



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 7TH SEPTEMBER 2021
AT 7:30 PM AT THE RUFUS CENTRE**

Present:

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Dann
Cllr Lutley
Cllr Badham
Cllr Platt
Cllr Earles
Cllr Snape
Cllr Hodges - (Remotely)
Cllr Mackey - (Remotely)

Stacie Lockey – Environmental Services Manager
Mike Thorn – Environmental Services Officer
Zoe Putwain – Community Services Officer

Susan Eldred – Community Services Manager (Remotely)
Rob McGregor – Town Clerk and Chief Executive PSLCC (Remotely)
Wendy Millgate – 4YP (Remotely)
2 - Members of the public (Remotely)

884. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Chacko – Personal Reasons

885. DECLARATIONS OF INTEREST

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

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

886. CHAIRMAN'S ANNOUNCEMENTS

The Council had agreed to bring the Delivery Plan to future meetings for review. At this time there had not been enough development on the plan to raise at the meeting, it would be an item on future agendas.

Green Spaces Update - the information and survey would be live as of 08/09/202. Copies of the survey were made available to Members present.

887. PUBLIC OPEN SESSION

None.

888. INVITED SPEAKER

Wendy Millgate representing 4YP gave an update on the feedback received in relation to the Skate Competition. After conversations with people aged 13 – 17 years of age the following feedback was received.

It was noted that it was a good day but the number of young adults spectating at the event participated in drinking and smoking on the mounted surrounding area. This with the music choice was noted by the young people as something they would prefer not to be allowed at future events. It was felt that the event was surrounded by young adults and this detracted from the target audience. It was suggested that 4YP work with the Community Services Team to create a future event in May 2022 that would be organised, judged and participated in by under 18s. This would include temporary fencing around the skatepark and presentations after each section of the event with no drinking or smoking allowed in the area.

The Community Services Manager addressed the Council and confirmed that 2 proposals would be made to Council for Skate Competitions with different target audiences at a future meeting.

889. MEMBERS QUESTIONS

Members were informed of an invitation to attend a public meeting at St Peters and St Pauls Chapter House on the 29th of September 2021 at 7.30pm. The aim of the public meeting would be to give feedback as to views in relation to the appointment of the new Vicar.

Cllr Earles raised concern with regards to access to a private property that had been created through the undergrowth in Flitwick Woods. The Environmental Services Manager confirmed that they would raise this matter with Central Bedfordshire Council.

890. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 3rd August 2021.

The minutes are agreed as a true record of the meeting on Monday 3rd August

891. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting 3rd August 2021

Updates were requested for section 880C, 881A, 881D and 897A updates and timelines were given by the Environmental Services Manager

A risk assessment was requested in relation to point 881C in concern around the potential impact on the staff. The Community Services Manager confirmed that a request would be made to gain a copy of the risk assessment.

It was noted that the budget column 881E previously raised had not been amended, the Environmental Services Manager confirmed this would be actioned next month.

An update was given by the Environmental Services Manager in relation to 881A Gumbles fun fair noting that everything went well in relation to this event. Members noted that there had been positive comments from the public in relation to this booking.

The Community Services Manager raised that the Foodie Fest run by Pick n Mix Events had been displeased that Gumbles had been permitted to use the site. This opinion had been raised to the Community Services Officer on the day of event. Other issues that were raised included detrimental comments in relation to CBC and FTC by the Foodie Fest organisers. It was reported that there were also concerns about Health and Safety at the event and the poor turn out of stalls.

Members agreed with the decisions to not work with the Pick n Mix Events company on future events with the condition that a detailed explanation be given to the company by the Community Services Manager as to the reasons for this decision.

892. ITEMS FOR CONSIDERATION

a. Lockdown Car Show 2022

Members received a report from the Community Services Manager and considered the recommendations within the report.

The full report was read by the Chair due to some members not receiving it in advance. Clarity was requested as to the date of the event to ensure reduced disturbance of the Village Hall bookings and to confirm that the event continued to be non-profit.

Clarification was given by event organiser Mr Snook that the date for 2022 was set to be 21st August and that this would continue to be a community event and not for profit.

It was **RESOLVED** to grant permission for the Lockdown Car Show to go ahead on Sunday 21st August at Millennium Park and for Flitwick Town Council to work with the event organiser by arranging charity stalls to be placed on the Millennium Park.

b. Hub Car Park Opening Times

Members received a report from the Environmental Services Manager and considered the recommendations within the report.

Concerns were raised as to restrictions of the car park leading to members of the community not being able to use local facilities such as the library, that has later opening times or making use of the car park for school drop offs, but Officers confirmed longer opening times would have an impact on staff resourcing / an additional cost.

The condition of the fence that separates the FTC leased car park and the Village Hall car park was also discussed with confirmation by the Environmental Services Manager that the agreement for the renewal licence which includes the fence is currently being drafted by the solicitors.

It was **RESOLVED** to except the proposed revised opening times.

c. Event Booking Protocol

Cllr Badham raised a query over the licencing section within the document and suggested this be clarified before publishing.

It was noted that on point 7.2, 'and' should be replaced by 'or' and that through the document the tense of the reference to Council in plural and singular should be amended. Cllr Dann offered to review the document to make these amendments.

It was **RESOLVED** to except the booking protocol with the mentioned amendments being included.

d. **Burial Ground Garden of Remembrance Memorial Sizes**

Members received a report from the Environmental Services Manager and considered the recommendations within the report.

After discussion, which included reference to a small number of plots left in the area and the precedent set by previous actions including larger memorial stones being approved and additional vases being laid without permission, Members agreed to extend the permitted size.

It was **RESOLVED** to accept the increase in the Memorial size in the Garden of Remembrance to 10 inches x 12 inches.

e. **Play Equipment - Station Road & Beaumont Road**

Members were asked to consider quotations for replacement play equipment at Station Road and Beaumont Road.

Three quotes from companies that were not involved in the latest play park equipment purchase (at Millennium Park) were given to the Committee to review. It was noted by the Environmental Services Officer that the equipment and installation did differ due to the companies planned process and preferred choice of equipment to meet the brief.

Various parts of the options were discussed by Members including accessibility possibilities.

It was **RECOMMENDED** to accept quote C at a cost of £15,907.00 to replace play equipment within Station Road and Beaumont Road play areas, to be funded by the Rolling Capital Fund.

f. **Community Awards Rebrand**

Members were asked to consider three marketing options for the relaunch of Flitwick Community Awards.

The Community Services Manager gave a verbal update as to the reason for the rebranding and relaunch.

It was **RESOLVED** to accept option A for the Community Awards rebrand.

g. **Airmen Memorial**

Members were asked to consider additional information from Cllr Mackey in relation to the Airmen Memorial.

It was expressed that there was an amendment to the inscription of an exclamation mark that would need to be corrected and that it would be nice to give credit to the author of the poem. Cllr Mackey confirmed that both would be addressed and added with the credit being given to the author at the back of the memorial.

Members expressed their concern that paperwork for this item was received late

It was **RESOLVED** to:

i) Agree the erection of a memorial to Sgts Muncaster &. Bonnewit subject to the correct poem and poets name being included.

ii) The memorial to be positioned at the apex of the 'v' memorial garden facing Steppingley Road between the two wings of the Rufus Centre.

iii) A civic unveiling to take place at a time agreed. During the ceremony, both the Lord of Bedfordshire and Ms Fiona Sismore to be invited to unveil the memorial after a brief religious ceremony of dedication. Further details to be agreed by FTC Town Mayor Cllr Snape, FTC Town Clerk Mr McGregor & Cllr Mackey.

iv) £300 to be lodged with Flitwick Town Council to hold as an endowment for ongoing maintenance.

h. Dog Waste Dispensers

Members received a report from the Community Services Manager and were asked to consider the recommendations within the report.

Members discussed the advantages and disadvantages of having the Dog waste dispensers installed.

Members agreed they would not go ahead with the dog waste dispensers.

893. ITEMS FOR INFORMATION

a. Community Services Managers Report

Members asked about the Fun Palace event, the Community Services Manager expressed that there had been a the lack of participation and that a social media push would be done regarding participation recruitment.

Members noted the report.

b. Budget

Members noted the budget.

c. Skate Comp Feedback

Members had received a verbal report from 4YP in relation to the feedback received from the young people.

d. Play Equipment Annual Inspection

Members noted the information within the agenda.

894. PUBLIC OPEN SESSION

No items.

895. 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 are discussed.

12a -Skate Park Graffiti Update

Members received a verbal update from the Community Services Manager.

12b - Community Safety Plan

FTC had been working in partnership with CBC's Safer Central Team to develop a Community Safety Plan.

It was **RESOLVED** to move items 12a and 12b to Exempt.

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.