



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 2nd MARCH 2021
AT 7:30 PM VIA VIRTUAL ACCESS**

Present:

Cllr Toinko (Chairman)
Cllr Dann
Cllr Earles
Cllr Dodds
Cllr Lutley
Cllr Thompson
Cllr Snape
Cllr Platt

Stacie Lockey – Environmental Services Manager
Susan Eldred – Community Services Manager
Wendy Millgate – 4YP
1 Resident

802. APOLOGIES FOR ABSENCE

Cllr Badham – Apologies accepted.
Town Clerk

803. 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.

804. CHAIRMAN'S ANNOUNCEMENTS

There were no items.

805. PUBLIC OPEN SESSION

There were no items.

806. INVITED SPEAKER

Wendy Millgate (WM) from 4YP gave a presentation to Members detailing the youth provision in Flitwick.

Cllr Snape was impressed with the work being delivered within Flitwick and asked how the Asperger's Group had been initiated. WM advised that a local social worker had recognised a need and the group was then formed. There were currently 12 members.

Cllr Snape commented that the Council's aspirations were to open the Hub more regularly and asked if this would require specific skills to manage without having to increase the funding too much. WM advised that CBC had contracted 4YP to deliver sessions over the school holidays which would provide more provision in Flitwick. Cllr Snape asked if there were any obstacles preventing Members getting involved beyond the need for DBS checks. WM advised that a DBS check is not required for a visit where Members would not be alone with young people but should be obtained for regular contact or projects.

Cllr Thompson commented that she had attended a safer communities meeting with CBC and suggested the Officer liaise with 4YP to address any issues and support young people within the Town. Cllr Dodds concurred with this.

806. MEMBERS QUESTIONS

There were none.

807. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 2nd February 2021.

All Members agreed the minutes were a true recording of the meeting held on 2nd February 2021 (Vote - All in favour)

808. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting 2nd February 2021.

Cllr Dann thanked staff for working on the reorganisation of files within SharePoint.

809. ITEMS FOR CONSIDERATION

- a. **The Hub Refurbishment Rolling Capital Fund Request**

Cllr Dann asked if the leak in the roof was due to age of the building or vandalism. The Community Services Manager advised that it was due to the age of the building and the recent high winds.

Cllr Dodds commented that most community buildings would not install windows on the ground floor to prevent damage/break-ins. The Community Services Officer advised that the windows would be within the proposed new doors as a safety measure and the glass would be reinforced.

It was **RESOLVED** to spend up to £20,000 from the rolling capital fund to refurbish the Hub. (Vote – all in favour)

- b. **Country Park**

Cllr Platt advised Members that there had been some fly tipping on the country park land and suggested the Council consider safeguarding the boundary of the site and entrance along Maulden Road. Cllr Snape recalled that the Council had previously agreed to safeguard the entrance along Maulden Road adjacent to the bridleway to make it inaccessible to motor vehicles.

Members had a lengthy discussion considering the different options available.

It was **RESOLVED** to ask the Public Realm Team to conduct a feasibility study looking at different methods of securing the land at the Country Park and Officers to liaise with

Anglian Water and CBC as appropriate to see if they will work with the Town Council on this matter. (Vote – all in favour)

Action: ESM

c. Manor Park Rolling Capital Fund Request

The Environmental Services Manager briefly outlined all information with the report.

Members were informed that money had already been invested in the Manor Park project and that additional match funding would be required to complete works.

Cllr Dodds commented that the gates and posts currently in place were made from wood and asked if these should be replaced like for like, instead of the proposed metal gates. The Environmental Services Manager advised Members the original gates were made of iron and the wooden gates had been placed there as a temporary measure. Replacing the gates with a metal gates would be more in keeping with the original design.

Cllr Toinko asked if approaching a volunteer group such as the British Trust for Conservation Volunteers (now The Conservation Trust) to carry out the tree works had been considered as this could reduce the cost. The Environmental Services Manager stated this had not been considered.

It was **RESOLVED** to match fund 20% of the CBC Planning Obligation funding bid to carry out works within the Manor Park at a cost of £23,000. An additional £5,000 would be available for non-capital costs. Costs would be allocated from the Rolling Capital fund. (Vote – All in Favour)

d. Emotional Wellbeing Drop-In Session

Cllr Snape asked what budget would fund the proposed drop-in sessions. The Community Services Officer advised that expenditure would be taken from the youth budget.

Cllr Dann commented that there seemed to be other means of support available for young people however the lasting effects of the pandemic on young people were unknown and felt that the more support available the better.

It was **RESOLVED** accept the quote supplied from 4YP to deliver an emotional wellbeing drop-in session once a week. (Vote – all in favour)

e. Manor Park Electric Gates

The Environmental Services Manager gave Members a brief update on the situation with sourcing a power supply for the electric gates. Quotes had been requested but had not been received in time for the meeting. A report would be presented at the next Town Council meeting to hopefully get matters resolved as quickly as possible.

Action: ESM

f. Outdoor Gym Equipment

The Environmental Services Manager advised Members that the amount of section 106 funding available had been significantly reduced and allocated to other projects, leaving insufficient funding for the equipment envisaged and a shortfall that would need to be funded from the rolling capital fund. Members were not in favour of committing additional expenditure to the project at this time.

Cllr Snape commented a large amount of money from the Rolling Capital fund had been allocated for other projects and felt any decisions to allocate money to other projects should wait until after the Corporate Strategy meetings in March.

The Environmental Services Manager advised Members some play equipment had been removed from Station Road due to Health & Safety concerns. The equipment would need to be replaced.

Cllr Dann suggested having the gym equipment at one site only, with the possibility of extending this to an additional site at a later date.

Cllrs Earles and Thompson suggested that cheaper quotes should be obtained for smaller installations that would fit within the available budget.

It was **RESOLVED** to approach the companies who submitted quotations for Outdoor Gym Equipment to see what packages would be available with the revised budget.
(Vote – all in favour)

g. Community Engagement Policy

Cllr Thompson felt that the document was more of a plan of community engagement as opposed to a policy and asked if this was needed as a formal policy. Cllr Snape commented that to be able to obtain gold quality status, a Community Engagement Policy was required.

Cllr Dann agreed to grammar check the document and felt that the legal status of councillor surgeries needed investigating as to whether FTC can commit to surgeries being held by individual councillors.

Cllr Toinko mentioned that the Community Services committee had recently been contacted by a resident about a community gardening project and felt that the document did not provide a framework for setting something like that up. It was suggested that a working party be formed to look at the document in more detail.

It was **RESOLVED** to defer the Community Engagement Policy to the next meeting once the Corporate strategy sessions had taken place. (Vote – All in favour)

h. Bench Request from WI

Cllr Dann commented that there was lots of space within Manor Park for the bench and could not see it being an issue. Cllr Dodds added that it would be a nice gesture for the WI to choose a suitable location for the bench to be placed.

It was **RESOLVED** to install the WI bench within Manor Park once options for suitable locations had been identified by the Public Realm Team. (Vote – all in favour)

Action: ESM/Deputy Town Clerk

810. ITEMS FOR INFORMATION

a. Community Services Report

Cllr Dodds asked if there was a plan in place if events were not to go ahead and was concerned about cancellation costs. The Community Services Manager advised that there would be no cost to the Town Council for the proposed events.

Cllr Thompson asked if the allotment plot that had been allocated to the 'Shed' would instead be allocated to the Wildflower/Community Gardening group. Cllr Toinko noted that the site of the proposed plot had not been marked out or prepared, and would most likely stay unused for now.

The Community Services Manager advised Members that the Civic Service due to be held on the 18th April would no longer be going ahead due to the government restrictions in place.

The Community Services Officer also advised Members that it would cost £340 plus vat to safety test the Christmas Lights before being able to donate them as previously resolved. Cllr Snape felt that this was not good use of taxpayers money. Members agreed to recycle the Christmas lights instead.

Action: CSM

The Community Services Manager commented that training was available to all Members for completing the multi-agency information form used to help tackle low level anti-social behaviour and resident concerns such as speeding and parking issues.

b. Classic Car & Bike Show 2021

Cllr Snape asked what the estimated cancellation costs would be if the event had to be cancelled. Cllr Toinko commented that the walking Car Show held in 2020 proved a great success and asked if this was something the Town Council could get involved. The Community Services Manager advised that the Town Councils insurance policy would not provide cover for a walking car show due to the event not being controlled, supervised, and managed by the Council.

Cllr Toinko commented that Members were aware of the time and money needed to be spent on organisation of the event and felt that this could be at risk given the uncertainties around future pandemic restrictions.

The Community Services Manager advised that the organisation could be delayed slightly to give more time to monitor the situation with government restrictions.

c. Funtopia Event

Members noted the Funtopia event would be held at the Millennium Park on the 3rd July and 21st August subject to government guidelines.

d. Fun Fair

Members noted the fun fair would be held at the Millennium Park between 10th May 2021 – 23rd May 2021 subject to government guidelines.

e. Budget

Members noted the budget.

811. 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**.

No questions or comments

812. 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.

No items.

Meeting closed at 21.13