

FLITWICK TOWN COUNCIL

**Minutes of the 45th Meeting of the Community Services Committee held on
5th December 2018 at the Rufus Centre**

Present: Cllr J Dann (Chairman) Cllr A Lutley Cllr M Bonner Cllr M Platt

In attendance: Acting Town Clerk RFO & HR Officer
Amenities Assistant Grounds Team Supervisor

Apologies for absence accepted: Cllr Mrs J Blakeman
Cllr M Sheehan Cllr K Badham
Community Services Officer

Open Forum

There were no items.

499 **To Note any Declarations of Interest relating to items on the agenda**
There were no Declarations of Interest

500 **Chairman's Announcements**
There were none.

501 **Acting Town Clerk's Report**

- (i) The Resident Driven Projects at Manor Park had started. Progress would be reported regularly.
- (ii) S106 Funding had been investigated by Cllr Sheehan. He had noted monies available to spend on play areas. The Acting Town Clerk and Amenities Assistant were to meet with him to discuss the next stage. An Earmarked Reserve could be used to top up this S106 project application and this would be discussed at Business Services Committee.

502 **Play Areas / Open Space / Parks**

(a) To consider football pitch fees for 2019/20

- (i) Current rates of hire were circulated. Cllr Lutley commented that Pitch Fees were frozen last year but that Allotment Rents and Burial Fees had not been. She proposed that a moratorium on all rates be held until Members had heard Recommendations from the new Burial Working Party.
- (ii) The RFO & HR Officer suggested the Working Party consider a price freeze on football pitch hire until works on the Sea Cadet HQ/Changing Rooms had been completed.

It was **RECOMMENDED** that there be a moratorium on fees. Proposals from the Working Party would come back to this Committee for review.

- (iii) The Amenities Assistant was to investigate the history of price increases for all ie. The Allotments, Burial Ground and Football Pitches for the past three years.

b) To consider an illustrated Town Map of Flitwick

- (i) Examples of a variety of illustrated maps were circulated amongst Members. It was agreed that a decision on this subject be deferred until the Town Regeneration Plan had been completed.

c) To consider a resident's request to replace felled tree in Beaumont Road.

- (i) Members had been advised the tree in question had been felled due to severe rotting. It was close to a footpath that ran parallel to the railway bank and posed a safety risk to the public. The resident complained that her privacy from passing train passengers was now severely compromised and asked for The Council to replace the tree they had felled. Cllr Bonner suggested a possible company to approach.

It was **RECOMMENDED** that the Grounds Team Supervisor obtained a quote for a suitable replacement tree, as mature as possible and within a reasonable cost and planting capabilities.

d) General

- (i) There were no items.

503

Highway Issues/Infrastructure/Car Parking**a) To note the Minutes from Highways Meeting with CBC Representatives.**

- (i) Minutes from the Highways meeting held on the 1st October, having been previously circulated were noted.

b) To consider funding opportunity: CBC Local Transport Plan

- (i) Members were sent a copy of the funding opportunity prior to the meeting. Members agreed this would be need to be taken away and discussed and in particular, to include Cllrs Sheehan and Blazeby, current Attendees of the Highways Meetings. . Cllr Lutley suggested it be flagged up to all Members by email and for them to be mindful of the closing date for applications which was the 31st January 2019.

c) General

- (i) There were no items.

504

Ground Services**a) Update from the Grounds Team Supervisor**

- (i) The new "Welcome to Flitwick" Gates had been installed and the signage for them would be fixed shortly.
- (ii) The hedges at The Rufus Centre had been topped.
- (iii) The digging and planting of the new flower bed at The Rufus Centre was imminent.
- (iv) All grassed areas at Manor Park had been cut.
- (v) Dangerous trees at The Mount had been felled .
- (vi) Regarding the Resident Driven Projects, quotes had been received for the Pond Dipping Platform and the wildflower beds had been flailed and were ready for

sowing. The Grounds Team Supervisor assured Members that Natural England had been thoroughly consulted regarding the Project.

b) To agree updated Management Plan for Flitwick Manor Park

- (i) This had been received and circulated to all Members. The Grounds Team Supervisor advised he was very happy with it.
- (ii) Two of the objectives in the Management Plan were to :
 “Carry out botanical monitoring of the grassland and wetland habitats within the parkland and southwest fields at least every two years to assess how management is affecting species diversity and to carry out surveys of fauna including invertebrates, birds and amphibians at least once within the life of the current plan”.
 A Grounds Team staff member suggested an initial wildlife survey be carried out now, before the planned projects, and then another carried out afterwards, to highlight any differences that the projects had made to The Park. The Acting Town Clerk advised the Grounds Team Supervisor the Greensands Trust would assist with this.

c) General

- (i) Cllr Bonner asked what the latest developments were for The Country Park. The Acting Town Clerk advised that the design elements of the Country Park were currently on hold but that S106 monies would still be used for those areas that were to be shared between the Country Park and the new Burial Ground eg pathing, parking, entrance area. She would further update Cllr Bonner at a later date.

505

Allotments

a) Minutes of the Annual Allotment Liaison Committee held on the 4th October 2018

- (i) The Minutes of the Annual Allotment Liaison Committee Meeting held on the 4th October, having been previously circulated, were noted.

b) To consider Allotment Rents for 2020/21 and 2021/22

- (i) It was agreed that as there was to be a moratorium on price increases in general, and the setting up of a new Working Party to review the burial ground rates, the rate increase, if any for the Allotments would also be reviewed. The Allotment Liaison Committee AGM attendees had requested a price freeze for allotment rents.

c) General

- (i) There were no items.

506

Burial Ground Update

a) To set up a Working Party on fees and regulations for the Burial Ground and to review the current Regulations Booklet.

- (i) It was agreed that a Working Party be set up consisting of three Members and one member of staff. Cllrs Dann and Lutley said that they would be like to be on it. The Amenities Assistant would send out emails to all members asking if anyone else would be interested.

- (ii) A lengthy discussion ensued regarding vacant plots and reserved plots. It was agreed that it would be investigated by the Working Party once it had been set up.

It was **RECOMMENDED** that a working Party be set up to review fees and regulations for the Burial Ground and also the current Regulations Booklet.

- 507 **Community & Events**
- a) Event Report**
- (i) The Community Services Officer was absent from the meeting but had submitted a report in advance which the Acting Town Clerk read aloud.
 - (ii) The Fun Palace event was held on the 6th and 7th of October and had been successful with a steady stream of visitors throughout the day. Activities included Teddy Tennis, Rock Painting, Choir Singing, Calligraphy, Flower Arranging and Choral Singing.
 - (iii) Films @ Flitwick had started again in October with a high number attending the first two films shown.
 - (iv) The Macmillan Coffee Morning took place on the 19th October at the Village Hall and raised £391.32
 - (v) The Remembrance Day Parade had a very high turn-out of people. Minor issues were identified for next year's planning but on the whole it had been a very busy and successful morning.
 - (vi) The Beacon Lighting that same evening had around 100 people attending and £80.00 was raised from the selling of tea/coffee and cakes.
 - (vii) The Christmas Lights Switch-On had had some very positive feedback, "perhaps the best so far", with visitors especially enjoying the Donkeys and the Photo Booth. A Quiz Night had been planned for February as a major Christmas Lights fundraiser.
 - (viii) The Keep Fit Sessions at The Village Hall were still well attended and had attracted at least three new members from Facebook ads.
 - (ix) The preparations for the Christmas Lunch on the 7th December and the Carol Concert on the 10th were well underway. Tickets for the Lunch had been sold out for time.
 - (x) The Community Services Officer advised that all dates for regular activities in 2019 had now been set, including Lunch Club, Bingo, Keep Fit, Mens Club etc
 - (xi) Many of the regular activities had been increased by £1 as many of them have had the same price for many years and increasing costs for food, the Flittabus, Hall hire etc needed to be covered adequately.
- b) General**
- (i) There were no items.

- 508 **Community Safety**
 a) To receive an update on CCTV camera at Skate Park
- (i) The Amenities Assistant advised that PC Dagley had visited the Rufus Centre to give a verbal update on his findings and a report had been circulated to all members. The deployable CCTV camera, leased by CBC had been in situ since 4th October and had had a positive impact in the reduction of antisocial behaviour around the skate park and younger children were now returning to use the facilities.
 - (ii) PC Dagley had reported that there was increased use of The Mount by nominal persons but that the Police had access to a private CCTV camera belonging to a nearby resident that was helping them greatly.
 - (iii) Members were advised that there are only ten deployable cameras in the CBC area and that should the occasion arise, CBC would need to take it away to use elsewhere.
 - (iv) Members were also advised that Ampthill TC owned three cameras and have CBC monitor and run them for them. The Amenities Assistant said she could enquire with Ampthill TC as to how this arrangement worked and how much it would cost and report back.
- b) General**
- (i) There were no items.
- 509 **To consider Cllr Blazeby's project proposals**
- (i) Members had previously been made aware of the details of three project proposals by Cllr Blazeby. Whilst they thought the ideas were very good ones and deserved looking at more closely, they felt that as the Council Staff were extremely busy with other pressing matters and were also without a Town Clerk, it would be prudent to put these on hold until a later date.
 - (ii) Elements of "The Taste of Flitwick" project could be incorporated into next year's Fun Palace Event. Members agreed "A Taste of Flitwick" could be the tagline for publicity.
- 510 **Questions**
 There were none.
- Confidential Section**
 In accordance with Section 1 of the Public Bodies (Admission to Meetings Act 1960) the public and press to be excluded for items 14 and 15 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and Item 16.
- 511 **To Note the Monthly Budget Review for Community Services for October**
- (i) Having been previously circulated, the Monthly Budget Review for October was received and noted by the Members.
- 512 **To consider the proposed Committee Budget for 2019/20 and Projects for 2019/20**
- (i) Members had received the proposed budget for the Committee for 2019/20.

6)

(ii) Members agreed the proposed budget.

It was **RECOMMENDED** that the proposed budget of £375,556
be agreed

513 **Questions**
 There were none.

The meeting closed at 9.20pm

Signed

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Chairman