



MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 1st SEPTEMBER 2020
AT 7:45PM VIA VIRTUAL ACCESS

Present:

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

Rob McGregor – Town Clerk
Stacie Lockey – Amenities Officer
Susan Eldred – Community Services Officer
Resident

723 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Coleman and the Groundsteam Supervisor.

724 DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

725 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that item 9d would be moved under items for consideration as item 8j.

726 PUBLIC OPEN SESSION

1 Member of the public joined the meeting.

727 MEMBERS QUESTIONS

There were no questions.

728 MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 4th August 2020.

Cllr Dann commented that minute number 720 referred to him commenting about Fir Tree Play Area however it was Cllr Toinko who made the comments.

All Members agreed the minutes were a true recording of the meeting held on 4th August 2020 (Vote - All in favour)

729 MATTERS ARISING

a. Minutes of the Community Services Committee Meeting 4th August 2020.

The Chairman informed Members that he had attended a walkabout with 4YP along with the Deputy Mayor. The Chairman advised that the young people were very engaging and expressed their wishes for basketball hoops, more litter bins, enclosed shelter, outdoor gym equipment and lighting at the skate park.

730 ITEMS FOR CONSIDERATION

a. Metal Detecting Extension Request

Cllr Earles asked if the Council were going to limit the amount of licences issued. Cllr Dann commented that this had been discussed previously and it was agreed that each request would be considered on its own merit.

It was **RECOMMENDED** to extend the Metal Detecting Licence to 27th December 2020.
(Vote: all in favour)

b. Flitwick in Bloom

Cllr Toinko joined the meeting.

Members discussed the proposal within the report. Cllr Lutley felt that considering the amount of work required to participate in Flitwick in Bloom, the front garden competition was a good idea to start with.

The Chairman commented that he had spoken with somebody who takes part in the 'In Bloom' competition in another Town and was advised it could take up to 3 years to get fully set up.

Cllr Toinko was not in favour of a front garden competition and felt it was not the Town Council's business what people wish to do with their front gardens. Cllr Dodds disagreed with this comment and felt that particularly during lockdown, it was nice to walk around the Town and admire the efforts people had put into their gardens.

It was **RECOMMENDED** to hold a front garden competition, with the aim of building up to the 'In Bloom' competition over the coming years, if there was a level of interest from residents.
(Vote: 6 in favour, 1 against)

c. Christmas Market

Cllr Dann asked if it would be possible to get 25 stalls to attend consecutively over the 8 weeks. The Community Services Officer advised that there does not necessarily have to be 25 stalls attend every week however the levels of interest so far had been positive.

Cllr Dodds suggested the Town Council have a stall each week for residents to discuss any issues or concerns they have around the Town.

It was **RECOMMENDED** to hold a Christmas Market on the Village Hall/Hub car park for 8 consecutive weeks from Sunday 1st November, with a maximum of 25 stalls. (Vote: all in favour)

d. **The Dew Pond**

Cllr Lutley asked if there was a risk of the residents obtaining adverse possession of the piece of land. The Town Clerk advised that this would not be possible as there would be an agreement in place to stop this.

It was **RECOMMENDED** that the Town Council continue to allow the residents to maintain the small area of grass at the Dew Pond under a maintenance agreement. (Vote: 5 in favour, 2 abstentions)

e. **Manor Park Fencing**

Cllr Dodds asked that if when obtaining quotes for larger projects, a specification was provided to ensure the quotes were like for like. The Town Clerk advised that a specification was provided.

Cllr Thompson commented that at the last meeting it was understood that a member of the Groundsteam was a professional fencer and that a quote would be obtained for materials only. The Town Clerk advised that following further discussion with the Groundsteam, they felt that they could not provide such a good quality of work.

Cllr Toinko asked if all 3 quotes included the wood being responsibly sourced. The Town Clerk advised that this would need to be investigated further.

It was **RECOMMENDED** to use quote A to supply and erect fencing in various identified locations within Manor Park. (subject to investigation of responsibly sourced wood) (Vote: all in favour)

f. **Installation of Basketball Hoops**

Cllr Dann asked if it would be within budget to install a cage around the proposed area. The Chairman advised, having previously investigated costs, it would not be an option with the funds available at this time.

Cllr Toinko referenced the Water Fountains mentioned within the report, the Chairman advised that this was something that could be sourced from Section 106 monies and had been discussed at the Section 106 working party meeting.

It was **RECOMMENDED** that Basketball Hoops and court markings be installed on the hardstanding area of the Millennium Park. (Vote: all in favour)

g. **Wildlife Corridors**

Cllr Thompson suggested signage to make residents aware of what is happening and to avoid people asking why the chosen areas had not been maintained. Cllr Lutley added that an article in Flitwick Papers to introduce the scheme would be beneficial.

Cllr Toinko asked if the suppliers of the seed were local. The Town Clerk advised that they were.

It was **RECOMMENDED** that:

1. The areas listed within the report were suitable for Wildlife Corridors
 2. Enlisting the wider communities help in establishing and assisting with the maintenance of the wildlife corridors.
 3. To obtain quotations in 2021/22
- (Vote: 7 in favour)

h. Letter from resident regarding Fir Tree Close Play Area

Cllr Toinko commented that he had been contacted by a resident regarding the opening and closing system of the park and felt it was not suitable. Cllr Dodds felt that the park should remain unlocked in line with the other parks owned by FTC.

Cllr Lutley commented that Fir Tree Close was different in comparison to other parks as it was surrounded by a high fence and situated in between 2 houses.

Cllr Earles felt that no member of the public should act as key holder to the parks.

It was **RECOMMENDED** that the Town Clerk respond to the resident to state that the decision to leave the park open remains and to thank them for their assistance in the past. (Vote: all in favour)

i. Community Awards

Cllr Dann commented that there was no documentation available regarding the revised categories at this time however they would be presented at the next meeting. A decision was needed with regards to hand delivering the awards and congratulatory items for the winners and nominees of the 2020 awards.

It was agreed to discuss Community Awards at the next meeting.

j. Flag Flying Policy

Members noted the report from the Flag Flying working group. An amendment was made to proposal number 3 to include 'the union flag would fly every 5th year for VJ day'.

It was **RECOMMENDED** that:

2. FTC do not fly flags for which planning permission would be needed, due to the burden upon FTC staff and CBC in processing these requests. (Vote: all in favour)

It was **RECOMMENDED** that:

3. That from the list published, FTC fly the Union Flag on the real and official birthdays of the Queen, the birthday of the Duke of Edinburgh and Remembrance Day on an annual basis. Then, VE and VJ day every 5th year. Additionally, FTC fly the St George's Cross on St George's Day; That we review this position upon a Royal succession. (Vote: 6 in favour, 1 abstention)

It was **RECOMMENDED** that:

4. FTC flies the Union Flag in accordance with guidelines upon death of a Sovereign and any issued special commands. (Vote: all in favour)

It was **RECOMMENDED** that:

5. The default position is not to fly a flag. (Vote: all in favour)

It was **RECOMMENDED** that:

6. The Flitwick flag is used for purposes relating to the Carnival only. (Vote: 6 in favour, 1 abstention)

It was **RECOMMENDED** that:

7. FTC fly the Bedfordshire County Flag on November 28th. (Vote: all in favour)

It was **RECOMMENDED** that:

8. The Pride Flag is flown during Pride month of June. (Vote: all in favour)

731 ITEMS FOR INFORMATION

a. Budget

To note the Community Services Budget – No Comments.

b. Community Services Report

The Community Services Officer thanked the Inner Wheel for the £100 donation towards the Christmas Lights fund.

Cllr Dann commented that he would be attending a Remembrance Day meeting via Zoom to discuss final plans.

c. Grounds Team Report

Members noted the report produced by the Grounds Team Supervisor.

The Chairman advised that the refurbished signs looked wonderful and passed thanks onto the Groundsteam.

e. Public Art Working Group

Members noted the report from the Public Art Working Group. Cllr Dann asked if Barclays frontage had been identified as an option to install some form of public art. The Chairman commented that at this stage clarity was being sought as to funding available and locations would be discussed following this.

f. Section 106 Working Group

Members noted the report from the Section 106 working group.

732 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**.

The member of the Public did not wish to speak and left the meeting at this time.

733 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..

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.

Meeting closed at 21.00



FLITWICK TOWN COUNCIL

Report to Community Services 6th October 2020: Older People's Lunch Club

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Due to COVID-19 Lunch Club has been postponed, we aim to return once Government Guidance allows.

Before Lockdown 2020, Lunch Club was well attended, we had an average of 45 people per session with numbers increasing monthly.

Lunch Club is usually held on the second Friday of the month from 12:30 – 3pm. The older people enjoy a 2 course meal and a game of bingo.

Lunch Club is organised by the Community Services Team with support from Cllr Lutley, Cllr Williams and 2 regular volunteers from the community who collect payment and serve meals on the day.

Introduction

Due to Lunch Club at The Rufus Centre being postponed, we have been offering a Lunch Club delivery service since June 2020. The delivery service is able to offer a maximum of 20 deliveries per Lunch Club.

When the service was first offered, we were able to delivery Lunch Club meals once every two weeks. Due to the opening of The Rufus Centre Café in August, this was changed to once a month – as per pre-Lockdown.

Since the Café has opened, it has been increasing in popularity with residents all the time. The Café is busy most days with Friday being the most popular day. This has put additional pressure on staff.

Kitchen staff have found it difficult to cater for Lunch Club and The Rufus Centre Café on a Friday. This difficulty may increase once Lunch Club returns to The Rufus Centre as we predict numbers will increase back up to an average of 45.

Additional Matters

There is also a concern that when 'Friday Nights @ Rendezvous' is also happening on a Friday, this will add to pressure.

Recommendations

1. To consider changing the day of Lunch Club from second Friday of the Month to Second Tuesday of the Month.

Susan Eldred
Community Services Officer



FLITWICK TOWN COUNCIL

Report to Community Services 6th October 2020: Flitwick Festive Fun

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Due to COVID-19 there are limited festive activities taking place in 2020.

Flitwick has experienced a great sense of community spirit during Lockdown 2020, people have worked together to look after each other, ensure the vulnerable are cared for and held street performances to lift peoples spirits.

The Community Services Team would like to continue building the community spirit and give people something to look forward to seeing this Christmas

Introduction

Residents have put up Christmas Lights on their homes for many years, with some areas of town having displays at 1 house right through to lighting up a whole street for the festive season.

The Community Services team would like to recommend initiating an annual competition to be known as 'Flitwick Festive Fun'.

Residents will be invited to decorate their house/window/garden with festive lights etc, entering into a competition organised by the Town Council. The competition will be open to all Flitwick residents with 3 categories, 'Best Outdoor Display', 'Best Window Display' and 'Best Shop Front'.

Entry will be free of charge, with a judging panel made up of FTC Councillors and staff selecting the 3 best displays from each category. The public will vote from the winner of each category on Facebook, with the winner being announced on Monday 21st December.

Additional Matters

To gain the interest of residents and to reward their efforts, £100 was felt to be a significant amount to reward to a charity. The overall amount of £300 will be deducted from the events budget.

Recommendations

1. To consider the annual competition of 'Flitwick Festive Fun'.
2. To consider a winner prize of £100 to a chosen charity.

Susan Eldred
Community Services Officer

CAR SHOW	Millennium Park	The Rufus Centre
	ALL COSTS ARE APPROX	ALL COSTS ARE APPROX
Expenditure		
Rosettes	£40	£40
Rally Plaques	£305	£305
Go Kartz	£300	£300
Banners	£72	£72
Car Show Programme Printing	£252	£252
PA & Sound	£2,300	£1,800
Children's Entertainer	£250	£250
Band/Music	£600	£600
Trophies	£50	£50
Crowd Barriers	£100	£70
First Aid	£150	£150
Printing Information Packs	£15	£15
Line Making/Cable Ties etc	£60	£60
Toilets	£708	£0
Biffa Bins	£120	£0
Bedfordshire Police Cadets	£100	£0
Sign Printing	£20	£20
Village Hall Hire	£117	£0
Total	£5,559	£3,984
Income		
Sponsorship	£400	£400
Bar	£150	£80
Catering	£700	£350
Fun Fair	£100	£0
Stalls	£450	£270
Entry (Average)	£0	£3,224
Total	£1,800	£4,324
Overall	-£3,759	£340



FLITWICK TOWN COUNCIL

Report to Community Services 6th October 2020: Flitwick Classic Car and Bike Show

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

The Classic Car & Bike Show is the second biggest event in the Flitwick Town Council event calendar.

The annual event is held on The Rufus Centre field on the first Sunday in August. It is well attended by visitors and exhibitors, with more & more cars being entered each year.

Over the years the event has grown to maximise the space on The Rufus Centre field, with some exhibitors returning year after year and more clubs wanting to get involved.

Introduction

The Lockdown Car Show organised by a Flitwick resident was well received in August 2020 after the Council's Classic Car & Bike Show was cancelled due to COVID-19.

There was a number of positive comments on social media referring to the Lockdown Car Show being held in the centre of town, how this helped to support local businesses and how it was nice to be able to walk around town.

The Community Services Officer has explored various options for the Classic Car & Bike Show 2021, talking to the 2 regular sponsors of the Classic Car & Bike Show, as well as meeting the organiser of the Lockdown Car Show. Taking on board all comments, the Community Services Officer was presented with 2 options:

- 1 – To continue holding the Classic Car & Bike Show at the Rufus Centre, making changes to the event within the space available or
- 2 – Move the event to Millennium Park, giving the possibility to extend stalls, fairground rides and exhibitors.

Additional Matters

An income and expenditure sheet has been completed (See Appendix 002). The income & expenditure sheet is a breakdown of approximate costs for keeping The Classic Car & Bike Show at The Rufus Centre and relocating it to Millennium Park.

Officers feel that both locations have their positive elements and limitations.

Recommendations

1. To consider relocating The Classic Car & Bike Show to Millennium Park to help the event expand.
2. To consider The Classic Car & Bike Show remaining at The Rufus Centre, with usual entry fees, set up etc.

Susan Eldred
Community Services Officer



FLITWICK TOWN COUNCIL

Report to Community Services Committee 06.10.20 HEDGE REMOVAL AT HINKSLEY ROAD

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Community Services Budget

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

Flitwick Town Council own and maintain the hedge that borders Hinksley Road playing field, beyond the hedge is a block of garages where there have been reports of youths congregating and drug dealing/taking.

Introduction

An email has been received from the PC Aaron Dagley and Grand Union Housing requesting the Council consider removal or significant reduction of the hedge to make the area less attractive for youths to congregate. PC Dagley added that removal of the hedge would potentially assist in the reduction of incidents and complaints, however, there was little data to suggest that it is a significant problem at the moment.

The Town Clerk and I visited the site and felt that removal of the hedge would not be beneficial. Reduction of the hedge would be a more suitable option.

Recommendations

1. To leave the hedge as it is.
2. To reduce the height of the hedge.
2. To remove the hedge.

Stacie Lockey
Amenities Officer



FLITWICK TOWN COUNCIL

Report to Community Services Committee 06.10.20 PURCHASE GOAL POSTS

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Section 106 Funding

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

The Town Clerk received a request for availability of a full-sized football pitch at the Rufus Centre. This would accommodate both boys' and girls' teams for the coming 2020/21 season.

Introduction

To be able to accommodate this request, goal posts would be needed. The Amenities Officer has applied for Section 106 money to purchase goal posts to be able to fulfil the booking. The goal posts would belong to the Town Council and be available in the future to hire out with pitch bookings.

Recommendations

1. To purchase goal posts with Section 106 funds.

Stacie Lockey
Amenities Officer



FLITWICK TOWN COUNCIL

Report to Community Services Committee 06.10.20 Millennium Park Hire Structure

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: n/a

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

The Town Council receive various requests for hire of the Millennium Park, including Fun Fairs, Circuses, commercial fitness groups and local organisations. Members decided it would be helpful to produce a structure for the hire of the park going forward.

Introduction

Millennium Park Charges Pre October 2020

Below is a table showing examples of FTC users in the past and charges made.

Activity/Event	Charge	Length of Time (Approx)
Fun Fair	£550 hire charge £500 damage deposit	2 weeks on the park, 8 days operational
Circus	£550 hire charge £500 damage deposit	5 days on the park, 3 days operational
Flitwick Flyers 10k Race (approx. 700 racers)	No Charge	1 day
Flitwick Church Fun Day	No Charge	½ Day
Flitwick Childrens Centre	No Charge	½ Day
Commercial Fitness	Declined requests	Declined requests

Comparison of other local councils

I have undertaken a review of charges made by other Councils which are as follows.

Ampthill Town Council

Circus	£120 per day (£500 refundable deposit)
Cross Country Events	£30 per event (less than 20 runners) £70 per event (20-50 runners) £120 per event (50-100 runners) £1.20 per runner (100+ participants)
Commercial Fitness	£100 per annum per day (max 2 classes p/w)

Houghton Regis Town Council

Fun Fair (8 days)	£1150
Circus	£145 per day/opening
Community Groups	£6 per hour (residents) £24 per hour for all other hirers

Biggleswade Town Council

Fun Fair	No Charge
Circus	No Charge
Community Groups	No Charge

Leighton Linslade Town Council

Fair & other events	£18 per hour Half Day £70 Full Day £208
Commercial Fitness	£13 per hour

Recommendations

1. Members to review the information provided and create a structure for hire of the Millennium Park.

Stacie Lockey
Amenities Officer

Minutes of the 169th Meeting of the Allotment Liaison Committee
Held on Tuesday 1st September 2020 at 10.00am

Present: Cllr Mrs A Lutley, Cllr Mrs P Earles
Mr J Carter – Station Rd Allotment Rep
Mr M Kendrick – Steppingley Rd Allotment Rep
Mr F Prior – Steppingley Rd Allotment Rep
Amenities Officer (SL)

1. Election of Chairman

Cllr Lutley was proposed and seconded as Chairman.

2. Apologies for Absence

Apologies had been received from Cllr Shaw.

3. To note the Minutes of the 168th Meeting of the Allotment Liaison Committee meeting held on 30th September 2019

These were noted.

4. To note the Minutes of the ALC AGM meeting held on the 17th October 2019

These were noted.

5a. To consider any matters relating to site visits at Station Rd.

5.1. The conditions of the following plots at Station Rd were discussed and the following agreed:

8 – UTL	45 – NTQ
12 – UTL	39 – UTL
18 – NTQ	

5.2. Mr Carter raised slight concern with plots 21,22, 40 and 54 and suggested that they be put on 'watch' next year.

5.3. The following plots needed new number plates, 50, 52, 53, 54, 55.

5.4. Mr Carter suggested that an article be placed in the next newsletter reminding tenants that it is their responsibility to maintain the spine paths which included cutting them and keeping the edges straight.

5.5. The portaloos needed to be secured to avoid it blowing over in the wind. The Amenities Officer advised that she had spoken with the Grounds Team and asked them to do this.

5b. To consider any matters relating to site visits at Steppingley Rd.

5.6. The conditions of the following plots at Steppingley Rd were discussed and the following agreed:

63 – UTL	160 – UTL
68 – UTL	161 – UTL
81 – UTL	163 – UTL
82 – UTL	172 – UTL
83 – UTL	173 – UTL
95 – UTL	174 – UTL

5.7. Mr Prior advised that the pedestrian gate needed looking at by the Grounds Team as it had often been left unlocked due to a problem with the gate.

5.8. Plot 179c needed to be remeasured by the Grounds Team as there was some confusion with regards to the size of this plot.

5.9. Several areas had been identified to create further plots. The Amenities Officer would ask the Grounds Team to investigate these areas.

5.10. Mr Prior suggested an article be placed in the next newsletter asking plot holders to stop parking on the roadways.

5.11. The Chairman advised that there was a deep puddle near the gate that needed attention along with a gap in the fencing which needed to be closed off.

6. To discuss a procedure for 2nd plot holders

4.1. Mr Prior presented the Committee with a procedure and proposal for 2nd allotments. The Committee all agreed that the current 364-day rule needed to be re-considered.

It was **Recommended** that the following proposal be accepted;

1. A maximum of 10% of the plots on the Steppingley Road site are put aside for use as 2nd plots.
2. Once the maximum is reached no more 2nd plots can be assigned until one of the existing 2nd plots is given up
3. A plot holder must have held and worked a plot for 3 years before they can request a 2nd plot
4. The 364 day rule is dropped.
5. The untidy plot and notice to quit procedures are applied rigorously, and at renewal time the communication should clearly include notice that due to the shortage of plots this is going to happen.
6. The site should be reviewed to see if any more plots can be created.

7. To consider rents for 2021/22 & 2022/23

7.1. The Chairman advised that it had previously been agreed that the rents for 2021/22 would increase by 5%. It was suggested another 5% increase be added to the rent for 2022/23.

It was **Recommended** that the rent be increased by 5% for 2022/23.

8. Questions

8.1. Cllr Earles asked if the grass beyond the rabbit fencing would be cut down. The Amenities Officer advised that this would be done in the Autumn.

8.2. The Chairman asked if an AGM would be held this year considering the restrictions with COVID-19. The Amenities Officer advised that an AGM should be held whether it be online or at the Rufus Centre maintaining social distance. The Committee felt that the AGM should be held at the Rufus Centre and spaces may have to be limited. The Amenities Officer agreed to investigate this.

8.3. Mr Carter asked if there was any money left in the budget for the allotments. This would be investigated and reported back at the next meeting.

8.4. Mr Carter asked if the Grounds Team cut down extremely overgrown plots. The Amenities Officer advised that the Council would not do this until a NTQ has been issued.

LATE GRANT APPLICATIONS 2020/21

TO BE RETURNED TO THE TOWN COUNCIL OFFICE

This organisation wishes to apply to the Town Council for a financial grant as follows:

Name of Organisation Flitwick & District Heritage Group

NO. of Members Committee: 5 Friends of Flitton Moor: 30 +

Contact Name David Sedgley

Address

[REDACTED]

Tel No.

[REDACTED]

Purpose for which the finance is required

We have applied to the Greensand Country Local Partnership for funding to update the Two Moors Heritage Trail. This will include a new enlarged leaflet and upgrading five of the information boards around the route. Also to design and produce a new board on willows, to be sited at Flitton Boor barn. We have been informed that the application has been accepted, but we need to find 30% of match funding – totalling just over £1,000.

.....

.....

.....

What is the number of local people that benefit from the project/activity?

Technically this is indeterminable, but we will be producing 10,000 copies of the leaflet and 5,000 of these will be distributed locally. And as currently, leaflets will be available from local libraries, the barn on Flitton Moor and via the "Let's Go" website – as well as from our own website, when ready.

.....

What impact will the project/activity have on the local area?

The six display boards will inform walkers etc of the wildlife and history of the area.

.....
.....
Total Sum required **£3,800**
.....

Grant Applied for **£250**

Please advise if you have applied to any other organisation for grant funding

We will be getting £2,710 from GCLP and have applied to CBC for £500 and
Flitton & Greenfield PC for £250. The remainder we (FDHG) will fund.
.....

This form should be returned to the Town Council Office by the above date together with
a copy of the organisations latest balance sheet.

Signed David Sedgley
 FDHG chairman

Date 08/09/20

Flitwick Community Awards

Young Volunteer (Under 25)			
<p>Awarded to an individual under the age of 25 who supports causes or individuals to improve the wellbeing of the community. Someone who has volunteered their time or abilities to enhance Flitwick or enable others.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria –</p> <ul style="list-style-type: none"> • Identifies the young person is a resident in Flitwick or that they contribute to Flitwick through their actions. • That the young person has volunteered their time and skills to a club, group, school, local project or community. • An individual who volunteers their time or skill set to enhance the wellbeing of Flitwick residents. • An individual who volunteers their time without financial gain. • That the person that has been nominated is under the age of 25. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Volunteering for a non-profit organisation such as Scouts, Widows Club or Royal British Legion (RBL). • Volunteers for a charity in Flitwick. • Volunteers to assist other individuals. • Volunteers to support a local organisation / business. 			

Volunteer (Over 25)			
<p>Awarded to an individual over the age of 25 who supports causes or individuals to improve the wellbeing of the community. Someone who has volunteered their time or abilities to enhance or enable others.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Identifies the individual is a resident in Flitwick or that they contribute to Flitwick through their actions. • Has volunteered their time and skills to a club, group, school, local project or community. • An individual who volunteers their time or skill set to enhance the wellbeing of a Flitwick resident or wider community. • Gives their time without financial gain. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Volunteering for a non-profit organisation such as Scouts, Widows Club, or Royal British Legion (RBL). • Volunteers to support a local organisation / business. • Mentoring people within the Flitwick community. 			

Contribution to the Environment			
<p>Awarded to an individual or group who, through their actions, helps or improves an environmental aspect of the community of Flitwick.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Individual/ group/ business that reside in Flitwick or make a significant impact in the area. • Evidence that the community of Flitwick's environment benefits thanks to their actions. • Identified who has benefited from the actions of the individual or group. • Identified the length of the impact. 			
<p>Examples –</p> <ul style="list-style-type: none"> • Group or individual that helps to keep Flitwick well maintained through litter picking or a similar contribution. • A business that invests in an environmental aspect such as using recycled materials, solar energy or electronic vehicles. • A group that works outdoors to plant trees and or flowers to improve the environmental impact of Flitwick. • An individual, group or business that trains people to better understand the environmental implications of actions to increase knowledge and understanding. • Examples of good environmental and sustainability practice within a business. <p>Evidence of any staff training, motivation or reward and customer/community involvement promoting environmentally friendly business practices.</p>			

Contribution to Wellbeing			
An individual or group that work towards the wellbeing of either an individual or group.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • The individual or group identified are resident in Flitwick and their actions continually enhance the wellbeing of others. • If the individual is a professional Carer that they go beyond their job role to benefit the community and or individuals. • If the individual is in the capacity of caring for a relative, then it is established that they go above and beyond the general caring duties. • Fundraising for the local community to better advise or assist in the care of Flitwick residents. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • A wellbeing group that assists in the training of individuals to increase awareness and/or wellbeing. • An individual who identifies a need and works towards improving the quality of life of a resident or group. • A group / individual that works in the community that promotes healthy living such as a keep fit group that offers online free training. 			

Love Where We Live			
Awarded to a group or individual who make Flitwick special through their contribution. This award is to celebrate what is great about Flitwick and the people that live or work here .			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Evidence of creative impact on the community. • Community engagement and inclusive participation. • Effective measurement of the campaign, with evidence of reach and impact. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • An individual or group who has created an ongoing community action which benefits the wider community of Flitwick. • An individual or group who has made enhancements to Flitwick through their actions. 			

Community Minded Business			
Awarded to a business that uses their resources to enhance the wellbeing of Flitwick's Community through their dedication to contributing either physical or financial benefits.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • The business is either situated in Flitwick or, if located outside the boundaries identifies, and contributes to Flitwick. • There is no minimum business size and the Business does not have to be established, as long as the benefit to the community is expressed in the nomination. • The impact that they have and reasons why the business has developed a programme within the community is identified. • Evidence that it makes a real difference in the community, either through working in partnership with a charity/social enterprise/school/youth club or similar community aspect. • Evidence that employees are engaged in the community either through volunteering and/or in-kind contributions. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • A company that supports the community through financial awards/ sponsorship events • A Company that gives colleagues time within their roles to volunteer for the community. • A company that offers its services voluntarily to support the community. 			

Local Group			
Awarded to a local group that has made a significant positive impact through their actions to the Community of Flitwick.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Is a voluntary or community group that Inspires and motivates others • That the group solves local needs or adds benefit through actions. • Is a voluntary or community group or organisation 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Creating a Sensory garden that is available for the Flitwick residence to visit volunteer within. • Offering free education or training to a set group or wider community. • Offering support to individuals or the wider community. • A space in the local community that works in creating a community accessible space. 			

Local Organisation			
<p>Awarded to an Organisation that is established in Flitwick or, if a global country wide organisation, the local branch identifies a need in the area and works to achieve a positive impact.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Inspires and motivates others. • Is a voluntary or community organisation with set organisation parameters and guidelines. • That the group enables new skills to be learnt and offers opportunities for people to engage in tasks/ skill sets that would not be available to them should this group not be available. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Uniformed groups • St Johns Ambulance 			

Lifetime Achievement - Rowland Thomas Award			
An individual who has a continual history of supporting Flitwick over a sustained period of time or has made various contributions through their lifetime that benefit Flitwick.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria:–</p> <ul style="list-style-type: none"> • The individual is a resident in Flitwick. • That there is evidence of exceptional commitment and continued support to Flitwick through their timeline. • That there has been no financial gain to the individual due to their contribution. • Made an outstanding contribution 			
<ul style="list-style-type: none"> • An individual who has continually helped friends/ neighbours through their lifetime. • An individual who has taken on a voluntary role over many years. • An individual who has raised funds through various activities for charity or community groups over time. 			

Local Hero - Stephen Mitchell Award			
<ul style="list-style-type: none"> • An individual who is truly an unsung hero that goes out of their way to help others through their actions. They have made a vital contribution to Flitwick. 			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • An individual who has given time to enhance the life of others through their dedication to Flitwick. • Recognition of significant service made to the community. • The services undertaken are made in the capacity of a volunteer and are not paid employment. • That the information given supports that the individual is identified as either showing courage, outstanding achievements or noble qualities. • A pillar of the community that leads by example in being the best they can be. 			
<ul style="list-style-type: none"> • An individual who combats diversity within Flitwick. • A person who is valued in the community for being a support for others. • An individual who has saved others through their actions. 			



FLITWICK TOWN COUNCIL

Report to Community Services 6th October 2020: Community Awards

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Due to COVID-, the 19 Community Awards 2020 was postponed until April 2021

Introduction

Since COVID-19 the Community Services Team & the Deputy Town Clerk have been re-evaluating all Flitwick Town Council events. This has led to a number of events being re-launched with a new look, a different format and a change of focus.

The Community Services Team have been working on re-launching the Flitwick Community Awards. This includes extending the categories with guidance for each category criteria, new Terms and conditions, a clear documented strategy of the running of the event and new marketing.

Cllr Dann & Cllr Badham have been working with The Community Services Team in regards to setting the new categories and criteria. (See appendix 001)

Additional Matters

Additional information regarding the Term & Conditions, the event strategy and marketing will follow at a later date for Members to note.

Recommendations

1. To consider the new categories and criteria for Flitwick Community Awards 2022
2. To consider hand delivering awards to all 2020 winners and nominees.
3. To consider holding a Community Awards evening in 2021 for all winners and nominees from 2020
4. To consider the new Community Awards format to be launched in November 2021 for an Awards evening in April 2022

Susan Eldred
Community Services Officer

**FLITWICK TOWN COUNCIL
BURIAL GROUND FEES FROM 1st APRIL 2021/22**

	Current	5%	10%	15%
Curb Vault	1133.00	<div>No increase on vaults as already purchased. Plaques prices remain the same.</div>		
Plaques (including lettering):-				
Painted	332.00			
Gilded	378.00			
Relief	444.00			
Designs	234.00			
Additional inscriptions cannot be added – new plaques must be ordered.				
BURIAL GROUND				
Exclusive Rights of Burial Purchase of a plot 9' x 4'	328.00	344.40	360.80	377.20
In graves of which an exclusive right of burial has been purchased – For the interment of the body of:				
(1) a child not exceeding 12 years in the children's section	164.00	172.20	180.40	188.60
(2) a person exceeding 12 years in the adult section	423.00	444.15	465.30	486.45
In graves of which an exclusive right of burial has been purchased – For the interment of the cremated remains where remains are already interred				
	164.00	172.00	180.40	188.60
In graves for which no exclusive right of burial has been purchased – For the interment of the body or cremated remains of:				
(1) a child not exceeding 12 years in the children's section	164.00	172.00	180.40	188.60
(2) a person exceeding 12 years in the adult section	423.00	444.15	465.30	486.45
HEADSTONE				
A monument in the form of a headstone 2'9" x 2'4" on a plot where an Exclusive Right of Burial has been purchased	104.00	109.20	114.40	119.60
A Kerb stone for Burial Plot where an Exclusive Rights of Burial has been purchased (See Burial Ground Regulations for dimensions)	104.00	109.20	114.40	119.60
GARDEN OF REMEMBRANCE				
Interment of ashes in the Garden of Remembrance				
Casket (11" X 8" x 6")	164.00	172.00	180.40	188.60
Casket (larger than above)	221.00	232.05	243.10	254.15
Certificate of Exclusive Right Garden of Remembrance	24.00	25.20	26.40	27.60
Scattering of ashes in the Garden of Remembrance	145.00	152.25	159.50	166.75
Memorial Plaque on the wall of the Garden of Remembrance size 6" x 4"	104.00	109.20	114.40	119.60
Memorial Stone/Vase on the plot in the Garden of Remembrance size 9" x 9" (vase not exceeding 12 inches in height)	104.00	109.20	114.40	119.60

BURIAL OF NON RESIDENTS

Applications for burial in Flitwick Burial Ground from non-residents or persons who have not lived in the Town continuously for a period of 10 years immediately prior to the date of death - charges will be four (4) times all the charges enumerated apart from the cost of the services of the Town Council Groundstaff.

Exceptions are made for the following reasons:

He/She died while resident in a hospital, nursing home, older person's home or institution of any kind and their last place of residence had been within Flitwick continuously for the previous 10 years.

The charge for Scattering of Ashes in the Garden of Remembrance of a non-resident will be twice (2) times the charge stated.

SERVICES OF THE TOWN COUNCIL GROUNDSMEN FOR:

	Current	5%	10%	15%
Digging of plot for burial of ashes (G of R)	128.00	134.40	140.80	147.20
Laying of Memorial Stone (G of R) plus VAT	78.00	81.90	85.80	89.70
Fixing of Memorial Plaque to Wall (G of R) plus VAT	35.00	36.75	38.50	40.25
Fixing of Memorial Stone (G of R Vaults) plus VAT	35.00	36.75	38.50	40.25

Proposed Football Pitch Hire Fees for 2021/22

Hinksley Road Football Pitch

(All prices are per game)

	Current	5%	10%	15%
Junior Pitch	£23.00	24.09	25.19	26.45
Adult Pitch (with changing rooms)	£53.34	55.88	58.42	61.34
Adult Pitch (without changing rooms)	£30.35	31.79	33.24	34.90

Rufus Centre Football Pitch

(All prices are per game)

Junior Pitch	£23.00	24.09	25.19	26.45
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Public Realm

Position Statement and Operating Model

updated 30 July 2020

1. Introduction

This paper sets out the background to developing a Public Realm scheme for Central Bedfordshire and builds on the example of the successful Town Ranger scheme in Dunstable. It outlines the key elements and milestones to create and implement a scheme to benefit the whole of Central Bedfordshire.

2. Background

Through the 2019 budget process, Central Bedfordshire Council allocated capital funds of £400,000 for the purpose of pump priming and developing a town ranger / public realm partnership scheme with Town and Parish Councils.

Town and Parish Councils were invited to join a task group to co-design the scheme and in October 2019 colleagues from Blunham & Houghton Parish Councils and from Sandy, Leighton Linlade and Shefford Town Councils joined Central Bedfordshire representatives to explore how such a scheme could operate and the appetite to develop and/or use it. From this meeting it was apparent that there was a greater desire to develop the scheme from larger towns and that parishes and smaller towns would be interested in the potential to buy into such a service.

3. Current Position

Following a hiatus caused by the pandemic, in July a further meeting took place with town councils to explore the future operating model for the scheme. Dunstable, Houghton Regis, Leighton Linlade, Sandy, Biggleswade, Ampthill and Flitwick Town Councils were invited to consider options for equipping and delivering a public realm service across Central Bedfordshire. Amongst the councils who attended (Biggleswade, Ampthill and Flitwick were unable to do so) there was unanimous support for a devolved model, (see paragraph 8).

In order to progress further, the interest of parishes across the area is to be canvassed so that viability of the potential public realm schemes can be understood and a survey is under development.

4. What are the public realm issues that we want to address?

Our public realm includes the external places in our towns and villages that are accessible to all. These are the spaces through which we travel and in which we live, work and play.

Central Bedfordshire Council has statutory or service responsibilities, including ensuring the Highways are kept clear, removing fly tipping, street cleaning and grass cutting.

Although Towns and Parishes are largely content with current services. Under a new contractual arrangement, CBC's Environment Service new supplier, FCC, may be able to support Town and Parish activities such as litter clearance, and the new contract will enable the unitary to deal with most issues and requirements on CBC land and highways.

Over and above the CBCs services, there are numerous additional areas of activity which local Councils want to get involved with to make a difference to their communities and there is an opportunity to work collaboratively about how such activities could be supported and delivered.

The types of issues that town and parish councils may want to address include :

Removal of graffiti, Tidying untended graves, Removal of chewing gum, Cleaning of play equipment
Keeping smaller roads and alleyways clear of leaves & rubbish, getting rid of unsightly weeds,
maintaining window boxes and hanging baskets in town centres.

5. How might we collaborate on a new public realm scheme?

The Town and Parish Council community across Central Bedfordshire has enormous collective capacity, knowledge and expertise and varying levels of resources. Collaboration between Central Bedfordshire Council, Town Councils and smaller parish councils could enable a joined up approach to tackling some relatively small scale local issues but which make a positive difference to the quality of the public realm , civic pride and resident experience.

By looking to develop a more collaborative approach we could enhance our collective capacity by:

- Coming together on our common requirements
- Pooling our knowledge, skills and experience
- Increasing our impact and community benefit

6. Operating Model

Two options were considered, a centralised model whereby Central Bedfordshire Council would purchase the equipment for use by the Hub to assist Town and Parishes to progress public realm improvements in their areas and support surrounding parishes to look after their public realm. CBC would retain ownership of the equipment.

The second, a devolved model was preferred whereby Central Bedfordshire Council allocates an amount to each Hub circa £100,000 each to purchase the relevant and appropriate equipment. Terms and Conditions of the arrangement would be set out in a Memorandum of Understanding.

7. Geography

We are looking to work together to create and equip a network of Hubs that would be hosted by one or more of the larger Town Councils who would host the equipment, share equipment or resources and develop new services that could be offered on a value for money basis to surrounding parishes

The Hubs could be located as follows.

Sub region	Public Realm Hub	Surrounding parishes
Chiltern Vale	Dunstable and Houghton Regis Town Councils	Caddington, Slip End Hyde Kensworth Whipsnade Studham

		Totternhoe Chalgrave Chalton Sundon Streatley Tilsworth Toddington* / Harlington*
Leighton	Leighton Linlade TC	Billington, Eggington, Stanbridge, Hockliffe, Heah and Reach, Battlesden, Potsgrove, Milton Bryan, Woburn, Aspley Heath, Aspley Guise, Husborne Crawley
Mid West Beds	Ampthill and Flitwick TC's	Ampthill, Flitwick, Hulcote and Salford, Brogborough, Cranfield , Marston Moreteyne, Lidlington, Maulden, Clophill, Houghton Conquest, Haynes, Tingrith, Toddington, Harlington Westoning, Gravenhurst, Pulloxhill, Silsoe, Shillington, Barton le Clay*, Shefford* Campton and Chicksands* Meppershall*
East Central Beds	Sandy and Biggleswade TC's	Tempsford, Potton, Northill, Southill, Sandy , Biggleswade, Dunton. WCH, Eyeworth, Sutton, Blunham, Moggerhanger, Everton, Old Warden, Langford, Astwick, Clifton, Henlow, Arlesey, Stotfold, Stondon, Fairfield.

*Parishes could purchase from a different Hub

9.Role of the Public Realm Hub

- Provide appropriate staffing (voluntary or other) within the Town councils/hubs
- Purchase the equipment deemed necessary to deliver a service to the town and surrounding parishes
- Responsibility for updating or renewing the equipment would lie with the Public Realm Hub
- Provide appropriate and secure storage for the equipment
- Ensure that the equipment is properly insured and maintained
- Ensure that those who are involved in the use of such kit are appropriately trained in order to use it and to oversee its use by others (i.e. volunteers).
- *Safe systems of work for the required activity*

- *Maintenance of plant and equipment*
 - *Safe use, handling, storage and transport of substances that may be hazardous to health, eg pesticides, weed killers and fertilisers*
 - *Information, instruction, training and supervision*
 - *Safe access to and egress from working area*
 - *Waste handling and disposal*
 - *The use of warning signs and personal protective equipment*
 - *Noise levels*
 - *Consultation with staff and volunteers*
 - *Employment of competent contractors where work can not be undertaken by staff and volunteers*
- Price, market and deliver a town ranger / public realm service to surrounding parishes.
 - Service delivery
 - *All directly employed grounds maintenance staff and volunteers must work safely at all times, both for their own protection and for the protection of staff, volunteers and member of the public. In particular:*
 - *pedestrian routes and traffic routes should be separate from works traffic related to grounds maintenance*
 - *gardening and grounds maintenance tools must be supervised at all times and never left lying about*
 - *when not in use, tools should be locked away in a shed or secure area or taken away by grounds maintenance staff and volunteers.*
 - *special attention should be paid to ladders, to sharp tools such as secateurs, and to power tools, eg lawnmowers, chainsaws and strimmers*
 - *whenever major work is being done, eg mowing lawns, lopping trees or cutting hedges, appropriate safety signs and access restrictions should be used.*

10.Next steps

. Summary of next steps include:

- Update the proposed model and seek feedback from town and parish councils
- Alert all CBC members to this development and ask them to encourage their parishes to participate
- Follow up session with Ampthill/Flitwick Town Councils
- Follow up with Sandy/Biggleswade on their decision making
- Draft Exec report.
- Town Councils follow up with their Members




Contact us...

by telephone: 0300 300 8000

by email: customers@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



Examples of Equipment that could be purchased.

a) Equipment

- Backpack/Handheld cordless blowers
- Handheld cordless hedge trimmers
- Handheld cordless long-reach hedge trimmers
- Handheld cordless brush cutters
- Handheld cordless strimmer's
- Heavy-duty rotary self-propelled mulching mowers (None collecting)
- Heavy-duty rotary self-propelled collection mowers
- Ride on lawnmower AWD None collecting (Grillo)
- Commercial self-propelled wheeled vacuum (Billy Goat)
- Industrial cold pressure washer
- Tiller/Cultivator's
- General purpose external generator
- Horticultural tools – Trowels, handheld forks, edging knives, hoes, axes, loppers, shears, rakes secateurs and pruning saws (long and short).
- Insulated digging tools – spade, long-handled spade, trench fork, shovel, chisel ended breaking bar.
- Wheelbarrows
- Minor traffic control equipment (Not for highway use)
- Ladders – Tripod, combi-ladders, step ladders
- Litter picking equipment
- Grime Buster / Saddle tank hot pressure washers
- Kersten powered sweeper/ weed brushes
- Johnston/Karcher Sweeper
- Appropriate trailers if required
- Safety signs
- Hard hats, ear and eye protectors, overalls, gloves and reinforced boots.

Dear Clerks

The quality of the outdoor space we share in our communities is a key factor in resident satisfaction with Central Bedfordshire as a place to live. We share responsibility for maintaining this space (also known as the public realm) with Town and Parish Councils, which is why last year we announced the plan for a partnership scheme with them to keep these spaces looking their best.

Based on the successful Town Ranger scheme led by Dunstable Town Council, Central Bedfordshire Council propose to provide capital to either Towns or Parishes to buy the necessary maintenance equipment. They would then either establish or expand a responsive and flexible service and be responsible for funding and managing the operation. Such services could be bespoke to individual town and/or parish council areas or could operate across a number of locations.

We invited Town and Parish Councils to help us develop the scheme and, in the Autumn, met with a group of interested colleagues from both larger town councils and some smaller rural parishes. We wanted to understand the sort of services that would be most valuable and to explore what appetite and capacity there was for them to lead on the delivery of a scheme.

Following a pause in the scheme's development during the first phase of the pandemic, a further session with a number of town councils was held last month and there is a clear interest for a number of them to develop such a scheme. However, in terms of viability, we need to establish across the whole town /parish council sector what level of demand there would be to buy into such services. This is necessary so that the towns participating can be confident about achieving sufficient return on their revenue investment. We've posed several questions below and would welcome your feedback including any other comments about the scheme, by 3rd September.

The key questions are:

1. Do you need help with maintenance tasks such as removal of graffiti, tidying untended graves, removal of chewing gum, cleaning of play equipment, keeping smaller roads and alleyways clear of leaves & rubbish, getting rid of unsightly weeds, maintaining window boxes and hanging baskets in village and town centres?
2. Any other small-scale tasks?
3. How frequently would you need such a service? (hours per month, summer/winter)
4. Would you buy into a local scheme delivered by one of the Town Councils?

It will be active either every year, one year in five or two years in five. When a site is active we will need to visit it (a) every month to take water quality samples, (b) twice a year to look at the invertebrates and algae, and (c) once in the summer to look at the plants and habitat.

Where can I get more information?

For more detailed information on the RSN you can contact a member of the project team by emailing your questions to enquiries@environment-agency.gov.uk. Please clearly state that you have a question for the "Analysis & Reporting Team, Brampton".



Further questions:

How healthy is my local river?

Visit our Catchment Data Explorer at: <https://environment.data.gov.uk/catchment-planning>

The Catchment Data Explorer helps you explore and download information about the water environment. You can find catchments and water bodies of interest using a map or searching by name. You can also view summary information about catchments, and follow links to other useful sites.

It supports and builds upon the data in the River Basin Management Plans (RBMPs). For more information search "River Basin Management Plans" on our .gov.uk website.

What if I see water pollution or problems with my local river?

We rely on members of the public to report any environmental problems or incidents to water or land that you may spot while out and about. We will either attend the incident, or record the details and use it to build an evidence base of persistent problems.

To report any environmental incidents (e.g. grey water, dead fish, nasty smelling water, oil or other chemicals, unusual changes in river flows, blocked main rivers) please call our incident hotline on 0800 80 70 60 (24-hour service, freephone) or visit: www.gov.uk/report-an-environmental-incident.

River Surveillance Network (RSN) across England

Who are we?

We are from the Environment Agency. Part of our role to protect and improve the environment is to understand how clean and healthy our water environment is. To do this, we collect and assess samples of water, macro-invertebrates (e.g. insects, snails, worms), fish and plants from rivers and streams.

Why are we here?

We are setting up a new network of monitoring sites, called the River Surveillance Network (RSN). This network will give us a clear understanding of the current condition of rivers and streams across England and how they change over time.

In recent years, most of our monitoring has been in lower parts of the river network where there are lots of human influences on it, and therefore the quality is often reduced. We've used these sites to locally understand where rivers may need improving, and why. We have also used this information to build a picture for the whole of England which has therefore been strongly influenced by sites where condition is reduced.

In this new network, we have identified the sites we need in a new way, using statistics. The sites are more evenly spread across all the different types and sizes of rivers and streams, and therefore will provide a more representative picture of overall condition across England.

This will expand the range of sites we collect data from and involves visiting sites we haven't used before. Some sites will be active each year, others form part of a rotating programme with samples taken one year in five, or two years in five. In total there will be 1600 sites surveyed over a five-year period, although we will only ever visit 500 sites across the country in any one year.

What exactly are we doing while we are here?

Our staff are visiting these sites for the first time and need to see how feasible it would be to access and sample the watercourse.

Examples of questions our staff are asking themselves include: "Is this site physically accessible?" and "Is this site suitable for all types of data collection – can we monitor water chemistry, invertebrates, plants etc., or can only certain types of data be collected?"

Does this mean we will need to come back?

If this site is suitable for sampling then it will be incorporated into the 1600-site network across England.



Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES							
300 CORE SERVICES							
4001 SALARIES AND WAGES	18,892	92,061	260,781	168,720		168,720	35.3%
4002 UNIFORM	115	282	2,000	1,718		1,718	14.1%
4005 VEHICLE - MAINTENANCE	0	867	2,000	1,133		1,133	43.3%
4006 FUEL	0	1,097	6,500	5,403		5,403	16.9%
4008 INSURANCE	0	1,982	2,650	668		668	74.8%
4009 HEALTH & SAFETY	0	0	1,000	1,000		1,000	0.0%
4011 ADDITIONAL CONTRACTORS	0	0	1,500	1,500		1,500	0.0%
4023 TELEPHONES	0	48	1,100	1,052		1,052	4.4%
4063 TRUCK REPAYMENTS	613	2,453	5,000	2,547		2,547	49.1%
CORE SERVICES :- Indirect Expenditure	19,620	98,788	282,531	183,743	0	183,743	35.0%
Net Expenditure	(19,620)	(98,788)	(282,531)	(183,743)			
301 BURIAL GROUNDS							
1004 BURIAL GROUNDS	0	7,769	12,000	4,231			64.7%
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1119 RECHRGBLE B GRND ITEMS income	0	2,158	2,000	(158)			107.9%
BURIAL GROUNDS :- Income	0	9,927	15,000	5,073			66.2%
4015 UTILITIES	0	33	200	167		167	16.5%
4068 BURIAL GR.CHURCH RD GEN	48	73	1,000	927		927	7.3%
4069 RECHRGBLE B GRND ITEMS EXP	76	467	4,000	3,533		3,533	11.7%
4088 PORTALOO HIRE	0	606	2,550	1,944		1,944	23.8%
BURIAL GROUNDS :- Indirect Expenditure	124	1,179	7,750	6,571	0	6,571	15.2%
Net Income over Expenditure	(124)	8,748	7,250	(1,498)			
302 ALLOTMENTS							
1005 ALLOTMENT RENT	95	727	3,500	2,773			20.8%
1014 PHONE MAST INC (STATION RD)	0	4,500	4,500	0			100.0%
ALLOTMENTS :- Income	95	5,227	8,000	2,773			65.3%
4012 LAND REGISTRY	0	26	0	(26)		(26)	0.0%
4015 UTILITIES	181	359	600	241		241	59.8%
4072 ALLOTMENTS/MAINTENANCE	38	284	1,700	1,416		1,416	16.7%
4088 PORTALOO HIRE	184	703	2,550	1,847		1,847	27.6%
ALLOTMENTS :- Indirect Expenditure	403	1,372	4,850	3,478	0	3,478	28.3%
Net Income over Expenditure	(308)	3,855	3,150	(705)			

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES-GEN							
1070 FLITWICK MANOR PARK	0	26	2,000	1,974			1.3%
LOCAL AMENITIES-GEN :- Income	0	26	2,000	1,974			1.3%
4078 PLANTING/GENERAL	87	87	3,000	2,913		2,913	2.9%
4084 PLANT & EQUIP-PURCHASE	0	0	2,500	2,500		2,500	0.0%
4085 PLANT & EQUIP-MAINTENANCE	0	0	3,000	3,000		3,000	0.0%
4110 TREE MAINTENANCE	0	0	2,500	2,500		2,500	0.0%
4111 PITCH MAINTENANCE	0	0	1,000	1,000		1,000	0.0%
4115 GRASSED AREA/MAINTEN	0	26	750	724		724	3.4%
4116 GRASS CUTTING	0	0	4,300	4,300		4,300	0.0%
4118 BINS AND SEATS	0	0	500	500		500	0.0%
4128 WASTE DISPOSAL	630	1,959	6,300	4,341		4,341	31.1%
4132 BUILDING MAINT GENERAL	289	2,100	2,500	400		400	84.0%
4700 FLITWICK MANOR PARK	9,506	12,092	5,000	(7,092)		(7,092)	241.8%
LOCAL AMENITIES-GEN :- Indirect Expenditure	10,512	16,265	31,350	15,085	0	15,085	51.9%
Net Income over Expenditure	(10,512)	(16,239)	(29,350)	(13,112)			
305 PLAY AREAS							
1010 PITCH HIRE	0	500	500	0			100.0%
1180 COMMUTED SUMS RELEASED TO	0	1,350	1,350	0			100.0%
PLAY AREAS :- Income	0	1,850	1,850	0			100.0%
4075 PLAY AREA/REPAIRS & MAINT.	0	1,022	6,000	4,978		4,978	17.0%
4086 PLAY AREAS - PROJECTS	0	0	10,000	10,000		10,000	0.0%
4091 SKATE PARK	0	0	1,000	1,000		1,000	0.0%
4122 CHANGING ROOMS - HINKSLEY	129	895	3,000	2,105		2,105	29.8%
PLAY AREAS :- Indirect Expenditure	129	1,917	20,000	18,083	0	18,083	9.6%
Net Income over Expenditure	(129)	(67)	(18,150)	(18,083)			
306 STREET LIGHTING							
4096 Electricity - Street Lights	198	784	2,500	1,716		1,716	31.4%
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%
STREET LIGHTING :- Indirect Expenditure	198	784	3,500	2,716	0	2,716	22.4%
Net Expenditure	(198)	(784)	(3,500)	(2,716)			
311 YOUTH HUB & YOUTH ACTIVITIES							
1024 ROOM BOOKINGS	0	0	500	500			0.0%
1041 YOUTH ACTIVITIES	0	15,000	0	(15,000)			0.0%
YOUTH HUB & YOUTH ACTIVITIES :- Income	0	15,000	500	(14,500)			3000.0%

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 SALARIES AND WAGES	0	53	2,000	1,947		1,947	2.7%
4015 UTILITIES	92	784	2,300	1,516		1,516	34.1%
4016 BUSINESS RATES	0	2,395	2,450	55		55	97.8%
4049 YOUTH ACTIVITIES	0	20,600	35,000	14,400		14,400	58.9%
4132 BUILDING MAINT GENERAL	443	1,291	5,000	3,709		3,709	25.8%
4138 EQUIPMENT & PLANT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	0	500	850	350		350	58.8%

YOUTH HUB & YOUTH ACTIVITIES :- Indirect Expenditure	535	25,624	48,600	22,976	0	22,976	52.7%
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Net Income over Expenditure	(535)	(10,624)	(48,100)	(37,476)
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312 COMMUNITY INVOLVEMENT

1039 PAINTING CIRCLE	(10)	(10)	0	10			0.0%
1046 CHILDRENS EVENTS	0	61	0	(61)			0.0%
1120 KEEP FIT	(12)	(12)	0	12			0.0%
1171 LUNCH CLUB	98	736	0	(736)			0.0%

COMMUNITY INVOLVEMENT :- Income	76	776	0	(776)
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Net Income	76	776	0	(776)
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313 EVENTS

1042 TEA DANCES	0	97	0	(97)			0.0%
1051 TRIBUTE EVENINGS	(337)	160	0	(160)			0.0%
1128 CARNIVAL	0	2,325	0	(2,325)			0.0%
1145 CLASSIC CAR SHOW INCOME	0	437	0	(437)			0.0%
1165 CHRISTMAS LIGHTS EVENTS	40	2,741	2,500	(241)			109.7%
1169 DOG SHOW	0	67	0	(67)			0.0%

EVENTS :- Income	(297)	5,826	2,500	(3,326)			233.1%
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4000 GLOBAL EXPENDITURE BUDGET	95	307	10,000	9,693		9,693	3.1%
4036 CIVIC SERVICE/AM/CAROL CONCERT	0	0	600	600		600	0.0%
4147 INTERNAL CATERING EXP	249	249	0	(249)		(249)	0.0%
4148 BAR PURCHASES & TRANSFERS	671	671	0	(671)		(671)	0.0%
4200 CHRISTMAS LIGHTS	5,006	5,794	15,500	9,706		9,706	37.4%
4503 TEA DANCES	0	75	0	(75)		(75)	0.0%
4530 TRIBUTE EVENINGS	0	401	0	(401)		(401)	0.0%
4550 CARNIVAL	0	843	0	(843)		(843)	0.0%
4619 DOG SHOW	0	58	0	(58)		(58)	0.0%

EVENTS :- Indirect Expenditure	6,020	8,397	26,100	17,703	0	17,703	32.2%
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Net Income over Expenditure	(6,317)	(2,571)	(23,600)	(21,029)
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COMMUNITY SERVICES :- Income	(126)	38,632	29,850	(8,782)			129.4%
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Expenditure	37,541	154,326	424,681	270,355	0	270,355	36.3%
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Movement to/(from) Gen Reserve	(37,667)	(115,694)
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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	(126)	38,632	29,850	(8,782)			129.4%
Expenditure	37,541	154,326	424,681	270,355	0	270,355	36.3%
Net Income over Expenditure	<u>(37,667)</u>	<u>(115,694)</u>	<u>(394,831)</u>	<u>(279,137)</u>			
Movement to/(from) Gen Reserve	<u>(37,667)</u>	<u>(115,694)</u>					

Monthly Budget Review – August 2020

Community Services

4008	300	Insurance – Vehicle insurance paid for the year.
4132	303	Build Maint – Tractor Store alarm contract paid for the year £582.77.
4016	311	Business Rates – Youth Hub business rates paid for the year.
4140	311	Maint Contracts – Youth Hub alarm maint and key holding paid for the year.
4700	303	Repairs and replacement fencing in Manor Park from work in June.

Committee spend for the year to 31/08/2020 is:

	Budget	Spend Year to Date	Monthly Spend to 31/08/2020	
Community	£394,831	£115,694	£37,667	Green

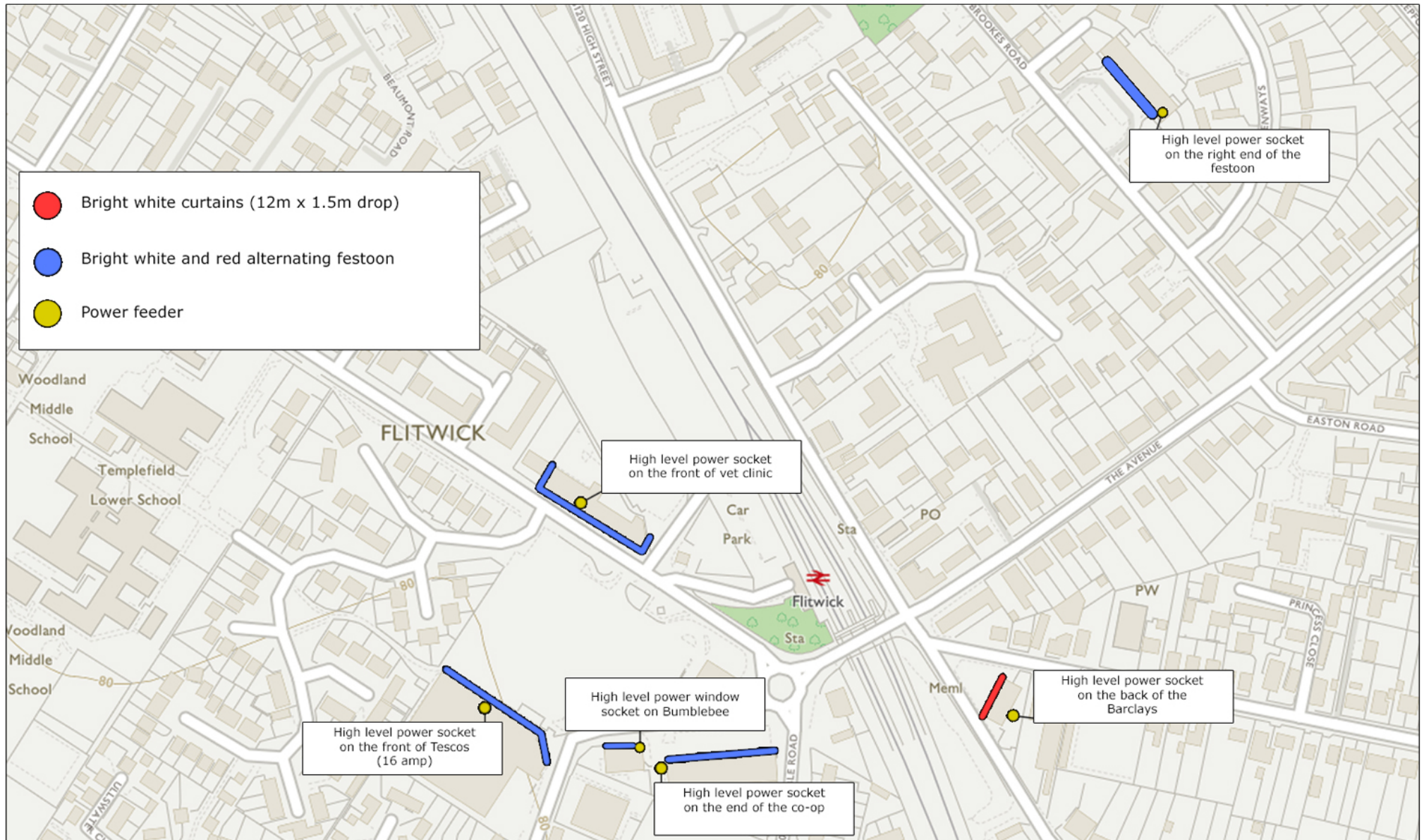
Impact of Covid-19 on the budget:

Community Services: This budget should remain unaffected. All our regular activities have never been set a budget as they are overall planned to break even or make a small profit each year. Although we have no income there will also be no expenditure.

For some of the bigger events (for the first time) a budget of £10,000 was put in place this year – as most of the events have been cancelled only a proportion of this will be needed to offset the loss of deposits or admin fees in order to transfer booking dates (the actual figures will not be known until Officers have spent more time in the office checking but I would allow up to £2-3K). We therefore have approximately £7- 8K to use for events or activities that we may be able to accommodate, however with the uncertainty of the future of social gatherings, for the coming months known, it may be that this money remains unspent and helps to offset the certain deficit from the Business Services budget, or it could be redirected to help offset the cost of the Manor Park gates.

Flitwick Town Council 2020

Festoon layout map



Flitwick Town Council 2020

Decoration layout map



Community Events Report
Prepared By Community Services Officer

Macmillan Coffee Morning

The Community Services Team organised a Macmillan Coffee Morning on Friday 25th September at the Village Hall/Market.

Cakes, Tea & Coffee were available for a donation. The total amount raised on the Coffee Morning was £211.30

Comedy Night

Due to COVID-19 the planned Comedy Night on 6th November 2020 will be postponed until 6th March 2021.

Following Government Guidelines, at present we would only be able to seat 30 people with the recommended 2m social distancing rule in the Lockyer Suite or 72 people with 1m social distancing and face coverings.

Christmas Market Trip

Due to COVID-19 the annual Christmas Market trip to Bury St. Edmunds has been cancelled.

The Bury St Edmunds Christmas Market was cancelled in March and the organisers hope to return in 2021.

Christmas Lights Switch On

Due to COVID-19 and current restrictions, the annual Christmas Lights Switch On event has been cancelled.

The Christmas Lights will go on from 5pm on Sunday 29th November and the lights will be set on a timer to illuminate the Town Centre daily until 5th January 2021 from 4:30pm – midnight.

Flitwick Christmas Market

Due to large group bookings at the Village Hall, the planned Flitwick Christmas Market will not run on Sunday 1st November or Sunday 6th December.

Outdoor Comedy Night

The Outdoor Comedy Night organised by The Castle Comedy Club & The Comedy Cow was attended by 145 people.

The evening was a great success with lots of laughs, heckling and popcorn.

Fun Palace

The Community Services Team and Flitwick Library staff worked together to deliver the Fun Palace 2020.

This year Fun Palace took place on Friday 2nd October – Sunday 4th October. All Fun Palace activities were virtual, with some being pre-recorded and uploaded onto social media and other workshops being held on Zoom/Teams.

Teaching Talons, Julie Tyler (Artist) and Imagination Arts all took part in Fun Palace on behalf of Flitwick Town Council.

Christmas Lights

Lamps & Tubes have supplied a 'Decoration Layout Map', which shows a clear layout of all lamppost columns, the 2 trees where 'Mistletoe' balls have been placed and the festoon. (See Appendix 003)

Please note: Lamppost columns will not be placed on lamppost numbers 3, 6 & 7 on Steppingley Road due to damage on the lampposts.

Due to Health & Safety concerns there will be no festoon along the High Street this year, therefore an additional 4 columns have been added at the Barclays Bank area.

Community Services report – 30/09/2020

Manor Park –

The automatic gates for disabled access to the car park are currently being installed.

Information boards have been installed in the park, with an extra one for the cattle.

The main paddocks have been cut, and the cattle are doing a good job with the grass in the paddock behind the lake.

Winter Bedding –

Mixed pansies have been ordered and will be ready for planting w/commencing 5th October.

Hedges –

Hinksley Road, Steppingley Road, Station Road hedges will be cut at the end of October to coincide with the school holidays. We have looked at all our other hedges and we are currently working out a plan to have them all cut by December.

