

FLITWICK TOWN COUNCIL

**Minutes of the 52<sup>nd</sup> Meeting of the Community Services Committee held on  
1<sup>st</sup> October 2019 at the Rufus Centre**

Present: Cllr K Badham (Chairman)  
Cllrs R Coleman D Toinko P Earles J Dann G Mackey

Cllrs A Lutley (Sub)

In attendance: Amenities Officer, Grounds Team Supervisor, Acting Town Clerk  
Community Services Officer  
Rachel Mould

Apologies: Cllr Blakeman

**Open Forum** There were no items.

**Presentation by Rachel Mould on Wildflower Verges / Community Gardening / Tree Planting**

See Appendix 1. Rachel Mould introduced herself and expressed an interest in setting up a community planting scheme in Flitwick. At this point Members agreed to move forward agenda item 14.

**596 To discuss presentation delivered by Rachel Mould**

Members discussed the presentation and were keen to move this forward. Cllr Mackey suggested putting together a motion to CBC which could help part fund the project. Cllr Dann added that this could fit in nicely with the community planters that are to get installed around the town.

Cllr Lutley suggested an article in Flitwick Papers would be useful to generate more volunteers.

Cllr Mackey commented that costings would need to be taken into account now that we are approaching the time of year for budget setting. Rachel Mould agreed to investigate costs further.

Cllr Toinko added that he had been in correspondence with a professor at Cranfield University who had offered to get involved and offer advice on how to get residents on board with the project.

The Chairman agreed a working party be formed of both residents and Councillors to discuss moving the project forward.

*Action: Cllrs Mackey, Dann & Toinko form part of the working group to be set up by Rachel Mould.*

**597 Declarations of Interest and Requests for Dispensation**

There were none.

**598 Apologies for Absence**

Apologies were accepted.

**599 Chairman's Announcements**

## FLITWICK TOWN COUNCIL

### **Minutes of the 52<sup>nd</sup> Meeting of the Community Services Committee held on 1<sup>st</sup> October 2019 at the Rufus Centre**

There were none.

#### **600 Assistant Town Clerk's Report**

The report had been updated and sent to the Chairman who agreed a copy would be sent out along with the agenda for the next meeting.

#### **601 Play Areas/Open Space**

##### **a) General**

The Amenities Officer explained that the order had been placed for the Skate Park repairs however a date had not yet been set for work to be completed. Members were also advised that the play equipment directly next to the Skate Park was now beyond repair and instruction for removal of this had been made. The play equipment had been taped off in the meantime to avoid people using it.

Cllr Earles raised a query regarding a green area at Primrose Close. The Grounds Team Supervisor advised that this piece of land is not owned or maintained by the Town Council. The Acting Town Clerk agreed to forward a copy of the asset register to all Members.

*Action: Acting Town Clerk to forward a copy of Asset Register to all Members.*

#### **602 Highways Issues/Infrastructure/Car Parking**

##### **a) Minutes of the Highways Meeting held on 7<sup>th</sup> June 2019**

The minutes were noted and passed without comment.

##### **b) General**

The Grounds Team Supervisor raised concern with regards to the wooden fencing at the Youth Hub Car Park. Members had previously been informed that the fencing was repeatedly getting damaged to the point of no repair. The Grounds Team Supervisor asked what could be done to stop this from happening. Cllr Dann commented that he was under the understanding it had been previously agreed the fencing be removed. The Chairman asked that clarity is sought from the Village Hall Management Committee. Members agreed a quote for more substantial fencing be sought ready for discussion at the next meeting.

*Action: Grounds Team Supervisor to source 3 quotes for metal tube fencing.*

#### **603 Grounds Services and Flitwick Manor Park**

##### **a) To receive report from Grounds Team**

The Grounds Team Supervisor gave the following update for Members;

- Hedges at Steppingley Road, Station Road and The Rufus Centre were due to be cut at the end of October.
- Manor Park had been Forest Harvested and the rabbit fencing had been installed for the wildflower bed. Two new benches had been installed at the Manor Park.

**Minutes of the 52<sup>nd</sup> Meeting of the Community Services Committee held on  
1<sup>st</sup> October 2019 at the Rufus Centre**

- The winter bedding for all flower beds had been ordered and would be planted in 2 weeks.
- The knitted poppies and 'Tommy' would be erected on the Roundabout this month.

**b) Update on Residents' Driven Project at Manor Park.**

The Amenities Officer updated Members with the progress of the Wildflower's project. The project was underway with the rabbit fencing complete however the planting of the seeds had been put on hold until late October/early November.

**c) Parking Issues at Manor Park**

The Chairman advised Members he had been in contact with Mr Barclay, a former member of the 'Manor Park Friends' group, Mr Barclay offered his time in terms of being able to give advice on the planning conditions at the Manor Park. The Chairman suggested inviting Mr Barclay for a meeting to discuss this further as he had great knowledge of the planning application.

*Action: Acting Town Clerk to arrange a meeting with Mr Barclay, Acting Town Clerk, Amenities Officer, Cllr Badham, Cllr Mackey and Cllr Coleman.*

The Acting Town Clerk had drafted a letter to be placed onto cars reminding them that the car park was for disabled users only however it was agreed to meet with Mr Barclay before issuing any letters.

**d) General**

There were no further comments.

**604 Allotments**

**a) General**

There was nothing to report.

**605 Burial Ground**

**a) General**

Members asked how much space was left in the Burial Ground. The Amenities Officer agreed to forward an email to all Members with this information. It was agreed that this information be present at each Community Services Meeting.

*Action: Amenities Officer to forward information on Burial Space left to all Members.*

**606 Community & Events**

**a) Community Services Officer's Report.**

Members noted the report and had no further comments.

**b) Christmas Lights**

**Minutes of the 52<sup>nd</sup> Meeting of the Community Services Committee held on  
1<sup>st</sup> October 2019 at the Rufus Centre**

The Community Services Officer asked for this to be discussed under the confidential section.

**c) Remembrance Parade**

A lengthy discussion took place regarding plans for the Remembrance Parade and how it was not clear who would be co-ordinating or funding the event. Cllr Mackey felt that he had built a good relationship with the RBL and offered to discuss this with them. Cllr Lutley felt that plans needed to be made clear as a matter of urgency to ensure everybody knew what they were responsible for. Members were in agreement for Cllr Mackey to approach the RBL and report back.

*Action: Cllr Mackey to discuss plans for Remembrance Parade and report back.*

**d) General**

There were no further comments.

**607 Community Safety**

**a) CCTV at Skate Park.**

The Amenities Officer advised Members that plans for CCTV were underway however there had been some complications to resolve. A meeting between the contractor, Cllr Snape, Cllr Coleman and the Amenities Officer was to be arranged to progress this further.

*Action: Amenities Officer arrange a meeting to progress CCTV*

**b) General.**

The Amenities Officer advised that a member of the public had been in contact via Facebook regarding various incidents at the Skate Park and wanted to make Members aware of a scheme in Houghton Regis where by the Town Council fund a special police service in the area. Cllr Mackey commented that this had been discussed previously within the Town Council and Members were not in favour.

The Chairman suggested holding a public meeting for 'Youth Provision' and inviting both the police and 4YP along. This could be used to address both issues within the Town and also the positives that come out of the youth provision currently provided.

*Action: Cllr Badham to progress public meeting.*

**608 The Hub (4YP)**

The Chairman felt that in light of recent incidents within the Town regarding youths and the negative impact it puts on the Town the Town Council needed to address the situation. The Chairman advised that the Youth Hub is currently open 3 times a week and felt that the Town Council should try and seek funding to be able to extend this. Cllr Mackey commented that in the

FLITWICK TOWN COUNCIL

**Minutes of the 52<sup>nd</sup> Meeting of the Community Services Committee held on  
1<sup>st</sup> October 2019 at the Rufus Centre**

past it was suggested a youth council to be formed however nothing ever materialised. Cllr Coleman added that 4YP had just started a 'Youth Forum' which seemed to have gone down very well with the young people. The Amenities Officer to investigate the date of the next 'Youth Forum' meeting and invite Councillors to attend if agreed with 4YP.

*Actin: Amenities Officer to liaise with 4YP regarding Youth Forum meeting date and invite councillors.*

**609 Action Log Review**

The Chairman advised Members that he had received copies of the Action Log and the Town Clerks Report. It had previously been agreed that going forward the Action Log and Town Clerks report would be combined as one document. The Acting Town Clerk advised that recruitment for an administrator had been agreed and part of their role would be to update the action log accordingly.

**610 Questions**

There were no questions.

**Confidential Section**

In accordance with Section 1 of the Public Bodies (Admissions to Meetings Act), the public and press be excluded for Items 14 to 16 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

**611 To note the Community Services Budget**

This was received and noted.

**612 Millennium Park Playground**

Members discussed the new park and raised concern with volume of problems currently experienced. The Acting Town Clerk to pursue this matter.

**613 Questions**

Plans for the Christmas Lights were discussed between Members.

Meeting finished at 9.30pm

Signed.....  
Chairman