



## FLITWICK TOWN COUNCIL

### **DRAFT Minutes of the Flitwick Town Council meeting held on Tuesday 16<sup>th</sup> July 2024 at the Rufus Centre at 7:45pm**

Present:

Cllr J Roberts (Chairman)  
Cllr A Snape  
Cllr M Platt  
Cllr C Thompson  
Cllr T Parsons  
Cllr D Toinko  
Cllr C Copelston  
Cllr R Wilsmore  
Cllr S Livens  
Cllr I Blazeby  
Cllr F Patterson  
Cllr T Connell  
Cllr T Harald

Also present:

Cllr I Adams – Central Beds Council (CBC) Ward Member  
Stacie Lockey – Town Clerk & Chief Executive  
Stephanie Stanley – Deputy Town Clerk & RFO  
Susan Eldred – Community Services & Amenities Manager  
Mathew Earles – Business & Facilities Manager  
Sue Quinn – Community Services Officer (virtual)

#### **5670. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllr Gleave (unwell) and Cllr Earles & Hodges (holiday).

#### **5671. 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 – Cllr Livens declared an interest in agenda item 12A – Community Services Events & Activities Review (Lunch Club discussion).

#### **5672. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor had attended the following events:

- Sea Cadets Parade
- Respite at Home Event – Silver Anniversary (25<sup>th</sup> Birthday) Celebration
- The Bedfordshire Games – Supporting Opportunities for Teenagers and Adults with Learning Difficulties

## 5673. LEADER UPDATE

Cllr Snape reported the following:

- He had contacted Blake Stephenson, the new MP for Mid Bedfordshire, and congratulated him on winning the election. The MP was keen to meet the Council, and it was suggested that he attend the September meeting. Cllr Snape would meet with him beforehand to brief him on the council's business.
- The Police & Crime Commissioner had approached Cllr Snape as he wanted to engage with the Council. The Town Clerk would contact the PCC about a suitable meeting to attend.

*Action: Town Clerk*

- Joint Committee - There had been discussions with Ward Members, the Deputy Mayor, and the Deputy Leader about reintroducing Joint Committee meetings since this group had not met in 18 months, which was frustrating. This would now be progressed as there were a lot of collaboration points for FTC and CBC to focus on including the 3 Station Road refurbishment project and the wider town centre enhancement discussion, Section 106 contributions and having a better dialogue between the two Councils in general.
- Downsizer Land - Cllr Snape asked for an update from CBC on the 'downsizer' land (adjacent to the over-55s accommodation) in Steppingley Road, which had been discussed in August 2023.
- Street Cleaning Operative - work had been going on in the background between Ward Members, Cllr Snape, and CBC Officers, but the specification/task list and its locations were still unknown. Some of the tasks associated with this role were daily. Cllr Snape thanked Cllr Blazeby for his work on this.
- Flitwick Community Fridge - Cllr Snape wanted to acknowledge the Community Services Team's hard work in distributing washing powder to families in the town. An agreement had been made for the work to be done on the room in the Rufus Centre (behind the Stocksfield Room) to be reconfigured into a storeroom for the fridge project. The initiative was now supplying produce to Clophill and Toddington.
- Proud AF - The group acknowledged that posts on social media groups were met with transphobic comments constituting hate speech. This situation keeps happening, and Proud AF was discussing how to deal with it. There were two trans members, and seeing the impact these comments were having was detrimental. He asked for kindness and reassured Members that the posts made on social media by Proud AF were not political.
- Flitwick Village Hall Management Committee (VHMC)—Cllr Snape and Cllr Thompson met with the VHMC's Chair and Treasurer. The VHMC was open to collaborating with FTC on fundraising to rebuild the hall. Cllr Snape reminded Members that the Council were Guardian Trustees, and the solicitors still had some outstanding questions about what this entailed. It was suggested that both parties sign a Memorandum of Understanding to formalise the relationship and define how the VHMC and FTC would work together.

## 5674. REPORTS FROM WARD MEMBERS

Cllr Adams had asked about the 'downsizer land' at Steppingley Road as it was a CBC Executive decision that this would be widely marketed, but this had not happened. The

answer given to date had been that CBC 'were not ready yet', but Cllr Adams felt that the people of Flitwick had a right to know.

Cllr Blazeby asked about the delay with the senior living facility build contract. Cllr Adams reported that it was not likely to end until the beginning of next year.

The Town Mayor noticed the upcoming 'highways walkabout' meeting and wondered if Ward Members could highlight the issues in the Avenue. Cllr Adams stated that this road was on the list to visit, along with Hatfield Road, Windmill Road, and other locations. There was a consultation due in October for Kendall Drive around closing the road for school drop-off and pick-up times. Cllr Toinko asked if this could be considered for Kingsmoor Lower School but was informed by Cllr Adams that this location was more problematic since there were more roads surrounding the school and Kingsmoor Close was not big enough.

Cllr Snape asked the Town Clerk to forward Members the response from CBC regarding parking enforcement. Cllr Adams agreed to raise this issue at the walkabout session.

*Action: Town Clerk*

Cllr Blazeby asked if the walkabout could include Chapel Road since hedges had overgrown on top of the road signs. There was also an increasing amount of traffic going up the one-way system. Cllr Adams said that the walkabout meeting would include Chapel Road.

Cllr Parsons asked what CBC planned to do with the unused land beside the train station site. There used to be a bungalow there before it was demolished as part of the station regeneration scheme. Cllr Adams mentioned that this area had originally been earmarked for access to the station, but he agreed to ask CBC Officers for the latest information.

**5675. PUBLIC OPEN SESSION**

No items.

**5676. INVITED SPEAKER**

No invited speaker.

*Cllr Adams left the meeting at 20:04.*

**5677. MEMBERS QUESTIONS**

No questions.

**5678. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 18<sup>th</sup> June**, this meeting was held at the Rufus Centre.

Cllr Toinko commented that Maahwish Mirza was not attending in her official capacity and should be recorded as a member of public.

It was **resolved** to adopt the minutes of the Town Council meeting held on **Tuesday 18<sup>th</sup> June 2024** as an accurate record with one amendment: to edit the attendance listing as above.

- b. For Members to receive and consider resolutions and recommendations of the **Community Services Committee** meeting, held on **Tuesday 2<sup>nd</sup> July 2024**, this meeting was held at The Rufus Centre.

*Members considered the recommendations under item 12a.*

Members noted the resolutions of the Community Services Committee held on **Tuesday 2<sup>nd</sup> July 2024**.

- c. For Members to approve the minutes of the Extra Ordinary Town Council Meeting held, on **Tuesday 9<sup>th</sup> July 2024**, this meeting was held at the Rufus Centre.

Cllr Connell commented that she had given apologies for this meeting.

It was **resolved** to adopt the minutes of the Extra Ordinary Town Council meeting held on **Tuesday 9<sup>th</sup> July 2024** as an accurate record with one amendment: record Cllr Connell's apologies.

**5679. MATTERS ARISING**

- a. There were no matters arising.
- b. There were no updates from Officers.

**5680. OUTSIDE BODIES**

There were no items.

**5681. ITEMS FOR CONSIDERATION**

a. **Community/Civic Events**

(i) **Community Services Events & Activities Review**

Cllr Thompson stated that there had been discussions about reviewing the community events and activities offered by the Council. The Community Services & Amenities Manager (CSAM) had been asked to look at the portfolio holistically and incorporate social value as well as financial viability. There was an understanding that community services were not designed to make a profit. Cllr Thompson stated that Officers had robustly and thoroughly reviewed the services which had been discussed at the Community Services Committee meeting. A list of proposals was circulated for Members to discuss.

A further review of the Lunch Club was required, and the CSAM gave a verbal update. Officers had researched other local 'Lunch Clubs' and approached venues to see if they would be interested in taking this service on. Seven venues had been approached, and there had been 6 responses. One venue already delivered the service, and another venue offered a senior citizen lunch seven days a week. The other venues were not interested.

Cllr Thompson mentioned that the Council did not want to duplicate a service already offered elsewhere.

Cllr Snape asked if the Business & Facilities Manager (BFM) intended to take on the Tea Dances. The BFM explained that the team was exploring this option but that, in its current form, the Tea Dances were not financially viable. Officers would ask Tea Dance users if they wished to take this on themselves as 'their event'. Cllr Thompson re-enforced that the Community Services Committee did not want to continue the activity in their events programme.

It was **resolved** to accept the recommendations circulated as listed:

- Reduce the Friday Market visits to four a year in line with the Big Knit
- Stop delivering the Information Drop-in Sessions
- Reallocate the Job Club to a drop-in session at the Rufus Centre on specific days/times
- Stop delivering the Tea Dances as a community event but offer it to the Rufus Centre team as a commercial event
- Remove the Painting Circle from the programme and offer the group the opportunity to run it themselves as a drop-in session.
- Remove the Over 60s Christmas Lunch from the events calendar immediately.

### Lunch Club

Members discussed Lunch Club in detail and asked if the venues contacted as part of the research activity had provided the costs of the meals. The CSAM stated that one venue had quoted £5.99 for the meal, but she was unsure about the cost of the Ampthill activity.

Cllr Snape asked about how the Lunch Club cancellation would be communicated. The Town Clerk mentioned that the number of attendees had drastically dropped. Today, there were only 15 people, whereas two months ago, 50 people were attending. It was agreed that the August Lunch Club would go ahead, and Officers would announce at this one that the service was stopping as of September.

Cllr Livens commented that the menu was too ambitious for the clientele.

The BFM stated that the dropping numbers made Lunch Club more viable because it could be held in a smaller room.

Cllr Copelstone questioned if users of Lunch Club had been asked if they were accessing other Lunch Clubs. The CSAM mentioned that many attendees were users of the Rendezvous Café. Cllr Copelstone asked if users would be signposted to alternative services, and she was advised that this would happen.

Cllr Connell asked if the venue open seven days a week was local, and she was informed that it is in Flitwick.

Cllr Thompson stated that there was much discussion around the set-up times, attendance numbers, and whether it was fulfilling social value outcomes compared to other activities. Transport had not been provided for some time so users of Lunch Club were able to get to the Rufus Centre themselves, rather than providing a service for those who were more isolated, which was an original aim. Cllr Thompson added that in light of what the review had shown, Lunch Club was making a loss and the social return was lower. She mentioned that users of Lunch Club liked the event but it was viewed as a 'nicety' rather than a vital service.

It was **resolved** to stop Lunch Club from September 2024 onwards.

### **(ii) Community/Civic Events**

The Town Mayor read aloud the discussion points listed on the agenda.

Cllr Snape commented that the civic events were covered in the agreed Civic Protocol and that the Town Mayor was entitled to use the Rufus Centre free of charge. The Civic Reception event was not covered, but Cllr Snape's view was that this event came under the remit of FTC with a room full of residents and volunteers, so the event should be done at cost. He added that everything else was an Officer's decision.

Cllr Thompson commented that it was important for everyone to think along the same lines, whether that is agreeing that things are charged at cost and agreeing on a maximum number of events to use this process or showing it on a profit-and-loss exercise based on the acceptance that some events made a loss.

Cllr Blazeby referred to the two initial discussion points from the agenda:

- *Catering cross charges for community and civic events (this is currently charged with a 65% mark up)*
- *Internal room hire charges – currently taken into account when the Community Team complete a profit and loss exercise for events/activities*

Cllr Blazeby was not sure why these were listed on the agenda as discussion points, mentioning that they related to equivalent profit and loss. He added that it was the Council's decision on what events to put on and how these were funded; otherwise, two different benchmarks were being used.

The Town Clerk stated that these were not proposals and had just been listed to guide the conversation. She mentioned that when the CSAM inputs are figured into a P&L, some events/activities look particularly costly, whereas when room hire is removed, and food is taken at cost price, it would balance out.

Cllr Thompson mentioned that everyone was comfortable with the room hire charges but catering was more of an issue. An example was given for the Proud AF Reception in February, where there was lots of conflicting information on what could be purchased.

Cllr Blazeby stated that the Council needed to decide whether to take the hit or if it is recorded on P&Ls. He mentioned the opportunity costs.

The BFM explained that the P&Ls were a benchmark as it was difficult to pin down all costs.

Some members commented that it might be proactive for officers to bring any contentious event suggestions or events that cause concern for a member's decision. The Town Clerk commented that the biggest concern/confusion came from Lunch Club, but this was not continuing. She added that for anything else unclear, Officers would itemise this on a meeting agenda for Members to consider. Cllr Snape wanted to enable Officers to make decisions.

Cllr Snape commented that a balance was needed as some community events were also commercially successful, for example, the first Drag Night, which had a profit of £2,600. He mentioned that for other events, there is no profit, but there are social value outcomes. He wanted flexibility and felt that the Business Board should look at charges.

The Chairman explained that these matters needed to be worked through but that specific issues should come back to the members for debate.

## **b. Scheme of Delegation Review – Finance & General Purposes & Community Services**

### **(i) Members were asked to consider the proposed changes to the delegation scheme**

Cllr Parsons explained that the Finance Scrutiny Working Group had a good impact, and it would be useful to make finance a Standing Committee of the Council. Cllr Snape supported this, highlighting that the Working Group had added a lot of value, but the Council needed to be cognisant of the overall financial position, especially with the large-scale projects, and manage matters carefully.



It was **resolved** that the changes circulated for the revised Scheme of Delegations be accepted and a Finance & General Purposes Committee be created.

**(ii) Members were asked to consider the circulated Terms of Reference for the Finance & General Purposes Committee.**

It was **resolved** to accept the circulated Terms of Reference for the Finance & General Purposes Committee.

*The Community Services Officer joined the meeting at 20:33 (via Teams).*

**(iii) Members were asked to consider the circulated report relating to meeting schedules for the Finance & General Purposes Committee**

It was **resolved** to progress with Option 4 presented in the report – to adopt a flexible approach to considering financial reports/the financial impact of major projects and schedule 4 Finance & General Purposes meetings for each Civic Year around the governance and annual requirements for the accounts.

**c. Re-Appointment of Internal Auditor 2024-25**

The RFO advised Members that appointing an internal auditor was an annual requirement and recommended continuing with Auditing Solutions Ltd.

It was **resolved** to re-appoint Auditing Solutions as the internal auditors for 2024/25.

**d. Social Value**

The Town Clerk advised that the Community Services Officer (CSO) had a good knowledge of social value, which the Council had not previously quantified appropriately for its activities. The Senior Management Team and Chairmen of Committees received training from the CSO and found it useful. It was agreed to present a report for the Council to consider if Members wanted to adopt this process moving forward. There was a cost implication, and the CSO joined the meeting to answer any questions.

Cllr Blazeby advised that it was important to consider adopting a process that allowed the Council to measure social value.

Cllr Thompson stated that incorporating the social value model for each Council activity would take time as there were many elements to follow to do this properly. She added that it would be good to formalise social value for Council operations, but she wanted to manage Members' expectations that it would take a while for the Officers to get this set up.

The Town Clerk advised that the Council could include social value in its year-end accounts if the social value recommendations were adopted at the meeting.

Cllr Snape supported progressing with social value and incorporating a social return on investment into the Council's strategy. He believed this social value tool would help the Council achieve this. He felt that the Council needed to research the community a bit more and intended to pick this up with the Town Clerk after the holiday season. Cllr Snape added that there were some 'big ticket projects', for example, the Community Fridge, where the social value assessment was vast.

Cllr Parsons commented that this was a good initiative and requested training for other Members. The CSAM agreed that this would be possible.

*Action: CSAM*

Cllr Toinko believed this was a fantastic approach but questioned the £800 joining fee for Social Value UK. The CSO explained that joining Social Value UK would enable the Council to be accredited and validate the social value impact externally. She added that this was optional.

Cllr Toinko asked how much the Council had paid for the training sessions, and he was informed that they were free of charge as the CSO had delivered them as part of her role.

The CSO advised the following:

- Salford City Council were a leader in social value if Members wanted to research it
- The social value could be mapped
- If the Council had an accredited level of social value, this could be inserted into tenders

Cllr Blazeby suggested doing some background work before joining Social Value UK since Officers had a significant task to undertake before implementing the process. Cllr Thompson agreed and stated that while social value had always been important to the Council, this was not formalised, and the strategy must be created first. She felt the accreditation was the logical next step once the background work had been completed. Cllr Blazeby added that if other members wanted to do the training, they would be fully informed before deciding on the next steps.

It was **resolved** to adopt the 'social return on investment' process for all community events and activities.

*Action: Community Services Team*

**e. Flitwick Village Hall Management Committee Representative**

**i) Following the resignation as the representative on the FVHMC from Cllr Blazeby, Members were asked to consider electing a new representative**

The Chairman advised Members that Cllr Blazeby had resigned as the Flitwick Village Hall Management Committee Representative and thanked him for this work.

It was **resolved** to appoint Cllr Thompson as the Flitwick Village Hall Management Committee representative.

**ii) To receive an update from the Leader and Cllr Thompson**

The Leader of the Council commented that a Memorandum of Understanding with the VHMC was required. Legal advice was being sought on what Guardian Trusteeship meant; however, the Town Clerk advised that due to the Deed of Trust being so old, firm advice would be required from a barrister to understand the Council's role as Guardian Trustees fully.

Members were keen for Cllr Thompson to progress with the Memorandum of Understanding.

**f. Flags**

Cllr Snape introduced this item, mentioning that during June (Pride month), there had been some extreme comments made on social media. While social media should not lead the Council, Cllr Snape was keen to discuss that there had been several written complaints received by the Council from residents unhappy that the Union Jack flag had not been flown at the Rufus Centre for D-Day. He added that on two occasions, staff had been approached. Cllr Snape stated that there were three options:



1. Do nothing and continue with the Council's flag policy
2. Look at putting the Union Jack flag up – the Rufus Centre was a public building
3. Remove the flagpole

Cllr Snape stated that the Council did not need to make a resolution but was interested in Members' views on this matter considering the current political climate.

Cllr Patterson mentioned that he had read the online comments and would not defend obscene comments. He added that it would be wrong to ignore a national conversation that was far from being resolved and highlighted that it was highly controversial for many people. Cllr Patterson felt that there would always be disagreements, but after looking at the flag policy, he thought it was interesting that FTC flew the Pride flag for a month and the St George's flag for one day. From the options presented, Cllr Patterson would choose to fly the national flag all year round or for a longer period alongside flags for other national occasions, which is what happened elsewhere.

Cllr Harald asked if there was a requirement for the flagpole. The Town Clerk referred to the flag policy, which included a list, and within that, there were instances where flags were to be flown for Remembrance, the King's Coronation, etc. She mentioned that as a local authority, the Council were obliged to fly the Union Jack flag on these occasions as the Rufus Centre was a government building. The Town Clerk did not feel the third option was possible.

Cllr Thompson stated that she was disappointed to see this item on the agenda since the Council's flags policy was due to be renewed in May 2025. She did not feel that the policy should be amended because of a few online comments and noted that no formal advice had been given to change the agreed policy.

Cllr Blazeby asked why this item was on the Council agenda if the Community Services Chairman had not requested it. He agreed with Cllr Thompson and did not think it needed to be reviewed. Cllr Snape stated that he had asked for this to be a discussion point at the meeting as the Full Council previously adopted it. The Chairman accepted Cllr Snape's points and thought it would be useful to have the discussion, particularly since it was affecting Officers. Cllr Thompson stated that she predicted the comments would cease now that June (Pride month) had passed.

Cllr Wilsmore asked where it was written about flying flags from government buildings. The Town Clerk agreed to report back with information on this.

*Action: Town Clerk*

Cllr Toinko asked what legislation required the Council to fly the Union Jack flag. He suspected it was different at the Unitary Authority level but not a requirement for a town or parish Council. He stated that the Rufus Centre was not a Town Hall; it was not a government building but an office and event hire facility with a café, which the Council operated to generate a surplus. He mentioned the benefits of the Council for local organisations with buildings on FTC land, and these organisations commemorated the royal dates. He said the commemorative events happen in the town centre and not on the outskirts of town, where the Rufus Centre was. Cllr Toinko thought that the comments online were not about the flagpole but instead, it was about the Council's visible support for Pride. Cllr Toinko stated that if people were patriotic, then they could have a national flag, and that was fine, but he believed some people used the flag as a banner to motivate hate speech and acted to divide people, which was something he was insulted by. Cllr Toinko went on to say that he wanted to keep the staff safe, and he reminded Members of the Officer time it takes to put up and take down flags at dawn and dusk. He believed the Council should remove the flagpole and put the Pride flag up in the café or display a banner instead.

Cllr Wilsmore largely agreed with Cllr Toinko and believed people were being 'pushed along' to fly flags to show support. He mentioned the impact of the weather on flying flags and stated that D-Day was not an official celebration. Cllr Wilsmore commented that the comments come from a position of ignorance and the 'ashamed' comment made in one complaint was absurd.

Cllr Parsons asked Members to consider the community's backlash if the flagpole was removed immediately and suggested reviewing the policy in May to better address this. He asked Officers to remain committed to flying the necessary flags between now and May.

The Town Clerk advised that she did not state that the flags needed to be flown to follow legislation and mentioned that there was an obligation to fly certain flags if there was a flagpole. It was agreed for the Town Clerk to investigate the requirements further.

*Action: Town Clerk*

**g. Projects Fund**

i) Members noted the project fund summary document.

**Community Services Committee**

**(i) Road Closure Training**

Cllr Thompson gave some background to the item. The training would enable Council staff to manage road closures, which Central Bedfordshire Council was no longer providing. The fund would also be used to purchase necessary signage.

Cllr Blazeby suggested contacting other local Councils to see if they would be interested in attending the training, which would help to fund the overall cost.

*Action: CSAM*

It was **resolved** that £1,453.13 from the Central Projects Fund be allocated for Road Closure Training.

**(ii) UKSPF Community Grant Match Funding**

Members considered the recommendation from the Community Services Committee to match fund the UKSPF Community Grant proposal for an extension to the skatepark.

Cllr Thompson stated that the match funding required was slightly more than what was originally discussed at Community Services meeting. The actual amount being requested from the Central Projects Fund was £9,600.

It was **resolved** that £9,600 from the Central Projects Fund be allocated as match funding for the UKSPF Community Grant application for the extension of Flitwick Skatepark.

**5682. ITEMS FOR INFORMATION**

**a. Finance Reports**

Members noted the finance reports.

**b. 3 Station Road**

The Deputy Town Clerk advised that the planning application was due to be submitted by the end of the week and an onsite meeting would take place on Wednesday to discuss marketing the site.

**c. Councillor Attendance Record**

Cllr Wilsmore commented that he was not listed on the record. The Deputy Town Clerk advised that there must have been an administrative error, as his name was on the document when it was checked. The document would be amended before publishing.

*Action: Admin Team*

**5683. PUBLIC OPEN SESSION**

No items.

**5684. EXEMPT ITEMS**

No items.

The meeting closed at 21:18.

**Recommendations and resolutions of the  
Community Services Committee 3<sup>rd</sup> September 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 3<sup>rd</sup> September 2024

**1126. MINUTES**

- a. It was **RESOLVED** to accept the Community Services Minutes held on Tuesday 2<sup>nd</sup> July with no amendments.

**1127. ITEMS FOR CONSIDERATION**

a. **Park Run – Hinksley**

It was **RESOLVED** to approve a weekly junior park run on Hinksley Playing Field, free of charge to be reviewed in six months' time.

b. **Millennium Park Path**

It was **RECOMMENDED** to allocate £4611.25 from the project fund and award Quote two, to construct 25m x 1.8 m of tarmac. This including, excavation to sub formation and consolidation, installing Tiber edges, placing / compacting 100mm of type 1 stone to formation level and laying 60mm of a 20mm binder and 20mm of a 6mm surface.

c. **Family Fun Day Review**

It was **RESOLVED** to reduce the event running time to between 12 noon and 7pm, with a free funfair and stalls for the same duration. To have two films and live music for approximately 3 hrs., in-between the film showings. Offer including free popcorn and soft play with a food court. This in subject to the budget being confirmed for £21,250 for 2025-2026.

d. **Public Art**

It was **RESOLVED** to approve the proposal for the installation of musical instruments at Hinksley Playing Fields at the total cost of £34,660 though the application for 106 funds.

e. **Activity Donation**

It was **RESOLVED** to offer three swim sessions with food offer designated as SEN, HAFF and General utilizing the funding offered by Waitrose and Flitwick Club

**f. Station Road Allotment Fencing**

It was **RESOLVED** to accept Quote two at a cost of £4500 plus VAT from the allotments EMR fund, to include all labor and materials required.

**g. Nature Park – Management Plan**

It was **RESOLVED** to accept Quote two at a cost of £1500 to be funded from the Trees for Climate Scheme.

**h. Proud Ampthill & Flitwick**

It was **RECOMMENDED** to request a budget of £1500 for the next three years for Proud Ampthill and Flitwick, to continue to support inclusivity.

**Recommendations and resolutions of the  
Business Improvements & Development Board Committee 10<sup>th</sup> September 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the  
**RECOMMENDATIONS** of the BI&DB Committee 10<sup>th</sup> September 2024

**1560. MINUTES**

It was **resolved** to adopt the minutes of the Business Improvement & Development Board meeting held on **Tuesday 30<sup>th</sup> July 2024** as an accurate record.

**1562. ITEMS FOR CONSIDERATION**

**a. Branding Project**

It was **RESOLVED** to approve the revised designs subject to Officers working with the agency on the factual information relating to each template.



**Recommendations and resolutions of the  
Business Improvements & Development Board Committee 30<sup>th</sup> July 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the BI&DB Committee 30<sup>th</sup> July 2024

**1548. MINUTES**

It was **resolved** to adopt the minutes of the Business Improvement & Development Board meeting held on Tuesday 28<sup>th</sup> May 2024 as an accurate record.

**1550. ITEMS FOR CONSIDERATION**

**a. Policies**

It was **resolved** to adopt the policy with the following amendments:

1. Ejection Procedure - 'staff will do their best to ensure the person/s is accompanied home'
2. Licensing – list that the licence is in the Council's name.

**b. CCTV**

It was **recommended** to replace the existing CCTV system using contractor A at a cost of £8,521.00, funded via the projects fund.

**1553. EXEMPT ITEMS**

**c. Potential Projects Discussion**

It was **resolved** to allocate the external store cupboard to SHARE with a license to occupancy agreement for two years. SHARE would also be responsible to covering the electricity costs

**g. Dance Studio**

It was **resolved** to send a letter solicitors letters to the tenant.



## FLITWICK TOWN COUNCIL

### Report to Town Council 17.09.24 Burial Options

#### Background

At the March 2024 Town Council meeting, Members discussed the burial provision in Flitwick. The Town Mayor drafted a statement detailing the Council's current position, which was subsequently published on 9<sup>th</sup> April 2024.

It was agreed for the Town Clerk to investigate all possible options that were available to the Town Council and report back to a future meeting.

A query was raised regarding the legislation which states that the unitary authority (CBC) could not provide a burial ground. The Town Council is a member of the Institute of Cemetery and Crematorium Management (ICCM), and they have provided the following response to this query;

*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.*

#### Introduction

Listed below are 4 options available to the Council;

##### Option 1

Sourcing Land - this could be done in the following ways;

1. Entering discussions with CBC to help identify suitable land within Flitwick for a burial ground and potentially working together to facilitate a joint burial ground.
2. Asking landowners to come forward who may have suitable land for sale in Flitwick.

##### Option 2

Offering Flitwick residents a subsidy of their burial fees in adjacent parishes.

The National Association of Local Council's (NALC) legal team has advised the following;

*There is nothing to prohibit the Town Council from assisting with burial fees. This could be done in a number of ways.*

*The Town Council could set up a fund to cover the additional cost of out of town burials and allow residents to claim a subsidy for any additional fees that they incur. There could be some significant administration in such a scheme depending on the number of burials involved. If the Town Council should lose GPC at any point this scheme could be continued under section 137 of the Local Government Act 1972 as the fund would not benefit an individual but all residents arranging an out of town burial.*

*Alternatively, if the residents that cannot be buried in Flitwick are all being buried in the same adjacent parish, then the Town Council could reach an agreement with that adjacent parish to*

contribute to its burial ground costs under section 214(6) of the Local Government Act 1972 in return for Flitwick residents receiving the same terms as residents of that parish. This would have the advantage of being administratively easier than making payments for individual burials although an estimate would need to be made of the number of out of town burials. This could also be done for a non-parish cemetery if appropriate.

There is, of course, the power under section 214(2) of the 1972 Act for the Town Council to provide a cemetery outside the town boundary but I assume that it has already considered that as an option.

The below table gives examples of fees in neighbouring parishes for non-residents and what the costs difference is.

### **BURIALS**

<b>Parish</b>	<b>Exclusive Right Fee</b> <i>FTC - £344.40</i>	<b>Interment Fee</b> <i>FTC - £444.15</i>	<b>Cost difference to FTC</b>
Ampthill	£824	£824	£859.45
Barton Le Clay	£1,750	£1,750	£2,711.45
Flitton & Greenfield	£800	£1,000	£1,011.45

### **ASHES**

<b>Parish</b>	<b>Exclusive Right Fee</b> <i>FTC - £25.20</i>	<b>Interment Fee</b> <i>FTC - £172.20</i>	<b>Cost difference to FTC</b>
Ampthill	£100	£400	£302.60
Barton Le Clay	£1,150	£1,150	£2,102.60
Flitton & Greenfield	£400	£420	£622.60

### **Option 3**

At the Council meeting, the Bishops Stortford Cemetery Act 2024 was discussed, and the question was raised whether the Town Council could undertake a similar process.

The Town Clerk has received the following advice from the ICCM;

*This is the first private Bill undertaken by a local authority. The existing reuse legislation only applies to London local authorities.*

*The purpose of this Bill is to authorise Bishop's Stortford Town Council ("the parish council"), which is the burial authority for Bishops' Stortford New Cemetery and Old Cemetery to extinguish rights of burial in grave spaces, and to disturb and reinter human remains in graves in order to increase the space for further interments in such graves, as well as to provide the parish council with powers to use appropriately or remove altogether from the cemetery any memorials on such graves. The link to the act [Bishop's Stortford Cemetery Act 2024](#).*

*It is quite costly to do this, we are hoping the Law Commission will address reuse legislation in their review but this will take several years if it does become law.*

This option could be investigated further, but it appears to be a costly exercise, and therefore, Officers would have to seek professional guidance to proceed.

#### Option 4

The Amenities Officer and Public Realm Supervisor met with the gravedigger on-site recently to discuss a burial. Whilst there, they walked the site to gauge the current space left, which is approximately 10 spaces (based on an average year, is 1 year's capacity).

The grave digger suggested slightly reducing the turning circle, which would enable approximately an additional 10 burial spaces. This would require an external contract to carry out work to break down the concrete and replace it with topsoil/grass seed.

#### **Recommendation**

1. Members are to consider the options above and make a decision on progressing any of them further.

Stacie Lockey  
**Town Clerk & Chief Executive**

**FTC Projects Review 2024-25**

Last Updated: **31 August 2024**

	Roll Over Balance (24/25 only)	£	119,335	
	Previous Year's Committee Spend (24/25 only)	£	12,903	
(315)	Central Project Fund Opening Balance	£	<b>106,432</b>	
1176/110	<b>PLUS 2024/25: Agreed CPF Precept Funding</b>	£	55,675	(1st Instal £27,837.50 rec'd April 24 & 2nd instal £27,837.50 to be received Oct 24)
800s	<b>LESS: 24/25 Projects Opening Balance</b>	£	60,446	
	<b>LESS Projects Overspend</b>	£	1,715	
	<b>PLUS Projects Underspend</b>	£	237	
(315)	Central Project Fund YTD Funds Available	£	<b>100,184</b>	Working balance (315) less 2nd precept instal (Oct)= £72,346

Accepted Project budget variance at 5%.

All projects now managed through individual EMRs with budgets drawn from CPF

	PROJECT Details					Project Details								24/25 FUNDING Details			Comments			
	Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	24/25 Opening Project Balance	GRANT Received	24/25 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD	TOTAL Approved Grants/ Funding	24/25 Actual Funds Received		Grants/ Funding Budget Remaining		
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 8,100			£ 4,077	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.	
	801	4819 110	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -	£ -			£ 722	41%				Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.	
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ -			£ 3,800	100%					
	803	4837 110	Proj - Rural Match Fund Benches	Community	5226e	Mar-22	£ 2,000	£ -	£ 2,000	£ -	£ -			£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC	
	804	4849 110	Proj - Lockyer Suite Works	Business	5565g ii	Dec-23	£ 48,655	£ 48,131	£ 524	£ -	£ 2,239	£ 1,715			£ -	0%				Overspend is within accepted 5% tolerance. PROJECT CLOSED June 24
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645		£ 155	£ -	0%					PROJECT CLOSED August 24
	806	4852 110	Proj - Office Room 28 Refurb	Business	5608j	Mar-24	£ 3,370	£ -	£ 3,370	£ -	£ 3,370			£ -	0%					PROJECT CLOSED June 24
	807	4850 110	Proj - Replacement Windows	Business	5608L	Mar-24	£ 3,560	£ -	£ 3,560	£ -	£ 3,560			£ -	0%					PROJECT CLOSED July 24
NEW Projects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 10,861			£ 12,812	54%					
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ 15,627			£ 500	3%					
	810	4855 110	Proj - Stocksfield Refurb	Business	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 8,150	£ 9,941			£ 709	28%	£ 8,150	£ 8,150	£ -	£1,650 from TM Charities via Ward Councillors - received £6,500 Hubub Grant Funding - received	
	811	4856 110	Proj - Café IT Station	Business	5661gii2	Jun-24	£ 2,621		£ 2,621	£ -	£ 2,539		£ 82	£ -	0%					PROJECT CLOSED August 24
	812	4857 110	Proj - Café Dishwasher	Business	5661gii1	Jun-24	£ 4,472		£ 4,472	£ -	£ 4,472			£ -	0%					PROJECT CLOSED July 24
	813	4858 110	Proj - Road Closure Signage	Community	5681gi	Jul-24	£ 1,453		£ 1,453	£ -	£ -			£ 1,453	100%					
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600		£ 9,600	£ -	£ -			£ 9,600	100%					To be match funded with UKSPF Community Grant

£ 60,446

£ 1,715 £ 237



## FLITWICK TOWN COUNCIL RISK MANAGEMENT SCHEME

### Introduction

This document sets out the framework on which risk management processes at Flitwick Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

### Risk Management

Risk – *‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.*

Risk Management – *‘Process which aims to help organisations understand, evaluate and take action on all their risks to increase the probability of success and reduce the likelihood of failure.’* [Institute of Risk Management (IRM)]

Risk management is essential to good management and applies to all aspects of the Council’s business.

Under the Accounts and Audit (England) Regulations 2015 s.3, there is an audit requirement to establish and maintain a systematic strategy, framework, and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the internal control and risk management system will be included in the Annual Statement of Accounts and summarised in the Council’s ~~Business Plan~~ [Corporate Strategy](#).

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.



## **Risks Types**

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

**Risk Prioritisation** – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

**Risk Control** – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists;

**Risk Register** –Details on the impact and likelihood matrix are included below. ~~A summary is carried forward into the annual Business Plan.~~ A summary is included in the Council's Corporate Strategy, and the Senior Management Team reviews risks as and when relevant for project planning, etc.

**Risk Monitoring** – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### **Roles and Responsibilities -**

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include the approval of the Risk Management ~~Strategy~~ Scheme;

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

**Role of Internal Audit** – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

**Training** – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

**Risk Assessment and Management (Financial & Business) for the Period ~~1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021~~ **1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2025****  
**L (Low) M (Medium) H (High)**

**Financial: Income**

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Precept	Not Submitted	L	H	Full TC Minute	Diary	Annual	Town Clerk
	Not Paid by District Council	L	H	Check and Report	Diary/Bank Statement	6 monthly	Town Clerk
	Adequacy of Precept	H	H	Monthly Review of budget to actual	9 6-month budget review	Ongoing	RFO/ Council
Charges Recreation	Cash Banking	H	M	Separate duties of person receiving money and person banking	Reconciliation	Monthly	RFO
Charges Cemetery	Plot Allocation Receipt of fees	M M	M M	Update of Burial Register Check with documentation		Ongoing Ongoing	Community Services & Amenities Manager/RFO
Charges Allotments	Rental Invoices Cash Handling Cash Banking	L L L	M M M	Register to invoice Issue of Receipt Segregation of duties	Reconciliation	Annual	Community Services & Amenities Manager/RFO
Investment Income	Surplus funds	L	M	Review annually at year end		Annual	Council/RFO
Cafe	Cash Banking	M	M	Monies received - Checked against banking		Weekly	RFO
Rufus Centre	Income from tenants	L	M	Check and Report	Advance advertising	Ongoing	RFO/Business & Facilities Manager

## Financial: Expenditure

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Salaries	Wrong salary paid Wrong hours paid Wrong Rate of pay Wrong deductions – NI/Tax	M M M M	L L L M	Check with input, minute approval Check with input Check with input and minute approval Check to PAYE calculations	Staff Check	On review	RFO
Direct Costs and Overhead expenses	Goods not supplied Invoice incorrectly calculated Cheques payable to wrong party	M M M	M L M	Order system Check arithmetic Invoice initialed by signatories	Approval check App. Check	Monthly Monthly	Town Clerk RFO Councillor signatories
Grants	Power to Pay Agreement of Council to pay Cheques	L L L	L L L	Minute power Minute Signatory signed ( )			Council/Town Clerk
Election Costs	Invoice at agreed rate	L	L	Accrue annually	Budget review	Annual	Council
Vat irrecoverable	Vat Analysis	M	L	All items in cash book	Verify	Quarterly	RFO
Reserves General	Adequacy	L	M	Consider at budget setting  For FY 204-25 impact of 3 Station Road refurbishment project	Accountants opinion Finance Committee Check	Annual Quarterly	Council/RFO

<b>Reserves Earmarked</b>	<b>Adequacy</b>	<b>L</b>	<b>M</b>	<b>Consider at budget setting and year end</b> <b>Consider when agreeing new projects</b>	<b>Accountants opinion</b> <b>Finance Committee Check</b>	<b>Annual</b> <b>As and when projects agreed</b>	<b>Council</b> <b>Council</b>
<b>Assets</b>	<b>Loss, damage etc.</b> <b>Risk to third party</b>	<b>M</b> <b>M</b>	<b>H</b> <b>M</b>	<b>Regular inspections, update insurance and register</b> <b>Review adequacy of public liability insurance</b>	<b>Diary</b>	<b>Annual</b>	<b>Town Clerk/RFO/ Council</b>
<b>Staff</b>	<b>Loss of key personnel</b> <b>Fraud by staff</b>	<b>M</b> <b>L</b>	<b>H</b> <b>L</b>	<b>Hours, health, stress etc.</b> <b>Fidelity guarantee insurance</b>	<b>HR Committee</b> <b>Council</b>	<b>Annual</b>	<b>Town Clerk</b> <b>Council</b>
<b>Loss</b>	<b>Consequential loss due to critical damage or third-party performance</b>	<b>L</b>	<b>M</b>	<b>Insurance cover review adequacy</b>		<b>Annual</b>	<b>Town Clerk</b>



<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Cash	Loss through theft or dishonesty	L	L	Adequacy of Fidelity guarantee insurance	Council	Annual	Council
Maintenance	Poor perf. of assets or amenities	L	M	Regular maintenance inspections		Ongoing	Town Clerk/Community Services Manager
Borrowing	Adequacy of finances to repay loans	M	M	Financial review and cash flow forecasting			RFO/Finance Committee
Legal Powers	Illegal activity or payment	L	L	Education of members as to their legal powers			Council/Town Clerk
Financial Records	Inadequate Records	L	L	Regular internal audit and year end health check	Internal Auditor Accountant	6 monthly	RFO
Medium Term Financial Plan	Need to plan for longer term	M	H	Prepare and maintain MTFS	Review	Annual	Council/RFO Town Clerk

### Strategic

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Grants	Need to review Grant Scheme and link to strategic priorities	L	L	Target priorities	Review Scheme	annually	Town Clerk/Community Services Manager
Business Plan	Unable to take forward key priorities	L	M	Include Strategy in <del>Business Plan</del> Corporate Strategy	Review	annually	Town Clerk
Additional recreation/sports land	Possible acquisition under s106 Prepare for costs and operation	L	M	Included in Budget Prepare for operations and future maintenance		Prior to event	Town Clerk
Corporate Strategy	Lack of clear direction	H	M	Prepare priorities & objectives	Follow Strategy	4 years	Town Clerk/Council
Business Plan	Unable to implement Strategy	H	M	Follow to deliver Strategy	Follow and update	annually	Town Clerk Councillors
Future Services	Unable to afford or deliver	L	H	Need to be in accordance with Strategy & <del>be included in Business Plan</del>		Ongoing	Town Clerk

## Operational

<b>Topic</b>	<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Frequency</b>	<b>Ownership</b>
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover	L	H	Buildings Land Carparks Allotments Cemeteries Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events 3 Station Road Refurbishment	Monitor Cover and update as necessary  Separate build contract insurance (joint with contractor)	Ongoing  Temporary provision	Town Clerk/RFO  Town Clerk/RFO
Office Security	Risk to staff, damage to building/contents & data	M	H	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data	Monitor and maintain	Ongoing	Town Clerk
Regular maintenance of assets	Risk to staff & third parties also of loss or damage	M	M	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor	Ongoing	Town Clerk
Asset Register	Risk if assets not properly recorded & valued	L	M	Accurate & timely	Monitor	Ongoing	Town Clerk/RFO
Flitwick Papers	Threats to preparation/delivery Compliance with Publicity Code	L	L	Ensure slots booked and dates advertised Check content against Code	Early preparation	Quarterly	Town Clerk/ Communications Manager
Council Liability	Lone person working-compliance with law	L	M	Procedure for safety	Monitor & review	Ongoing	Town Clerk
	Contract of Employment	L	L	For all staff	Monitor &	Ongoing	Town Clerk

					review		
	Duty of Care to visitors, staff and Councillors	M	H	Adequate insurance, risk assessments and action plans	Monitor & review	Ongoing	Town Clerk
	Other Employment Conditions-compliance with legislation	L	M	Review terms & conditions, contracts, development reviews & insurance	Monitor & review	Ongoing	Town Clerk

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
	Loss of Key Staff	M	H	Need contingency arrangements and succession planning  12 weeks notice periods for SMT	Monitor & review	Ongoing	Town Clerk
	Councillors- must be adequately advised of their responsibilities and culpability.	L	M	Induction & refresher training Code of Conduct Policy circulated	Monitor	Ongoing	Town Clerk
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWP	Ongoing	Town Clerk
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	Need for Council to respond. Need guidance and processes	Review & follow processes	Ongoing	Town Clerk/Community Services Manager
Training	Essential for councilors & staff if to reach potential	M	M	Need annual training plans & to implement them	Prepare and monitor	Ongoing	Town Clerk
Freedom of information	Need to respond to requests	L	H	Procedure to be accurate and timely	Monitor & report	Ongoing	Town Clerk/Deputy Town Clerk
Governance Documents	Interrupt operations if not current & following best practice	L	M	Keep up to date and in line with best practice	Review	2 years	Town Clerk/Deputy Town Clerk
Press releases	Comply with publicity code	L	M	Review & monitor	Monitor	Ongoing	Town Clerk
Data Protection	Need to keep data secure	L	M	Need operational procedures	Monitor	Ongoing	Town Clerk

<b>Byelaws</b>	<b>Reference to models when adopting</b>	<b>L</b>	<b>L</b>	<b>Not currently applicable</b>			
<b>Archiving documents</b>	<b>Security and statutory retention periods</b>	<b>L</b>	<b>M</b>	<b>Needs to be in accordance with a document retention policy</b>	<b>Monitor</b>	<b>Ongoing</b>	<b>Town Clerk</b>
<b>Public Access</b>	<b>Public need to be able to access services according to need &amp; safely</b>	<b>L</b>	<b>M</b>	<b>Services available at stated times. Subject to safety inspections</b>	<b>Monitor</b>	<b>Ongoing</b>	<b>Town Clerk</b>
<b>Office administration</b>	<b>Needs to be effective</b>	<b>M</b>	<b>M</b>	<b>Review &amp; introduce procedures</b>	<b>Review &amp; monitor</b>	<b>Ongoing</b>	<b>Town Clerk/Deputy Town Clerk</b>

<b>Topic</b>	<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Frequency</b>	<b>Ownership</b>
<b>Contracts</b>	<b>Compliance with legislation/ governance documents when letting</b>	<b>L</b>	<b>H</b>	<b>Prepare specification, determine on price and quality</b>	<b>Monitor</b>	<b>Ongoing</b>	<b>Town Clerk</b>
				<b>Procurement Policy Review</b>		<b>Annually</b>	<b>RFO</b>
	<b>Risk to performance and cost if not properly monitored</b>	<b>L</b>	<b>H</b>	<b>Monitor against specification and price</b>	<b>Monitor</b>	<b>Ongoing</b>	<b>Town Clerk</b>

## Compliance

<b>Topic</b>	<b>Risk Identified</b>	<b>Likelihood</b>	<b>Financial</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Frequency</b>	<b>Ownership</b>
Minutes	Accurate and Legal	L	L	Approved at following meeting			Council
Confidential Matters	Accurate and Legal	H	H	Need to be on agenda and minutes need to be public	Review & follow process	Ongoing	Town Clerk
Members Interests	Conflict of Interest	M	L	Update declarations of interest Recording on minutes of declarations		Annual As and when relevant	Councillors Town Clerk
Councillor Declarations	Accurate and Legal	H	M	Need copy on Website or link to Central Beds.	Review & follow process	Ongoing	Town Clerk/ Councillors
Dispensations	Not compliance with legislation	H	H	Require individual applications and approvals	Review & follow process	Ongoing	Town Clerk
Budget & Precept	In accordance with legislation	L	H	Compliance, advice by accountant	follow process	Annual	Town Clerk/ RFO
Accounts & Annual Return	In accordance with Regulations	M	H	Compliance with Regulations	follow process	Annual	RFO
Audit process	Internal or external not following Regulations	L	H	Compliance with Regulations	follow process	Annual	RFO
Website	Not compliant with Transparency Code	M	M	Review in line with Code	Review & follow process	Ongoing	Town Clerk/ Comms Manager
Code of Conduct	Compliant with legislation & best practice	M	M	Code & procedures kept current	Renew or add guide	Annual	Town Clerk
Agendas and Notices	Not complying with legislation	L	H	Follow legislation. Use term "Summon"	Review & follow process	Ongoing	Town Clerk
Freedom of Information	Legal	M	M	Follow legislation, allow request by letter/email	Review & follow process	Ongoing	Town Clerk/ Deputy Town Clerk
Publication Scheme	Legal	H	M	Use latest model	Review & follow process	Ongoing	Town Clerk/ Comms Manager
Data Protection	Legal	H	H	Ensure registration & follow guide	Monitor	Ongoing	Town Clerk
Charitable Trust	Understanding responsibilities			No trusts operated by Council			
Statutory	Not compliant with legislation or	L	H	Regular Reviews	Monitor	Annual	Town Clerk/

<b>Governance Documents</b>	<b>current</b>						<b>Deputy Town Clerk</b>
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Central Bedfordshire Council  
Priory House  
Monks Walk  
Chicksands  
Shefford  
Bedfordshire  
SG17 5TQ

Attn. of:  
Marcel Coiffait (Chief Executive)  
Councillor Adam Zerny (Leader of the Council)

Dear Mr Coiffait & Mr Zerny,

We the undersigned are writing to express our concern and disagreement with the position the Council has taken in relation to the Local Plan.

We accept that based on the National Planning Policy Framework there is a presumption in favour of sustainable development and this is best served by having a Local Plan to ensure that development is appropriate.

The Central Beds Local Plan was first launched in 2016, drafted with consultation in 2017, submitted in 2018, examined over the subsequent 3 years and adopted in 2021. As a requirement of the Planning Inspection, policy SP1A was added providing that the Local Plan should be partially reviewed.

The rationale for the partial review was the expected growth relative to East West rail and the wider strategic travel plans identified at the time by government. We accept it is expected that a reviewed Local Plan could anticipate more development growth. But a properly constituted partial review would view any growth in the context of the appropriateness and delivery of existing policy and intentions. It would inevitably necessitate some change to the existing provisions of the Local Plan. It would include a further opportunity for public consultation.

The decision of the Council's Executive to create and adopt a new Local Plan with the protracted time period this creates (adoption 2028/29), has effectively taken away the opportunity to respond to the challenges the Inspector envisaged and to the issues that evidently exist now. We believe that this could render the application of the Local Plan in these circumstances unsafe.

We believe that the need for a partial review is further re-inforced by the position of the new Government:

- 1) new reduced annual targets have been issued for Central Beds and Luton Borough;
- 2) the desire to build on poor quality areas in the green belt (grey belt) has been expressed;
- 3) the desire to see revised Local Plans much more quickly (2026).

The current planning application for land at Steppingley Road south (HAS17 in the local plan) provides a good example of the inadequacies of the current Local Plan and why it needs to be reviewed at pace.



This is materially impacted by East West rail development. Flitwick is situated at the centre of the Oxford and Cambridge movement connectivity need (arc). HAS17 is intended to meet Luton 'unmet need' which will have changed as a result of revised targets and Luton's current plans. It is on Grade 2 agricultural land when there exists in the area (and indeed within Flitwick) lower quality green belt. It is surrounded by developments (including on the greenbelt) that were not included in the Local Plan such as the Oakfield Gardens Crematorium, the Senior Living Village and Aldi Superstore.

There are other applications in the Local Plan in areas such as Maulden, where a local action group and the Parish Council have the same desire regarding a Local Plan review, and would, like us, ask the Council to:

- 1) Partially review the Local Plan at pace in accordance with Policy SP1A and the considerations that this envisaged.
- 2) Assess the impact of new Government targets published this month and what these mean for the current Local Plan.
- 3) Assess the impact on Luton's unmet need and to work with Luton Borough to establish their current position which will also be impacted by reduced annual targets
- 4) To establish policy on the identification and application of grey belt.

For the planning application, land south of Steppingley Road, over 3,000 people responded with objections. This is significantly more than any other application in this area of Central Beds. There could be no clearer indication that the Local Plan needs to be reviewed and adapted to meet the current situation. Otherwise planning applications (like this one) will increasingly be subject to material considerations that could not have been envisaged in the current Local Plan.

Now is the time for a different approach.

Thank you for taking the time to read this letter and we look forward to receiving your response in the near future.

Please reply to Keith Lewis, Chair of Flitwick Local Action Group, 33 Byron Crescent, Flitwick, Beds. MK45 1PY. This will then be shared with the co-signatories.

Signed

Flitwick Local Action Group

Maulden Parish Council

Flitwick Town Council

Maulden Local Action group

Steppingley Parish Council

CPRE





## Balance Sheet as at 31st August 2024

31st March 2023

31st March 2024

Net Value	<u>Fixed Assets</u>	Cost of Asset	Depreciation	Net Value
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	<b>Long Term Assets</b>			
<u>0</u>			<u>0</u>	<u>0</u>
	<b>Current Assets</b>			
35,906	DEBTORS	39,157		
447	Burial Grounds & Cemeteries	0		
0	VAT Control Account	38,143		
39,477	PREPAYMENTS	0		
5,345	Mthly Business Prepays	27,393		
47,844	PrePayment for Land Sale	53,194		
4,733	Accrued Income	0		
3,886	Bar Stock	3,677		
4,953	Rendezvous Foodstuffs Stock	5,016		
5,018	Current Bank Ac Barclays 009	5,000		
136,295	Barclays Business Reserve 106	72,894		
1,000	PDQ Account	1,014		
41,209	Tenants Deposits Account	46,739		
400	Petty Cash Control (YE)	400		
400	Float - Main Safe (YE)	400		
400	Float - Cafe Safe (YE)	400		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
1,020,800	CCLA Control Account	1,362,095		
<u>1,348,208</u>				<u>1,655,617</u>
	<b>1,348,208 Total Assets</b>			<b>1,655,617</b>
	<b>Current Liabilities</b>			
8,693	DEBTORS Control: Functions	6,345		
0	Burial Grounds & Cemeteries	152		
1,902	VAT Control Account	0		
23,904	CREDITORS	101,765		
8,493	ACCRUAL - Loan Interest (YE)	0		
18,438	ACCRUALS (YE)	0		

## Balance Sheet as at 31st August 2024

## 31st March 2023

## 31st March 2024

18,645	PAYE/NIC Due	16,189
11,886	LGPS Pension Control	11,815
2,619	NEST Pension Control	3,002
2,973	Income in Advance (YE)	0
5,009	Past Yr TM Charity (YE)	0
1,591	Past Yr TM Allow & Civic Recep	0
45,751	Tenants Rent Deposits	48,541
1,500	Refundable Deposits: Functions	2,180
963	Barclaycard Year End balance	0

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**152,369**


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**189,988**


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**1,195,839** Total Assets Less Current Liabilities

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**1,465,629**


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**Long Term Liabilities**


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**0**


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**0**


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**1,195,839** Total Assets Less Long Term Liabilities

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**1,465,629**


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**Represented By**

453,445	GENERAL RESERVE	586,514
0	Proud AF Picnic	100
106,432	Central Project Fund	72,346
3,704	EMR Election Costs	3,704
500,000	EMR Do Not Spend Ops Reserves	500,000
6,457	EMR IT Equipment Provision	4,223
0	EMR Oral History Equipment	250
0	EMR Mayor Fund	304
25,088	EMR Allotments	24,133
13,160	EMR Cost of Living	13,160
57,050	EMR Steppingley Rd Legal Fees	57,050
0	EMR 3 Station Road Development	110,572
0	EMR Rufus Capital Works	40,000
3,000	EMR Community Events	3,000
14,600	Capital Receipts Reserve	14,600
1,687	PROJ - Nature Park	4,077
722	PROJ - Flitwick Town Sq Defib	722
3,800	PROJ - Heritage Website	3,800
2,000	PROJ - Rural Match Fund Bench	2,000
524	PROJ - Lockyer Suite Works	0
800	PROJ - Hub Car Pk Delineation	0
3,370	PROJ - Office Room 28 Refurb	0

06/09/2024

**Flitwick Town Council CURRENT YEAR: 2024-25**

08:54

**Balance Sheet as at 31st August 2024**

**31st March 2023**

**31st March 2024**

0 PROJ - Nature Park Planning	12,812
0 PROJ - Burial Ground Wall	500
0 PROJ - Stocksfield Refurb	709
0 PROJ - Road Closure Signage	1,453
0 PROJ - Skate Park Extension	9,600

**1,195,839**

**1,465,629**

The above statement represents fairly the financial position of the authority as at 31st August 2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_



# Flitwick Town Council

## Report to Town Council on 17<sup>th</sup> September: Results of Planning Survey

### 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

None.

### Background

The Planning Improvement Working Group (PIWG) has been tasked with dealing with planning matters on behalf of the Town Council. To assist with this work, the PIWG undertook a survey of local residents to understand their views on planning matters in the town. This would also form part of an evidence base for any future work undertaken by the PIWG in relation to planning, especially in terms of identifying priorities.

This survey was undertaken online, and run from April to June this year. This survey was promoted online, as well as part of the Town Council's stand at the Village Hall on Friday's, receiving 144 responses. This report summarises the key findings and their implications for the PIWG, and the full anonymised results are shown in Appendix A.

### Main Findings

The results highlight a number of key findings that some in the PIWG would not consider to be surprising. Namely:

- Nearly all respondents think that Flitwick does not get the improvements that it needs as a consequence of development, with 72% of respondents strongly disagreeing
- While respondents are generally somewhat aware of what the Town Council's role in the planning system, they consider that the Town Council currently communicates poorly (39% considering the Town Council does not act on the planning concerns of residents very much and 15% Not at all)
- A somewhat mixed picture is presented when people were asked on how the Town Council responds to planning applications. While 26% said they were fairly satisfied, 29% said they were neither satisfied nor dissatisfied.

What surprised the PIWG is the diversity of the views on planning matters. This included the following results.

- When asked if they would be happy to see new development if infrastructure improvements were made first, 51% of respondents either agreed or strongly agreed, compared to 44% who disagreed or strongly disagreed
- When asked if Flitwick should not accept any development under any circumstances, 40% said agree or strong agree, compared with 37% who disagreed or strong disagreed
- Participants would not build affordable housing at the expense of the green belt, with 60% disagreeing that affordable housing should be provided even if its at the expense of the green belt
- Walking, cycling, and public transport should be prioritised in new developments even if it inconveniences car drivers, with 60% agreeing to this statement

It should be noted that, as per the demographic data collected for the survey, proportionally more women and people aged 45 years old and over responded to this survey.

The comments revealed a variety of issues, concerns, and opportunities raised by the respondents. These can broadly be summarised as so:

- Concerns about inadequate infrastructure for the current town and future growth, notably doctors and transport networks
- There seemingly being no coherent plan for the development of Flitwick
- A feeling that planning is somewhat imposed on the town
- More infrastructure such as better public transport and maximising the use of the new bus interchange at the station
- Very strong sentiments against new development in the town



Figure 1 - Word Cloud of commonly used terms in the text response to the survey

### Implications for the PIWG

These results have a number of implications for the PIWG, which it could look to take forward in the future. A notable potential quick win is being better at communicating with residents on planning matters, and the role of the Town Council within that. This could be done online or in person.

The lack of a sense of ownership over the future of Flitwick when it comes to planning is noticeable in the survey results. The comments provided point to a lack of a coherent plan, which could partly explain the polarisation of attitudes towards development happening in the town revealed by the survey results. This matter has also concerned the PIWG in its involvement in the Local Plan engagement work, and exploration of developing a Neighbourhood Plan.

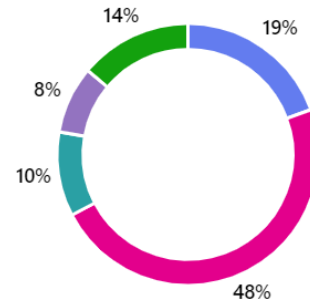
The survey results also don't give much in the way of indication on priorities for infrastructure improvements – apart from that all infrastructure needs improving. The PIWG will need to consider how it focuses its efforts on specific types of infrastructure in the future.

## APPENDIX A – FULL RESULTS

1. How much would you say you are aware of local planning issues affecting Flitwick (e.g. plans for new housing)?

144 Responses

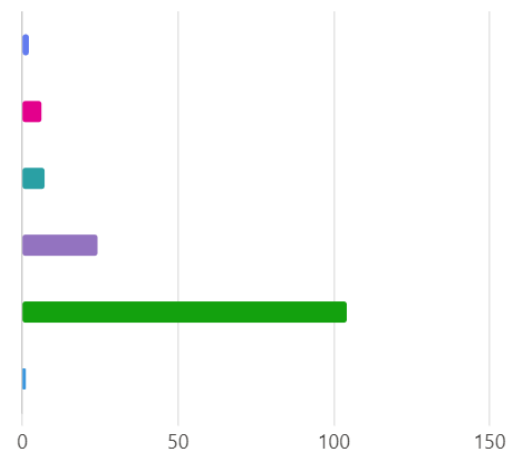
● Very aware	28
● Fairly aware	69
● Neither aware nor unaware	15
● Fairly unaware	12
● Very unaware	20



2. What is your response to the following statement: "Flitwick generally gets all of what it needs in terms of improvements to local services from new developments"?

144 Responses

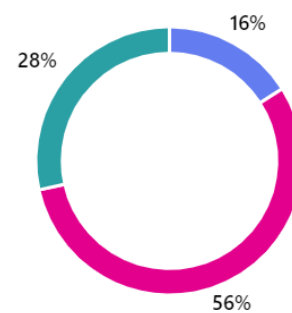
● Strongly agree	2
● Somewhat agree	6
● Neither agree nor disagree	7
● Somewhat disagree	24
● Strongly disagree	104
● Don't know	1



3. To what extent do you understand the role of the Town Council in the local planning process?

144 Responses

● Fully Understand	23
● Somewhat understand	80
● Don't understand at all	41

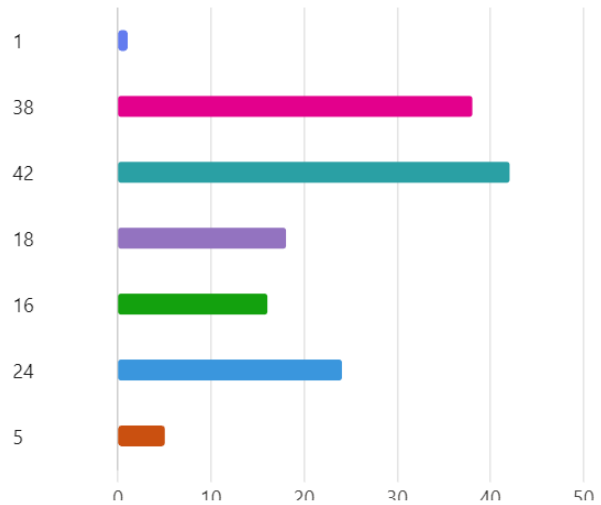




4. Overall, how satisfied are you with the way Flitwick Town Council responds to local planning applications?

144 Responses

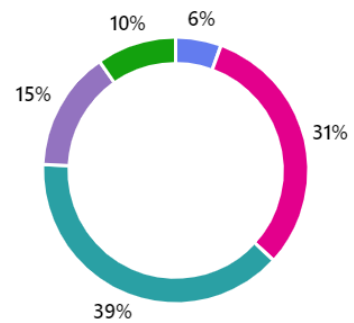
- Very satisfied
- Fairly satisfied
- Neither satisfied nor dissatisfied
- Fairly dissatisfied
- Very dissatisfied
- Don't know what the Town Council is responsible for
- Don't know/Prefer not to say



5. To what extent do you think the Town Council acts on the planning concerns of local residents?

144 Responses

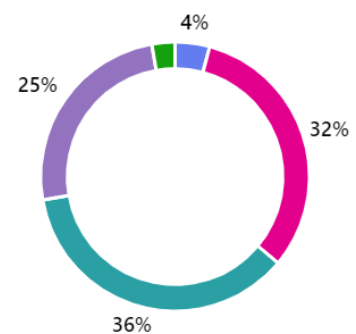
- A great deal
- A fair amount
- Not very much
- Not at all
- Don't know/prefer not to say



6. Overall, how well do you think the Town Council keeps residents informed of local planning applications?

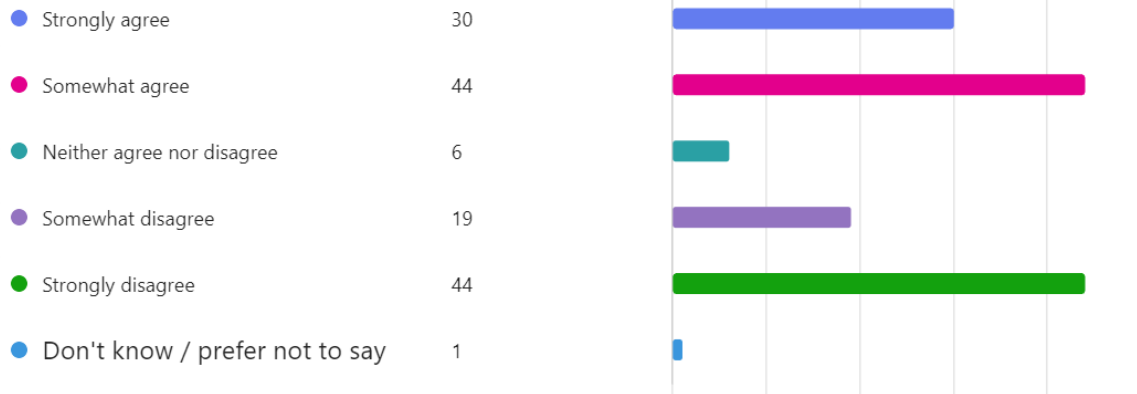
144 Responses

- Very well informed
- Fairly well informed
- Not very well informed
- Not well informed at all
- Don't know / Prefer not to say



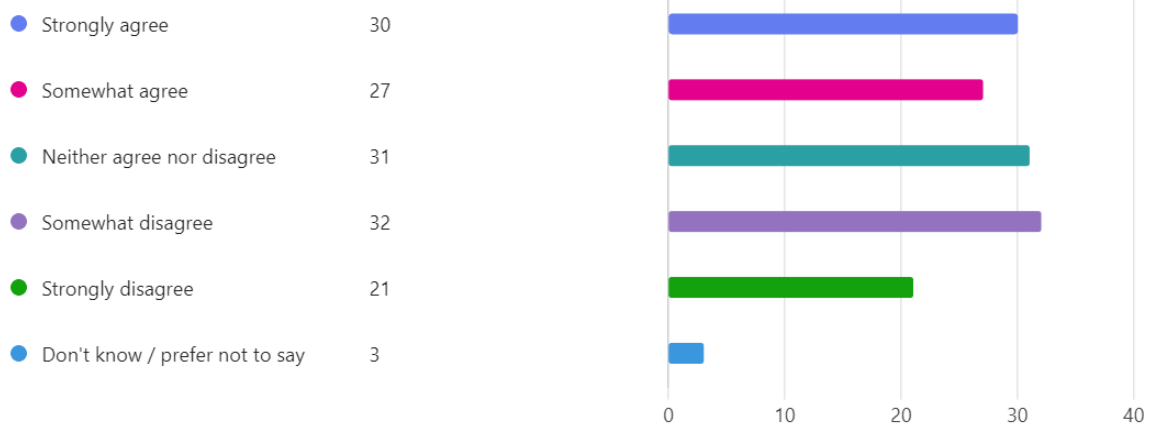
7. Read the statement and respond accordingly: I would be happy to accept more housing in Flitwick if improvements to key local services like Doctors, Dentists, Schools, and Transport were made first.

144 Responses



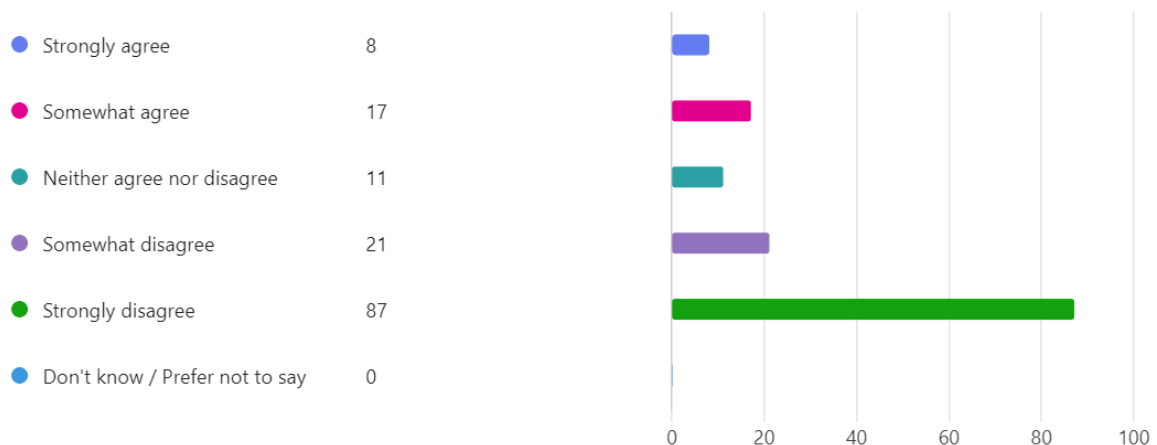
8. Read the statement and respond accordingly: Flitwick should not have any additional housing or employment development under any circumstances.

144 Responses



9. Read the statement and respond accordingly: The need for affordable housing locally should override the need to protect green field sites.

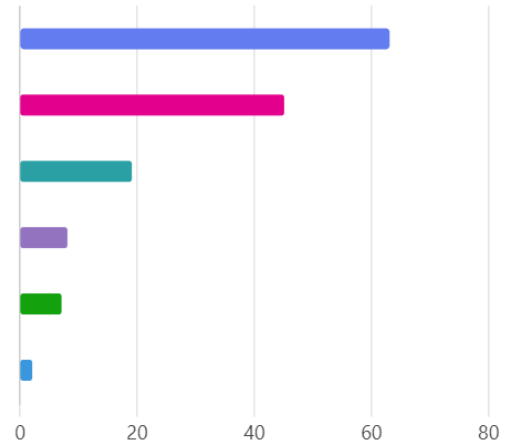
144 Responses



10. Read the statement and respond accordingly: Any new housing sites should prioritise reducing carbon emissions and boosting local habitats and wildlife ahead other things.

144 Responses

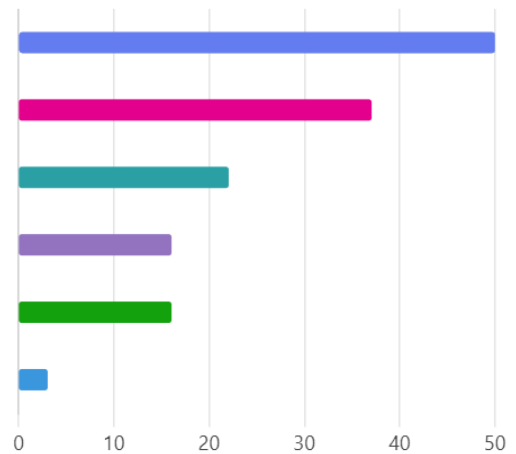
Strongly agree	63
Somewhat agree	45
Neither agree nor disagree	19
Somewhat disagree	8
Strongly disagree	7
Don't know / Prefer not to say	2



11. Read the statement and respond accordingly: Walking, cycling, and public transport should be prioritised in new developments, even if it inconveniences car drivers (e.g. walking and cycling...

144 Responses

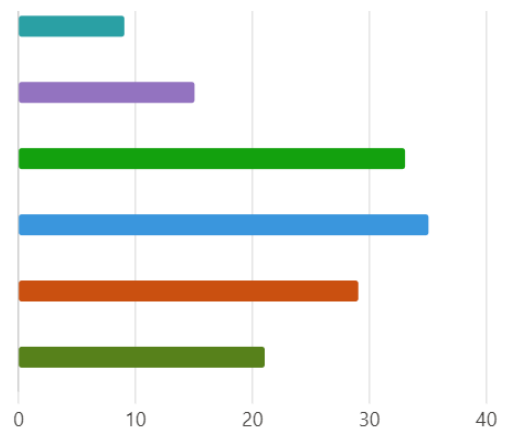
Strongly agree	50
Somewhat agree	37
Neither agree nor disagree	22
Somewhat disagree	16
Strongly disagree	16
Don't know / Prefer not to say	3



14. What age group do you fit into from the following?

142 Responses

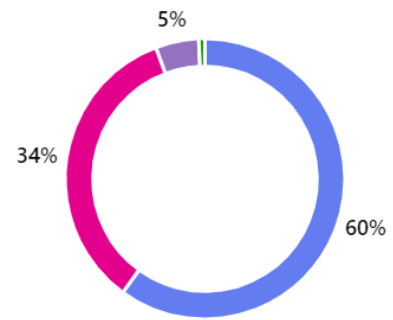
25 - 34	9
35 - 44	15
45 - 54	33
55 - 64	35
65 - 74	29
Over 75	21



15. How would you describe your gender?

140 Responses

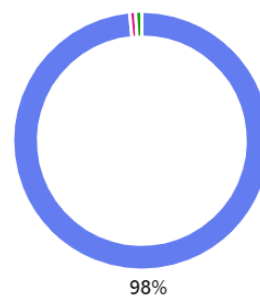
● Woman	84
● Man	48
● Non-binary	0
● Prefer not to say	7
● Other	1



16. What is your ethnic background? Choose from one option from the 5 sections below that best describes your ethnic group or background. White

132 Responses

● English, Welsh, Scottish, Northern Irish or British	130
● Irish	1
● Gypsy or Irish Traveller	0
● Roma	0
● Other	1



**Are there any other comments that you would like Flitwick Town Council Planning Improvement Working Group to be aware of?**

ID	Name	Responses
1	anonymous	Keep the character and history of the town and surrounding area. Improve the infrastructure and traffic. Don't build more houses without doing that first.
2	anonymous	The need for services (ie doctors, dentist) should be kept in line with the number of people / houses coming into the area.
3	anonymous	The group is a good idea to be mix of councillors and residents.
4	anonymous	Stop all housing estates ad we do not have schools doctors to supply. Stop taking money from the builders as sweeteners we pay 5 per cent more council tax. Star putting Flitwick residents first
5	anonymous	Walk ways

ID	Name	Responses
6	anonymous	No communication on social media except for Heather and a focus on Flitwick. If people aren't only how do you target them?? Too many old people developments that don't bring any benefit to the town. Old people need care, they are not out and about spending money supporting local shops. No bus routes that go anywhere decent or run on time.
7	anonymous	No mention here of longterm empty properties. There must be many which are currently in private ownership. Can you bring them back into a usable state for low cost rentals?
8	anonymous	Residents need access to green fields in Flitwick to support mental wellbeing. Overdevelopment should not be allowed.
9	anonymous	Putting planning conditions in place and hold developers to them. Eg...if the condition for more houses is the provision of a new surgery/play area, make the developer build the surgery/play area first before allowing development to progress.
10	anonymous	It just seems to me council members are not really in touch with the local people and never have been. No planning permission should be given for new housing without all things mentioned here are improved. Obviously why are they ever allowed to build any living accommodation without its own power supply (solar panels) If the government wants to bring in electric cars why does it not insist on them having their own power source.
11	anonymous	FTC should push CBC into building council houses and not developers percentage of social housing, Its a mockery and money making scheme and not beneficial to local people who cannot get on the private housing ladder. The transport hub at Flitwick rail station is a complete waste of money no buses can use it. Why not try a mini bus CBC and FTC need people in power to do things for the residents and not for themselves just because they can. Fix the pot holes every where in CBC and FTC and theres more !!!!!
12	anonymous	The bus interchange should be maximised to its fullist use because it is not at the moment therefore was a waste of money.
13	anonymous	We have heavily congested roads at many times during the day which cannot be solved and will only be made worse by more housing. Steppingley Road and the High Street are already hazardous to cyclists and pedestrians and so any further development to the northern en of Flitwick should be avoided at all costs. The road network cannot be improved.
14	anonymous	As an interested observer, it appears there is no overall plan for Flitwick, rather a hotch-potch of ideas, none of which fit together. The transport hub opposite Tesco is a very good example of this - a decent idea, badly executed. Any planning for increased housing must include improvements in town infrastructure e.g. another doctors surgery and alternative access route other than the double roundabout at the station.
15	anonymous	Flitwick is perceived as the poor neighbour to amphthill where the y have nicer pubs cafes and restaurants so people From Flitwick generally go there
16	anonymous	I would like to know how you can call Flitwick a town. Without a bank or a post office. This really impacts upon non-drivers and small businesses

<b>ID</b>	<b>Name</b>	<b>Responses</b>
17	anonymous	Stop building. Improve NHS services first
18	anonymous	Making sure the village hall is looked after, as this area is the hub, the coffee mornings on Fridays is the place to be, meeting friends etc.,
19	anonymous	Need a bank and a post office
20	anonymous	More cycle lanes and buses, please!
21	anonymous	Any further development in Flitwick must have ring fenced funding to provide much needed amenities like doctors, dentists & schools. This must be a legally binding agreement before any planning permission is granted
22	anonymous	A new planning permission has been submitted to build on the field on Steppingley road. The whole area is being overbuilt already. And the dwelling built are never affordable. Please stop it.
23	anonymous	Stop other councils buying up affordable housing that is built here. Leave them for the locals!
24	anonymous	The statements above are difficult to answer as it very much depends on the site, housing type and infrastructure improvements. Planning is always a compromise. The absence of a neighbourhood plan has not helped the situation in Flitwick as building has been done piecemeal with no vision. Whilst much of this cannot be changed there does need to be a vision and plan for the future of Flitwick.
25	anonymous	Focus on high street and local Amenity improvement/investment
26	anonymous	No more house development. No more care homes.
27	anonymous	The number of potholes in the village need urgent attention. Parking needs to be look at especially outside the Costa coffee shop.
28	anonymous	lift at the station has to be a priority
29	anonymous	The current roads are already too busy, not fit for purpose and with the prospect of more development e.g. Marston Moretain, Westoning and Stewartby on top of a local Aldi, crematorium, care home on Steppingley Road and insufficient parking already at Flitwick Station grid-lock is fast approaching.
30	anonymous	It seems to be a case of 'shutting the stable door after the horse has bolted!!!' There is no center to this town - no sense of community and too much pressure on the already over-subscribed local schools, health services and road networks.
31	anonymous	Too little too late. We need to stop over-developing this what once a 'village' now a sprawling town with no infrastructure or centre.
32	anonymous	The council have been very slow to consider this ridiculous amount of over-development. I've lived here for 44 years and never witnessed such unregulated building as i'm currently seeing.

ID	Name	Responses
33	anonymous	The council should have done this before CBC developments were allowed in such an ad-hoc manner in recent years.
34	anonymous	The local council should ensure any 'public' amenities included within developments are maintained by the council and that the costs are not put upon the shoulders of those moving into the new estates. It seems rather ludicrous that home certain home owners pay for the upkeep of facilities open to all town dwellers to use, this is the purpose of local taxes.
35	anonymous	Most of us residents moved her because it was a rural town. If houses keep being added you change the heart of the town.
36	anonymous	No mow May is a joke and makes Flitwick look totally unkempt Cemetery is a disgrace Pathways are dangerous due to wait high stinging nettles and weeds Larger dog poo bins required in more locations Why is there no longer a litter picker person
37	anonymous	Abandon no mow May town looks unkempt and Cemetery is a disgrace Footpaths overgrown with wait high nettles and weeds Bigger and better dog poo bins
38	anonymous	N/A
39	anonymous	We have useless public transport - buses don't really work for commuters - not enough parking at Flitwick station yet you're building more houses (the supposed 'improvements' did nothing to actually improve the station for anyone other than maybe the odd bus driver) . No doctors or dentists - and the footpaths don't join up - just end in nothing and you have to walk along main roads to get anywhere. I understand we need more homes - but until you sort out the infrastructure then you can't build more.
40	anonymous	Get a proper high street with shops.
41	anonymous	There seems to be no will to maintain adequately what is already here, things are deteriorating already, both in upkeep, traffic volumes, access to green spaces, and the sense of wellbeing that we have enjoyed here, is vanishing fast.
42	anonymous	The infrastructure around is not sufficient for the current population, so will break down under further construction. Roads are full of potholes, traffic is often at a standstill around the town, parking on verges and footpaths. Doctors and dentists are oversubscribed. The town looks a mess due to overgrown verges and footpaths, graffiti on the bridge etc. If we can't keep up with the current population how can we have more development in the town.
43	anonymous	There is a need for more retail diversity and greater choice of places to eat(not takeaways). Also a need for traffic improvements but not another fiasco like the new transport hub.
44	anonymous	A lot of people don't understand Flitwick council's role in planning is as a consultee rather than decision maker. Everyone's house was someone else's open land or view once yet it seems once people buy a house they forget this and object to everything. Flitwick council should publicise the use of section 106 funding in the town.

ID	Name	Responses
45	anonymous	Flitwick has had too much building recently... crematorium, senior living village, new houses. Green areas and farm land should be protected for mental wellbeing of current residents and food production. We need more dentists, doctors, facilities such as decent independent restaurants instead of houses, take aways etc
46	anonymous	Close Flitwick station so the over development stops! The disruption caused by the building of the senior residents village has been enough to deal with! We have endured misery and inconvenience for THREE summers now! You need to sit back and wait to see how this development will fit in once opened. I'm waiting for the first toilet to flush to see where the waste ends up! Hopefully not in my garden. Enough is enough. A 3 storey building on the original flyers is now a 5 storey building! How can we trust any future development that is proposed! The 8 biggest house builders are being investigated by the CMA for price fixing, and unfair management contracts to consumers. You should familiarise yourselves with the case, Persimmon being one of them.
47	anonymous	Dont claim affordable housing if it is only a small/minimal portion of a large development. If you want to build affordable housing it should be the majority of the development
48	anonymous	The state of the pavements re wheelchairs and obstacles for the blind
49	anonymous	When will the lifts be installed at Flitwick Station. This should be a top priority. More frequent bus services. Urgent priority for another Doctors surgery
50	anonymous	What is happening for the lift at Flitwick Station. At present many people arte prevented from using it
51	anonymous	Please build more schools and doctors
52	anonymous	Member of flag
53	anonymous	I am aware there is a need for affordable housing but it should not be to the detriment of local towns and villages. Flitwick has had a lot of building recently (Steppingley Gardens) I am not opposed to brown field sites of which the bigger towns have. We want to live in a small town not a big One. If we moved because of it it would achieve nothing so maybe thats where the new developments should be.
54	anonymous	Perhaps it would be possible to find out what the local people need and want. Top of everyones list would be another Doctors Surgery before anymore people move to Flitwick
55	anonymous	Roadside footpaths, which I understand are the CBC responsibility, are in a poor state, especially the road from Manor Park to the cricket ground is dangerous and I would CBC would be sued if a person was injured when using this path. Is there a law as to width of a pavement?
56	anonymous	Flitwick has already been over developed with housing. The threat of ruining what green space is left makes it a much less desirable place to live for residents that have lived here for a long time. Please do not allow the development on the field off Steppingley road where many of the current residents like to walk. This is very precious.



ID	Name	Responses
57	anonymous	Yes, get the grass cut more often, Flitwick looks horrendous having only 6 cuts per summer.
58	anonymous	I think your questions are very strangely worded and I don't think will generate a balanced view of people's opinions.
59	anonymous	The biggest problem in flitwick is that there has never ever been any forethought. Just throw the houses up without any proper planning. Flitwick is a mess Too many houses and people and nothing to back it up. Also so overdeveloped. Enough is enough
60	anonymous	The infrastructure around flitwick needs to be improved and upgraded before new housing development can take place. Roads, doctors surgery, dentist and disabled access to the train station.
61	anonymous	The infrastructure in Flitwick cannot cope with the current demand and population, let alone adding more future developments into the mix. Over developing an area takes away the very reason that the majority chose to settle there in the first place. You can't expect to turn what was a small quaint village, into a new large town, buy just adding 'houses'. The people that want to live in a town expect facilities and amenities. We are not a town. We are a village with too many houses.
62	anonymous	Understanding what affordable housing means and how this would support younger local residents who wish to stay in the area. Understand who the over 55s housing is really aimed at, many 55-60 year olds will still have children at home. Look at the impact of recent and current developments on Flitwick and take this into consideration. Understand that local schools are at capacity with no ability to extend and therefore new housing is not viable.
63	anonymous	Get the grass cut by people who can do it properly no more social housing and keep the fields green
64	anonymous	You cannot answer question8 as additional housing and employment development are two very different things.
65	anonymous	Yes they need to protect our woodland, fields and wildlife. Ensure more medical services. Stop clogging up local roads. Crematorium traffic will be 5 miles an hour on Dunstable and Steppingly Roads. Listen to the community.
66	anonymous	I understand that GPs are funded per registered patient, and that older people use GPs more than young families, so we need to make sure more young people stay in, or move to flitwick to offset the 40% over 50. I don't want any more of our high street to close or become a takeaway either, so we need more people to sustain them.
67	anonymous	Flitwick has had to many new buildings spoiling the surroundings
68	anonymous	Improve traffic congestion

ID	Name	Responses
69	anonymous	<p>You need to engage earlier in the planning process. You cannot only engage once an application has been submitted on an allocated site and then get people riled up. There is a whole local plan process which you should be engaging with. You also need to consider that there is a strong need for housing for younger people and that should be considered not just the view of the older generation who do not consider this - the younger generation will be less likely to engage with you.</p>
70	anonymous	<p>New buildings are inevitable however there used to be rules about how close towns and villages could be to each other. Flitwick is now separated from Amptill only by a roundabout, the recent development of Westoning is now encroaching on the west part of Flitwick and Manor Park. The proposed development opposite the leisure centre is getting nearer to Steppingley. If no restrictive measures are taken this will be one big urban area encompassing Flitwick and all local villages without any additional amenities or infrastructure.</p>