

FLITWICK TOWN COUNCIL

**Minutes of the 48<sup>th</sup> Meeting of the Community Services Committee held on  
3<sup>rd</sup> April 2019 at the Rufus Centre**

Present: Cllr J Dann (Chairman) Cllrs M Sheehan (Vice Chair)  
A Lutley M Williams

In attendance: Interim Town Clerk, Amenities Officer, Amenities Assistant,  
Community Services Officer and Assistant Town Clerk

Apologies for absence received: Cllrs J Blakeman M Platt

**Open Forum** No items raised

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

No interests were declared and no request for dispensation had been received.

**541 Chairman's Announcements**

Cllr Dann advised that the Community Awards will take place in a couple of weeks and wished to welcome the new Assistant Town Clerk and the return of the Amenities Officer.

**542 Agree any actions required after reviewing the Clerk's Report**

a. The report was noted and the only item outstanding not to be discussed later on the agenda was that Cllr Bonner was due to provide information regarding the approach to Jewson's regarding the cost of wood for the planters. Cllr Toinko had made some suggestions regarding different schemes for community use including plants for culinary use. Suggestions for the planting and sponsorship will be investigated.

*Action: Community Services Officer*

b. Cllr Williams commented that she believed the planters should take the form of community herb gardens. The Community Services Officer advised that she had recently attended a Railway Community Partnership Launch where one of their suggestions for Flitwick train station was to have these herb gardens within the design. This would be investigated by the Community Services Team so that both projects did not do the same thing. Cllr Williams suggested approaching the local schools to assist with community engagement.

*Action: Community Services Officer*

**543 Working Party Review of annual fees and policies for Community Services**

a. Cllr Dann advised that a meeting of the Working Party had been held on the 1<sup>st</sup> March. The Amenities Officer asked what the public should be advised if they queried why the 4x multiplier no longer applies to costs other than the purchase of a plot and the interment. Cllr Lutley advised that they are informed that the costs have been reviewed and changed.

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It was **recommended** with no objections that the revised annual fees are adopted.

*Action: Amenities Assistant*

b. The Community Services Officer asked about the event fees review and it was agreed to include the formulation of a working party for this purpose as an agenda item at the next Community Services meeting in June.

*Action: Amenities Assistant*

**544 Update on the start date for the play area improvements**

Cllr Sheehan advised he and the Amenities Assistant had arranged a pre start meeting for next week with the equipment suppliers to discuss the schedule of works which were to be completed before the Carnival on the 8<sup>th</sup> June 2019. The Members also wanted the grand opening by the Mayor before the Carnival. The Amenities Assistant confirmed that the display boards showing the new equipment would be displayed at the Annual Town Meeting next week.

*Action: Amenities Assistant*

**545 Update on the Manor Park Resident Driven Projects**

The Amenities Assistant advised that the projects were being organised by the residents and they were waiting for a quote from the contractor to install the dipping pond platform. The Amenities Assistant will investigate the situation and give an update at the next Community Services Meeting.

*Action: Amenities Assistant*

**546 To agree permission for the 4YP Bike Safety Event**

An email had been received from Youth Parliament to hold a pop up bike safety event on the Skate Park. It was agreed that the date of the 14<sup>th</sup> June did not clash with any other event.

It was **recommended** with no objections that permission should allowed for the Youth Parliament Bike Safety Event.

**547 Update regarding the 4YP Graffiti Project**

An email had been received from 4ypuk that they had received funding from CBC for an Urban Art project which will teach basic skills by a professional artist and they will work to cover up some of the unsightly graffiti on the Stake Park to encourage the young people to take back ownership of the park. The email was noted and it was agreed that this was a good idea.

**548 Discuss the installation of CCTV**

The Amenities Assistant advised that an email had been received from the Community Safety Manager at CBC who had stressed that evidence was required that there was a problem at the proposed site to enable a CCTV camera to be installed. Cllr Dann asked who decides if the evidence is judged to be needed. A quote had been received from WCCTV who were recommended by the policy and Cllrs reviewed the costs and conditions. It was agreed that clarity was required regarding the data package of £750 per

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year (which gives 1 to 2 hours of streaming a month) and what was meant by streaming. It was agreed that it appeared expensive and that two further like-for-like quotes should be obtained. Cllr Sheehan will obtain a quote from his contact and the Amenities Assistant will obtain another. Cllr Lutley asked if money could be ring fenced for the next financial year for this project.

*Action: Cllr Sheehan, Amenities Assistant & RFO*

**549 Community Services Team update**

**a. Events Report**

- i. Following the workshop regarding moving events and bookings, the outcome was to find a balance and find out if the new arrangements work. From 2020 community events would be advertised 3 months in advance (not yearly programmes) so that customers to the Rufus Centre had access to dates later in the year.
- ii. The Community Services Officer advised that following the recent film show they had to refund the tickets as it had been almost impossible to view due to the light from the window in the hall. Cllr Sheehan asked when the maintenance report for each of the rooms in the Rufus Centre would be available and proposed that this is an item for the next agenda. It was unanimously agreed that the window needs to be sorted as it was a problem which had been raised last summer when the window was installed by CBC. Cllr Dann suggested that whilst trying to get CBC to get this issue sorted, quotes would be obtained so that the issue can be resolved as soon as possible. Cllr Sheehan proposed a status report for each room, at least two quotes to solve the problem of light from the window during events and conferences. The staff advised that this would need to go to Business Services Committee as it involved the Rufus building. The Community Services Officer advised that a £70 licence was required (per film, per showing) to be able to advertise to the public to show films but it was agreed that the window needed to be sorted first.

*Action: RFO*

- iii. Cllr Dann asked about the parking arrangements for the Easter Egg Hunt as this had previously been an issue at the entrance of Flitwick Woods. The Community Services Officer confirmed that the poster requested that residents walk to the event if possible and to park responsibly.
- iv. Cllr Sheehan asked when the promotion of the Street Food Heroes event will go on social media and the Community Services Officer advised that neighbouring residents had been notified out of courtesy by letter last week. The Community Services Officer was waiting for the Tens Licence from the organiser before promoting the event and informed the local Policing Team. The staff were looking at the cost to hire one security personnel (to be included in the cost to Street Food

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Heroes). It was hoped that PCSOs would be able to be present where possible.

- v. Cllr Dann asked if any tickets had been sold for the Michael Jackson event in October and it was confirmed that none had been sold yet.
- vi. Cllr Dann asked about the Facebook publicity for a proposed young person's event and whether a response had been given to the one negative comment regarding tax payers money being spent on one section of the community. It was believed that the Communications and Marketing Officer had responded to this comment and it was confirmed that the parents fully cover the cost. Cllr Williams added that the Council put on events for all sections of the community.

**b. iPad Costs**

The Community Services Officer advised that a refurbished iPad would cost £150 and would be used at all events and it was recommended that it was an iPad so if it was lost whilst out at an event, all the information could be cleared from the office.

It was **recommended** with no objections that the iPad should be purchased.

*Action: Communities Services Officer*

**c. Christmas Lights request from Cllr Sheehan**

Cllr Sheehan proposed some information from the last Working Group meeting for Christmas Lights which prompted an extended discussion. Maps of the area and a breakdown of proposed costs were circulated at the meeting. There were issues surrounding the use of Tesco car park and the public had given feedback over the last two years regarding how the event could be improved and that a Christmas tree was expected.

Cllr Sheehan said that they had looked at several different options but proposed that the best option was to have the event in Dunstable Road using the Village Hall, its car park, the Hub car park and Millennium Park.

Cllr Dann was concerned about the lights going into a residential area, the cost and whether these could be reduced. Cllr Sheehan advised that many of the costs would be a one-off and that no expenditure had been spent on the actual lights for years. The costs at this early stage were an over-estimate and were likely to be reduced. Cllr Williams mentioned getting the lights sponsored as a 'tree of hope' and Cllr Lutley asked how many events were planned to raise money. The Community Services Officer advised that three events were planned and that by having it at the Village Hall area, it would enable the event to incorporate stalls, including food to also help raise funding. Cllr Sheehan advised that funds were available.

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Cllr Williams proposed that the Christmas Lights be moved to the Village Hall area, with improved lights to the edge of Millennium Park, a Christmas tree and with fireworks for the event. Full Council would be asked to agree an increase in spend (exact figures to be gathered in advance) and for the event to be moved to the Village Hall area.

This was **recommended** with 3 in favour, 1 against.

*Actions: Community Services Officer to get actual costs  
Interim Town Clerk to put on Town Council agenda*

**550 Questions**

a. Cllr Dann advised that he had received an email from Cllr Toinko regarding the spraying of the grass verges to kill the grass at the edges. The FTC Grounds Team had advised that they had not used any pesticides since last year and were sparing of where it is used. CBC contract this sort of work out and they will be asked to update on what they are using.

*Action: Assistant Town Clerk*

b. Cllr Lutley mentioned the budget and this was noted.

c. The Amenities Officer and Cllr Williams advised that the Tesco blue tokens were currently being collected for 4YP UK and staff advised that the monies received will go to projects in Flitwick. The Communities Services Officer advised that Tesco were due to do a collection of blue tokens in May and June to support the Carnival. A subsequent application was being worked on for Christmas Lights.

d. Cllr Dann wished to thank all the Committee Members and Officers for their work over the last 4 years.

**551 Next Meeting**

Next scheduled **Community Services meeting** will be held on Wednesday 5<sup>th</sup> June 2019 at 7.45pm.

**The meeting closed at 8.55pm**

Signed .....  
(Chairman)