



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING**  
**HELD ON 7<sup>TH</sup> JULY 2020**  
**AT 7:45PM VIA VIRTUAL ACCESS**

**Present:**

Cllr Badham (Chair)  
Cllr Toinko  
Cllr Dann  
Cllr Dodds  
Cllr Earles  
Cllr Lutley  
Cllr Platt  
Cllr Snape (Sub)

Rob McGregor – Town Clerk  
Susan Eldred – Community Services Officer  
Cllr Blazeby  
Cllr Mackey

**701 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Coleman.

**702 DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – Councillor Badham declared an interest in agenda item 7b, Christmas Lights. Councillor Badham will not be taking part in the discussion or voting but will continue to chair the meeting.

Councillor Mackey declared an interest in agenda item 8l, Thanksgiving Service. Councillor Mackey does wish to speak on this matter during discussions.

Councillor Badham and Councillor Mackey would sign the Declaration of Interest Book at a later date as the meeting was taking place virtually.

- (b) Non-Pecuniary interests in any agenda item – None Declared.

**703 CHAIRMAN'S ANNOUNCEMENTS**

Councillor Badham would like to remind Member's that if they are unable to attend a meeting Flitwick Town Council would like as much notice as possible. It is the responsibility of each Individual Councillor who is unable to attend a meeting to organise a sub.

**704 PUBLIC OPEN SESSION**

1 Member of the public joined the meeting.

## **705 MEMBERS QUESTIONS**

There were no questions.

## **706 MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 2<sup>nd</sup> June 2020.

Councillor Dann raised a question regarding 692i and this would be looked into.

## **707 MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 2<sup>nd</sup> June 2020 – There were none raised.

## **708 ITEMS FOR CONSIDERATION**

- a. **Extension of Metal Detecting Licence**

Councillor Toinko raised a question asking how many requests for an extension on the licence we had received previously. The Town Clerk advised this was the first request for an extension, with the request being for a further 3 months.

It was **RECOMMENDED** for the metal detecting licence to be extended for 3 months, until 31<sup>st</sup> October 2020. The original licence conditions would remain. (Vote: 8 in favour)

- b. **Christmas Lights**

Members discussed the options presented on the agenda. Councillor Dodds noted that not all of the quotations were the same, he expressed the need going forward for clear rules and consistency when receiving quotes. The Community Services Officer explained that not all companies were able to offer the same service, for example some could offer a tree where others could not.

Councillors questioned why quote D did not have a figure. The Community Services Officer explained the quote received was a breakdown of individual costs and it would have been very difficult to estimate their overall figure.

Councillor Snape expressed his preferred option was quote B, Councillor Dann agreed as this was the closest figure to budget.

It was **RECOMMENDED** to accept quote B. (Vote 6 in favour, 2 abstain)

It was **RECOMMENDED** to allocate the budget to cover the Christmas Lights expenditure, the Community Services Officer would fundraise as much as possible to try and make up the shortfall in funding.

- c. **Manor Park Electronic Gates**

The Town Clerk informed members there would be an additional charge to any quotation accepted due to the need for a power supply. At this time the Town Clerk is waiting on a reply to confirm the cost of a power supply.

Members discussed the different key types, favouring the radar key. Councillor Dodds expressed people using Manor Park should still display a disabled parking badge and Members agreed.

It was **RECOMMENDED** to accept quote A as listed. (Vote: 8 in favour)

Further costs are being obtained for a feeder pillar to supply power to the gates.

**d. Recycling Scheme**

At the Community Services meeting in March 2020, Councillor Dann spoke about a recycling scheme. Members were asked to consider a soft launch at the Annual Town Meeting, unfortunately this was unable to happen due to COVID-19 Lockdown.

Members briefly discussed the impact of the scheme, raising that consideration should be given to the financial impact and staff time. Councillor Dodds also raised if we would need a waste licence to run the Recycling Scheme, contact with CBC should be made regarding the licence  
*(Action Cllr Dann)*

It was **RECOMMENDED** to launch a working task & finish group for Flitwick Contribution to Recycling. The group will be made up of 2 Community Services Councillors, Councillor Dann and Councillor Toinko. (Vote: 8 in favour)

**e. Community Awards**

Members discussed the suggested date of September for the Community Awards. It was felt that September may be too early. Councillor Dann raised that in previous discussions, a suggestion had been made about making some changes to the way in which nominations were made and how winners were selected. The Community Services Officer advised that this was something she had already been working on and would be in contact with Cllr Dann within the next week to arrange a meeting.

It was **RECOMMENDED** that the Community Awards evening be postponed until next year. (Vote: 8 in favour)

**f. Public Art**

Members were in agreement that a working group of Councillors should be formed to lead on Flitwick public arts.

It was **RECOMMENDED** that a public arts working group be formed to look at public art in Flitwick. The group will consist of Councillor Badham, Councillor Toinko and Councillor Dodds. (Vote: 8 in favour)

**g. Section 106 monies**

Members were in agreement that a working group of Councillors should be formed to lead on Section 106 monies.

It was **RECOMMENDED** that a section 106 monies working group be formed. The group will consist of Councillor Badham, Councillor Earles and Councillor Lutley. (Vote: 8 in favour)

**h. Environmental Stewardship - Manor Park**

Members felt there were unanswered questions due to not having supporting paperwork available at this time. Members would like the information regarding the Rural Payments Agency Environmental Stewardship circulated to the committee via email so an informed decision can be made.  
*(Action: Town Clerk)*

It was **RECOMMENDED** once the information had been circulated a decision be made via email. (Voted: 8 in favour)

i. **Scarecrow Festival**

Members suggested the Scarecrow Festival should take place over 1 week, with households being encouraged to recycle any used materials. The public will be invited to send in pictures of their Scarecrow, these pictures will be shared on social media and the FTC website. The public will be able to vote for a winner, with an agreed amount of money being donated to a charity of their choice.

It was **RECOMMENDED** that the Scarecrow Festival go ahead with the following amendments:

1. The festival will take place for 1 week
2. Entry will be free of charge
3. Agreed date – 1<sup>st</sup> week in July

(Vote: 8 in favour)

j. **Flitwick in Bloom**

Members discussed how 'Flitwick in Bloom' could benefit the town by making some unattractive areas more appealing. This was something the whole community could join in with and could benefit the environment as well as making Flitwick more aesthetically pleasing. The Community Services Officer informed Members that she had made contact with Dunstable Town Council who have been taking part in Dunstable in Bloom for a number of years. The contact at Dunstable Town Council was happy to arrange a meeting with a working group from Flitwick to help Flitwick within its first year.

It was **RECOMMENDED** Flitwick take part in Flitwick in Bloom. (Vote: 8 in favour)

It was **RECOMMENDED** for a working group to be formed. The working group would consist of Councillor Lutley, Councillor Earles and Councillor Toinko. (Vote: 8 in favour)

k. **Flag Flying Policy**

Members were happy to see the Pride and NHS flags flying at the Rufus Centre within the past month. Members had a discussion around the type of flags that should be displayed, and it was suggested we look at a calendar for key dates. Councillor Blazeby commented that he felt more flags relating to the local community should be displayed, e.g. the Bedfordshire flag on Bedfordshire Day. Councillors Dodds commented national days should also be marked with a flag, eg St Georges Day, Remembrance etc.

The Chairman asked the Town Clerk if in his experience, he knew what other Councils followed. The Town Clerk stated that other Councils, as far as he was aware followed the proposed Flag Flying Policy.

It is **RECOMMENDED** a flag policy working group was formed to take on board people's views. The group will consist of Councillor Dann, Councillor Dodds and Councillor Toinko. (Votes: 8 in favour)

l. **Thanksgiving Service**

Councillor Mackey had requested the use of Millennium Park for a Thanksgiving service on behalf of the Flitwick Community Lifeline. Members were concerned how the event would be covered in terms of Public Liability insurance and Risk Assessments. Councillor Mackey informed Members he felt this was something that could be covered by the local Parish Church or Good Neighbour Scheme as they were both members of the Flitwick Lifeline Group. Councillor Snape raised a concern that the event could become political and Councillor Mackey responded that he was organising the event as a Ward Councillor and it

was for the community. Councillor Mackey was unclear on what the event would involve but at this stage the idea was possibly picnic in the park. (Details are still being discussed)

Councillor Blazeby suggested Councillor Mackey presents a formal proposal to Community Services, detailing dates, times and event information. Councillor Badham also suggested with the formal proposal a copy of a risk assessment and Public liability insurance. Councillor Mackey would submit a formal proposal. *(Action: Cllr Mackey)*

**m. Request for use of Millennium Park**

Members agreed given the current pandemic, having local classes available in an outdoor space would benefit the local community, although Millennium Park may not be the best place. Councillor Dann raised concerns about the impact on other park users, litter and whose insurance would cover the classes. Councillor Badham raised a concern about accidents or injuries for people attending the class when using Millennium Park, and would FTC insurance cover this. Councillor Dann commented there were signs around the Park stating it cannot be used by businesses for free, and to contact FTC. Councillor Dann suggested we contact the lady and signpost her to the use of the Rufus Centre field, which can be hired for public use. *(Action: Amenities Officer)*

It was **RECOMMENDED** to look if there is a policy in place for the use of Millennium Park. This would be deferred to the next Community Services Meeting. (Vote: 8 in favour)

**709 ITEMS FOR INFORMATION**

**a. Millennium Park Play Area**

Members were in agreement that some of the issues within the play area were due to vandalism and others were not. The company who supplied the play equipment cannot be held responsible for any damages caused by vandalism.

The Town Clerk had received the report and would act on any issues that needed addressing.

**b. Budget**

To note the Community Services Budget – No Comments.

**c. Community Services Report**

No questions regarding the Community Services report were raised.

Councillor Badham offered his help and support when working on testing the Business Continuity Plan.

**710 PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

Mr Woolgar joined the meeting. Mr Woolgar had wished to listen to agenda item 7B but unfortunately he had not been able to join in time. The Chairman informed that the Community Services Officer would be in contact in the next few days.

**711 EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

There are no exempt items.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.