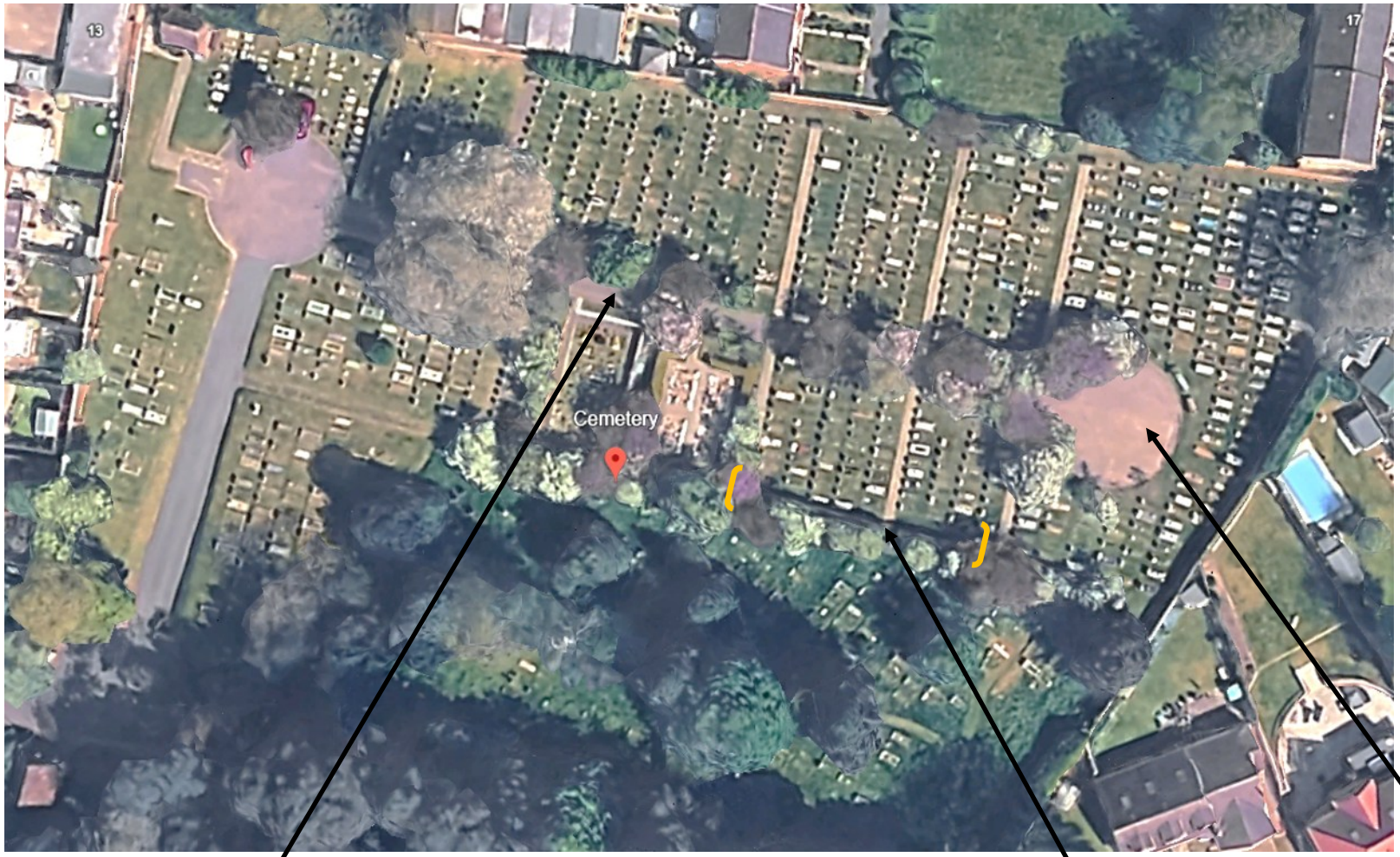
Administration of the Working Group

Meetings of the Steering Group will be recorded, formally minuted and actions clearly allocated. The exception of this is when the group holds a meeting with an external party. The minutes will be formally approved by Community Services Committee.

Meetings of the Steering Group will be called by the Community Services Officer and will be chaired by a member of Flitwick Town Council. These meetings will take place in person or online as needed.

An agenda will be circulated to the steering group giving three clear days' notice.

Meetings will not proceed unless there is at least one Councillor present.




**Removal of half of the roadway.**

To leave an accessible path down but no access for vehicles. There is an additional pedestrian entrance off of Church Road—Here

**Removal of the conifer hedge**

Remove the hedge between the yellow markers

**Removal of the turning circle**

Flitwick Town Council

**Report to Town Council 15.09.26**
**Burial Ground**

## Background

At the April 2026 meeting, Members made the following resolution;

*It was resolved to investigate the conversion of the roadway into burial space in more detail and the Town Clerk to present a report with the findings at a future meeting.*

Members did discuss that, should the Council proceed with the conversion of the roadway, it would need to be made clear to residents that this was the last project the Council could undertake in relation to burial space in the Town, as there was no other suitable land available. Members also discussed maintaining a level of accessibility if the roadway was dug up. Officers have set out below a list of all factors that need to be considered if this option were to be progressed.

## Introduction

Officers considered the potential implications of removing the existing roadway within the burial ground. Key concerns identified included the impact on memorial trees and benches currently situated within the area, as well as reduced accessibility for visitors. Some trees may be lost or damaged as a result of converting the roadway, however it is not going to be possible to inform all owners of the memorials as some details we have are not necessarily up to date (if the owner has moved house and not informed the Council).

The removal of the roadway could require residents who regularly tend to graves to walk greater distances to access burial plots. In addition, concerns were raised regarding access for hearses and funeral vehicles, which currently utilise the roadway during funeral services and burials however following a conversation with the funeral directors this is not considered an issue.

To further assess these matters, officers met with Rev. Harald to discuss the proposal to remove the roadway and the potential impacts outlined above. Rev. Harald advised that these issues should not be regarded as significant concerns, noting that the burial ground currently benefits from a level of accessibility not commonly available at many other cemeteries and burial grounds, where visitors are often required to walk considerable distances to reach graves.

Rev. Harald expressed the view that the provision of additional burial space would outweigh any disadvantages associated with the removal of the roadway and the resulting changes to accessibility arrangements. Officers contacted local funeral directors to understand how many requests they have had to turn away for burials in Flitwick and they advised that it was approximately 6 in one year.

Appendix one shows a plan of the burial ground which has been annotated showing the areas that additional burials space could be created. Officers have discussed the site with the

gravedigger and attended site to establish how many extra spaces could be realistically achieved, please see below;

| Proposed Removal | Burial Spaces Available | Impacts/Consideration |
|---|---|---|
| Half of the roadway | Approx. 20 | This would involve a significant amount of work for a relatively small number of spaces available. Works would need to accommodate the retention of a footpath, provide protection for tree roots, and keep current benches in situ which is why the spaces available is relatively low. |
| Conifer | Approx. 10 | This would expose the old section (see pictures below within 'Additional Information' of the old section) of the burial ground, which is currently maintained on a reduced schedule. Removal would therefore require additional maintenance by the team to ensure the site remains well presented. |
| Turning Circle | Approx. 40 | The only impact would be the prevention of vehicles parking at the bottom end of the site, which currently allows people to park close to graves when visiting to tend them. A bollard would be installed at the top of the roadway to stop people driving down and not being able to turn around. |

**Approximate Costs**

Officers sought initial cost estimates to understand the financial implications of converting the roadway, which were in the region of £35k. Following the April meeting, Officers met with another local contractor to brief them and ask for a second indicative cost to understand what level of procurement would be needed. Their costs have come back significantly lower in the region of £15k. Costs to remove the turning circle only have not yet been requested.

The Public Realm (PR) Team have confirmed that they could remove the conifer to ground level. It may require a contractor to dig out the roots of the conifer hedge and an infill of soil, but this would not be known until the PR Team had removed the hedge to ground level. If a contractor was required to remove the roots there would be associated costs.

If Members approved for the conversion of either the roadway and/or the turning circle, Officers would draw up a specification and Request for Quotation (RFQ) and circulate to a number of local builders, inviting them to submit a formal quotation.

**Additional Information**

Under the Local Government Act 1972, burial grounds are primarily a parish function. Therefore, it is for Flitwick Town Council, as the burial authority, to purchase the additional burial-space which it requires.

A noticeboard has been recently installed at the burial ground for the Council to keep residents up to date with general notices, and this could be used to notify residents who regularly tend the burial ground of any disruption should any changes to the layout be agreed and progressed. A press release could also be issued and updates given via our usual channels. Members should consider a narrative for residents who have already had to be buried elsewhere if additional space was made available.

If the Council decided to maximise the grave space by removing the roadway, turning circle and/or conifer, it would be beneficial to allocate some Officer time to review the existing reserved graves. Historically, residents were able to purchase/reserve grave spaces, some of those spaces have not been used and there is a possibility that residents who might own one of these grave spaces do not intend to use it in the future. This would ensure the Council have a good understanding of how many estimated years of burial space would be provided in Flitwick and would serve as a tool to communicate this to residents. There are approximately 46 unused reserved grave spaces currently.

It is proposed that any additional burial spaces created would serve Flitwick residents only and non-residents would no longer be able to be interred in the Burial Ground unless they have an existing grave.

Photos of old section of burial ground for information;



**Recommendations**

1. To consider the removal options presented above and progress with formal quotations for the work which would then be considered at a future Council meeting.
2. To not progress with any of the removal options.
3. To allocate Officer time to contact owners of reserved graves.

**Officer Recommendations**

1. To progress with the quotations for removal of the turning circle only.
2. To allocate officer time to contact owners of reserved graves.

Stacie Lockey
**Town Clerk & Chief Executive**

Sarah Burgess
**Amenities Officer**

# Flitwick Town Council 2026/27: Current Year

## Balance Sheet as at 31st August 2026

| 31st March 2026 | | | 31st March 2027 | | |
|---|---|---|---|---|---|
| Net Value | | **Fixed Assets** | Cost of Asset | Depreciation | Net Value |
| **0** | | | **0** | **0** | **0** |
| | | **Long Term Assets** | | | |
| **0** | | | | **0** | |
| | **0** | | | | **0** |
| | | **Current Assets** | | | |
| 36,198 | | DEBTORS | 15,862 | | |
| 1,619 | | DEBTORS: Burial Grounds & Cem | 1,070 | | |
| 13,383 | | VAT Control Account | 0 | | |
| 49,247 | | PREPAYMENTS - Year End | 2,098 | | |
| 10,826 | | Prepayments - Mthly Business | 41,423 | | |
| 68,932 | | Prepayment for Land Sale | 83,960 | | |
| 4,720 | | Accrued Income | 0 | | |
| 2,674 | | Stock Held - Bar | 2,674 | | |
| 4,125 | | Stock Held - Food | 4,125 | | |
| 5,000 | | Current Bank Ac Barclays 009 | 5,000 | | |
| 93,668 | | Barclays Business Reserve 106 | 111,214 | | |
| 16 | | Prepayment Cards: Equals | 0 | | |
| 1,000 | | PDQ Account 271 | 23,994 | | |
| 62,242 | | Tenants Deposits Account 228 | 57,463 | | |
| 400 | | Petty Cash Control (YE) | 400 | | |
| 200 | | Float - Main Safe (YE) | 200 | | |
| 600 | | Float - Cafe Safe (YE) | 600 | | |
| 15 | | Float - Reception Safe (YE) | 15 | | |
| 80 | | Float - Cafe Till Drawer | 80 | | |
| 675,595 | | CCLA Deposit Fund | 846,595 | | |
| **1,030,542** | | | | **1,196,773** | |
| | **1,030,542** | **Total Assets** | | | **1,196,773** |
| | | **Current Liabilities** | | | |
| 8,295 | | DEBTORS: Functions | 5,560 | | |
| 0 | | VAT Control Account | 14,857 | | |
| 0 | | Barclaycard 785 | 1,495 | | |
| 13,391 | | CREDITORS | 41,742 | | |
| 7,658 | | ACCRUAL - Loan Interest (YE) | 0 | | |

# Flitwick Town Council 2026/27: Current Year

## Balance Sheet as at 31st August 2026

| 31st March 2026 | | | | 31st March 2027 | |
|---|---|---|---|---|---|
| 18,802 | | ACCRUALS (YE) | 0 | | |
| 17,221 | | PAYE/NIC Due | 17,334 | | |
| 9,139 | | LGPS Pension Control | 8,122 | | |
| 3,836 | | NEST Pension Control | 3,821 | | |
| 6,189 | | Income in Advance - FTC | 0 | | |
| 4,748 | | Income in Advance: Rufus Event | 4,851 | | |
| 333 | | Income in Advance: NT Live | 142 | | |
| 2,063 | | Income in Adv: Corp NR Deposit | 333 | | |
| 2,397 | | Ticket Sales Return Due (NT) | 1,900 | | |
| 1,973 | | Past Yr TM Charity (YE) | 2,930 | | |
| 2,879 | | Past Yr TM Allow & Civic Recep | 0 | | |
| 137 | | Past Yr Leader Expenses (YE) | 0 | | |
| 630 | | Allotment Plot Deposit & Keys | 1,540 | | |
| 63,506 | | Deposit Refundable: Tenants | 59,125 | | |
| 1,000 | | Deposits Refundable: Functions | 100 | | |
| 0 | | Deposits Refundable: Community | 400 | | |
| 2,825 | | Barclaycard Year End balance | 0 | | |
| **167,022** | | | | **164,252** | |
| | **863,520** | **Total Assets Less Current Liabilities** | | | **1,032,521** |
| | | **Long Term Liabilities** | | | |
| **0** | | | | **0** | |
| | **863,520** | **Total Assets Less Long Term Liabilities** | | | **1,032,521** |
| | | **Represented By** | | | |
| | 197,155 | GENERAL RESERVE | | | 284,710 |
| | 666,364 | Earmarked Reserves | | | 747,811 |
| | **863,520** | | | | **1,032,521** |

The above statement represents fairly the financial position of the authority as at 31st August 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible Financial _____ Date :_____

# FTC Projects Review 2026-27

Last Updated: **31 August 2026**

*Accepted Project budget variance at 5%.*

| | | | | |
|---|---|---|---|---|
| (315) | '27 Central Project Fund Opening Balance | £ | - | |
| 315 | **PLUS** *26/27: Agreed CPF Precept Funding* | £ | *53,254* | *(1st Instal £26,627 rec'd April & 2nd instal £26,627 received Sep)* |
| 800s | **LESS:** 26/27 Approved Projects | £ | 26,944 | *26/27 temporary balance of EMR 315* |
| | **LESS Projects Overspend from CPF** | £ | 42 | |
| | **PLUS Projects Underspend to CPF** | £ | - | |
| (315) | Central Project Fund **ITD Funds Available** | **£** | **26,267** | *Working balance (315) less 2nd precept instal (Oct)= Complete* |

| | PROJECT Details | | | | | Project Details | | | | | | | | | | FUNDING Details | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Project Code | N/C | Project Description | Committee | Minute Ref | Project Start Date | Whole Project Funds Committed | *Previous Year's Project Spend* | 26/27 Opening Project Balance | GRANT /Funding Received | 26/27 Project Spend to Date | Overspend Funded by CPF/Ops Reserve | Underspend Returned to CPF/Ops Reserves | Project Commitment Remaining YTD | | TOTAL Approved Grants/ Funding | Prev Yrs Funds Received | 26/27 Funds Received | Grants/ Funding Budget Remaining | Comments |
| Ongoing Projects | **800** | 4212 110 | Proj - Nature Park | Community | Del. Auth | Apr-21 | £ 3,000 | *£ 13,490* | **£ -** | | £ - | | | **£ -** | 0% | £ 283,385 | £ 10,490 | £ - | **£ 272,895** | *S106 remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23. **Jan 25** : CPF Fund & 24/25 Grant Instal complete. Outstanding approved grant fund (£272,895) not yet claimed. No further CPF spend committed. £10,490 received on FTC8584 June 2024.* |
| | **802** | 4823 110 | Proj - Heritage Website | Corporate | 753a 5252a)i | Jun-23 | £ 3,800 | £ 1,580 | **£ 2,220** | | £ - | | | **£ 2,220** | 58% | | | | | |
| | **106** | | 3 Station Road Project | FTC | | | £ 126,395 | £ 126,395 | **£ -** | | £ - | | | **£ -** | 0% | | | | | Please refer to full project schedule for details |
| | **819** | 4864 110 | Proj - Community Fridge Door | Business | 5934c | Dec-25 | £ 5,000 | £ 4,742 | **£ 258** | | £ 300 | **£ 42** | | **£ -** | 0% | | | *£ 5,000* | **£ 5,000** | *Funded by £5,000 from **Ops Reserves** EMR 319 transfer (journal 4462).* **PROJECT CLOSED April 26** |
| | **821** | 4867 110 | Proj - Stocksfield Renovation | Council | 5964a | Feb-26 | £ 15,434 | £ 1,693 | **£ 13,741** | | £ 11,656 | | | **£ 2,085** | 14% | | | | | *Funded by £15,433.30 from **Ops Reserves** EMR 319 transfer (journal ).* |
| NEW Projects: 2026/27 | **822** | 4868 110 | Proj - Audio Access System | Council | 6015di | May-26 | £ 817.52 | | **£ 818** | £ 7,175 | | | | **£ 7,993** | 100% | | | | | Funding from EMR314 at £7,175 with remaining from CPF |
| | **823** | 4869 110 | Proj - Room 1 Refurbishment | Business | 1634c | May-26 | £ 14,163 | | **£ 14,163** | | £ 14,163 | **£ 0.23** | | **£ 0** | 0% | | | | | **PROJECT CLOSED June 26** |
| | **824** | 4870 110 | Proj - Rufus External Lighting | Business | 6060ci | Aug-26 | £ 7,720 | | **£ 7,720** | | | | | **£ 7,720** | 100% | | | | | |
| | **825** | 4871 110 | Proj - Hub Feasibility Study | Business | 6060cii | Aug-26 | £ 4,244 | | **£ 4,244** | | | | | **£ 4,244** | 100% | | | | | |
| | | | | | | | | | | | | | | | | | | | | |