



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 5th OCTOBER 2021
AT 7:30 PM AT THE RUFUS CENTRE**

Present:

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Lutley
Cllr Platt
Cllr Earles
Cllr Chacko (Remote Access)

Stacie Lockey – Environmental Services Manager
Susan Putwain – Community Services Officer
Mike Thorn – Environmental Services Officer (Remote Access)

896. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Badham for health reasons and Cllr Dann due to planned holiday.

897. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item –
- (b) Non-Pecuniary interests in any agenda item –

Cllr Toinko declared a Non – Pecuniary interest in agenda item 9G

Cllr Toinko, Cllr Earles, Cllr Platt, and Cllr Lutley declared a Non – Pecuniary interest in agenda item 9A

898. CHAIRMAN'S ANNOUNCEMENTS

A reminder was given that in keeping with the standing orders and motions all relevant paperwork must be available for an agenda item 5 days before the date of the meeting. Any item on an agenda that has paperwork issued after this time will be moved forward to the next meeting.

Congratulations were given to everyone that was involved in the Family fun day activities and to those who contributed to the day. Great comments had been received by Council members in relation to this event.

Councillors were informed and invited to the Community Action day being held on Friday 8th October at Millennium park between 9am and 2pm.

899. PUBLIC OPEN SESSION

No members of the public attended this meeting.

900. INVITED SPEAKER

No speakers were invited to attend this meeting.

901. MEMBERS QUESTIONS

No members raised questions.

902. MINUTES

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 7th September 2021 with the following amendments – In section 892c to exchange the word except with accept. To remove the resolution for section 12a and on section 12b add to the recommended section that it is subject to amends being completed.

903. MATTERS ARISING

- a. No items raised by members.

904. ITEMS FOR CONSIDERATION

a. Allotment/Burial Ground/Football Pitch Fees

Members discussed the declaration of interests set out in section 897. Due to the time limitations in relation to this agenda item Members voted to move this item to full Council on the 19th October 2021.

It was **RESOLVED** to move this item to the Full Council meeting on 19th October 2021 due to the declaration of pecuniary interests being declared by members of the committee, leaving the remaining council members unable to make a recommendation.

b. Allotment Liaison Committee

In the Allotment Liaison Committee meeting minutes from 13th September 2021 a recommendation was made to remove the 'Watch' element of the inspection process to increase the speed for issuing notices to quit.

Members discussed the process and Cllr Lutley clarified that New Tenants would be contacted by phone to give help or guidance before a notice was given.

It was **RESOLVED** to accept the Allotment Liaison Committee recommendation within the minutes from 13th September 2021.

c. Flitwick 10k Road Race

Members discussed the event and no questions were raised.

It was **RESOLVED** to approve the request for use of the Millennium Park on Sunday 10th April 2022 by the Flitwick 10k Road Race with the setup of the event taking place on Saturday 9th April 2022 subject to SAG approval.

d. Period Poverty

Members discussed the sensitive nature of this agenda item and how to gather information from various public groups. It was suggested for Officers to establish the current availability in support, by discussing with food banks, health organisations and surgeries to enable a greater understanding of the current availability. Members felt that having the information as to availability would allow for signposting to the correct groups or locations or if alternatively, a gap in service is established, to work towards rectifying.

e. Delivery Plan

Members discussed the identified actions from the report and if they were a true representation of the direction and intentions of the members view.

It was **RESOLVED** to accept the actions presented to be incorporated in the delivery plan.

f. Youth Skate Comp

Members received a report from the Community Services Manager and considered the recommendations to hold a Skate Competition in May 2022.

Members raised questions in relation to a music licence for the event and if a second event was being planned for adults. Both were confirmed as being addressed.

It was **RESOLVED** to support the Officers recommendation to hold the under 18s Skate Competition in May 2022 with the funds of (approx.£700) and staff time of 25 hrs allocated for this event.

g. Grant Applications

Grant applications were reviewed it was noted by members that less financial information was available with the current grants than the applications received earlier in the year. Each grant application was discussed, and the following decisions were made by the members.

It was **RESOLVED** to grant the 4YP application with the total sum of £500 towards the 'Happy Hub Hampers' project.

It was **RESOLVED** to grant the Bedfordshire Police Partnership Trust application with the total sum of £500 towards the 'video doorbells' project.

It was **RESOLVED** to decline the Flitwick and Ampthill lawn Tennis club application as it is a private entity and does not fit within the Flitwick Town Council Grant policy.

It was **RESOLVED** to grant Flitwick Lower School Association application with the total sum of £500 towards the 'Refurbishment of Courtyard' project.

It was **RESOLVED** to decline the CPRE Bedfordshire, the countryside charity application as it and does not fit within the Flitwick Town Council Grant policy and area of project.

Members also suggested that a review of the Grant Policy would be beneficial now that a full year had been allocated, to amend and revise where necessary.

905. ITEMS FOR INFORMATION

a. John Lawson Circus

Members noted that the circus will be on Millennium Park from 11th October – 13th October 2021 (previously agreed at Community Services pre COVID), subject to approval from the SAG team.

b. Grounds Team Supervisor Report

Members received and noted the report from the Public Realm Supervisor. Members wished to send their congratulations to the team for creating the stocks used at the Family Fun Day.

Trees inside the boundaries of the park within Millennium were discussed with the Environmental Services Manager explaining that previous members had elected to have the incorporation of the trees in this area to provide shade. It was mentioned that they may cause issues with health and safety and cause restrictions when the park equipment is renewed.

c. Budget

Members noted the budget with discussions from members as to the income versus expenditure of the Community Services budget.

d. Community Services Manager Report

Members received a report from the Community Services Manager which was noted.

Members expressed that if help was required for upcoming events that Councillors would need to be advised as soon as possible.

Members discussed the Macmillan coffee morning that took place at Flitwick Village hall and commented that it was a successful fundraising event.

906. PUBLIC OPEN SESSION

No members of the public joined this meeting.

907. EXEMPT ITEMS

No items were moved to the exempt part of this meeting.

Flitwick Town Council Green Spaces Engagement 2021

Results of Public Engagement

Flitwick Town Council has conducted an engagement with local residents and stakeholders to gather views on the use of green public open spaces within the town and aspirations for the future.

The two main aims of the Public Engagement are:

1. For residents to understand the breadth of green spaces Flitwick Town Council is responsible for and the challenges and opportunities currently being faced.
2. For the Town Council to gain resident insight on unmet needs / gaps that we may be able to explore in the future as part of the planning in response to strategy.

What do we mean by green spaces?

The larger green open spaces owned by the Town Council include Millennium Park, Country Park, Manor Park, Hinksley Recreation Ground, The Mount and Station Road Recreation Ground. We are also interested in views on the various play parks owned by the Town Council. In addition, we are also interested in residents' views and use of Flitwick Wood and Flitwick Moor. Although these are not the responsibility of the Town Council, they are significant green spaces and relevant for consideration within this engagement.

Engagement Process

The Town Council held a series of workshops at locations around the town and walkabouts at some of the green spaces. Residents were encouraged to attend these to discuss the town's green spaces.

A survey was also conducted to help us to collate and review responses from anyone unable to attend.

Public Workshop and Walkabout Responses

Feedback from the Public Workshops and Walkabouts is given at Appendix 1.

Public Survey Responses

The public survey closed has now closed. As of 13th October 2021 the number of responses received was 32. A summary of the responses is provided at Appendix 2 with further details given at Appendix 3.

Executive Summary

As expected, green spaces are incredibly important (to the people who engaged), but there are still some gaps in people's knowledge of the extent of our green spaces. Walking, wildlife/ wildflowers and family time are the priorities of use for the green spaces. And there is an enthusiasm for more trees.

Appendix 1

Green Spaces Engagement

Feedback from Workshops and Walkabouts

- Manor Park – build bridges to create better access and circular walks around the park
- Can the Manor Park not be cut and bailed?
- Mount – wildflower strips didn't look nice
- Why create wildflower strips across all sites, why not keep it too a couple of sites only
- Ditch at Manor Park needs digging out to allow water flow into lake
- Could we look at more docile cattle breed so public can access paddock
- Erect signage on electric gates to advise disabled parking and small signs for emergency purposes (Manor Park)
- More benches and bins would make the parks more user friendly
- People are not very aware of Station Road. How can we make it more known?
- Cycle paths would be a good addition

Appendix 2

Green Spaces Engagement – Summary of Survey Responses

1. How important are Green Spaces to you?

Average Score = 9.6 out of 10

2. How important do you think Green Spaces are to your general health and wellbeing?

Average Score = 9.6 out of 10

3. How confident are you that you know about the full range of green spaces in Flitwick and the outdoor facilities available to use?

Average Score = 7.3 out of 10

4. Which Green Spaces in Flitwick are important to you?

Most important: Flitwick Wood and Millennium Park

Least important: Hinksley Road and Station Road

5. Of the larger green spaces in Flitwick, which one do you visit most frequently

Most frequent: Flitwick Wood and Manor Park

Least frequent: Station Road and Hinksley Road

6. Thinking about the larger green space identified in the previous question, what do you use this space for?

Flitwick Wood: Health & Wellbeing; Being Close to Nature; Fresh Air; Wildlife

Manor Park: Exercise; Health & Wellbeing; Being Close to Nature; Fresh Air; Dog Walking

7. What features of this larger green space are most important to you?

Flitwick Wood: Wildlife; Trees; Wildflowers; Footpaths

Manor Park: Trees; Wildflowers; Wildlife; Large Open Area

8. How do you typically travel to this larger green space?

Flitwick Wood: Walk 100%

Manor Park: Walk 80%; Car 20%

9. How long is your typical journey to this larger green space?

Flitwick Wood: 60% within 10-minute journey

Manor Park: 70% within 10-minute journey

10. What is the maximum distance you would regularly travel to a larger green space?

47% would travel a maximum of 2 miles or less

19% would travel more than 10 miles

11. Do you visit play areas for any reason?

50% yes. 50% no.

12. Of the play areas in Flitwick, which one do you visit most frequently

75% said Millennium

12% said Station Road

12% said Ryder Way

13. Thinking about the play area identified in the previous question, what do you use this space for?

Most popular answers: Family Time; Play; Health & Wellbeing; Fresh Air

14. What features of this play area are most important to you?

Most popular answers: Safe space to play; Climbing Frame/Multiplay; Swings; Seating

15. What age range of play equipment is most important to you? (Multiple responses possible)

75% = 6 to 10 year old

31% = 11 to 16 year old

16. How do you typically travel

88% said Walking

12% said by car

17. How long is your typical journey to this play area?

43% = 5 to 10 minutes

31% = 10 to 20 minutes

25% = less than 5 minutes

18. What is the maximum distance you would regularly travel to a play area?

69% would travel a maximum of 2 miles or less
31% would travel more than 10 miles

19. What outdoor leisure activities do you think are lacking or need to be improved within Flitwick?

Most popular answer = Cycle

20. What outdoor leisure activities do you currently go outside Flitwick for?

Most popular answer = Walking

21. Do you think that there are enough trees in Flitwick?

74% said there are not enough trees

22. Are you able to identify a location near your home where it would be beneficial to plant one or more trees?

70% said yes

23. Please tell us more about possible locations for one or more trees

See detail at Annex 2

24. If you have any additional comments relevant to our Green Spaces Engagement, please let us know in the space below.

See detail at Annex 2

Demographic Information

25. Post code information collated but not provided within this report.

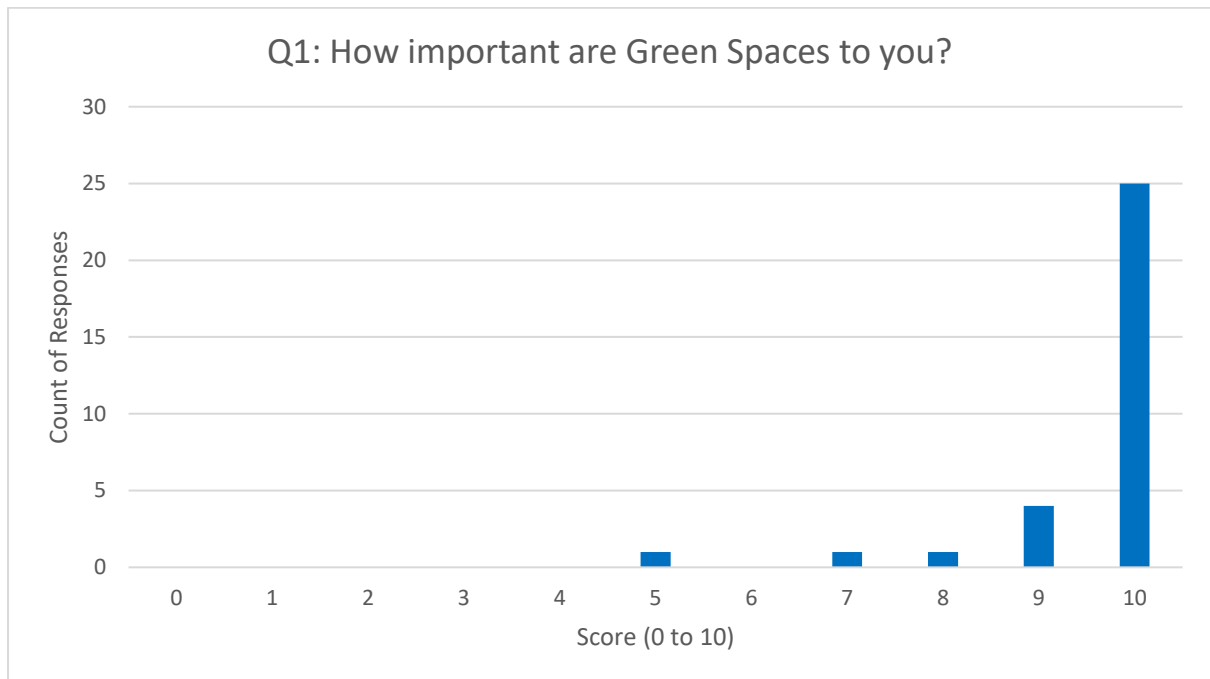
26. Age of Respondents

1-18 = 3%
19-30 = 3%
31-40 = 16%
41-50 = 22%
51-60 = 34%
61 or over = 19%

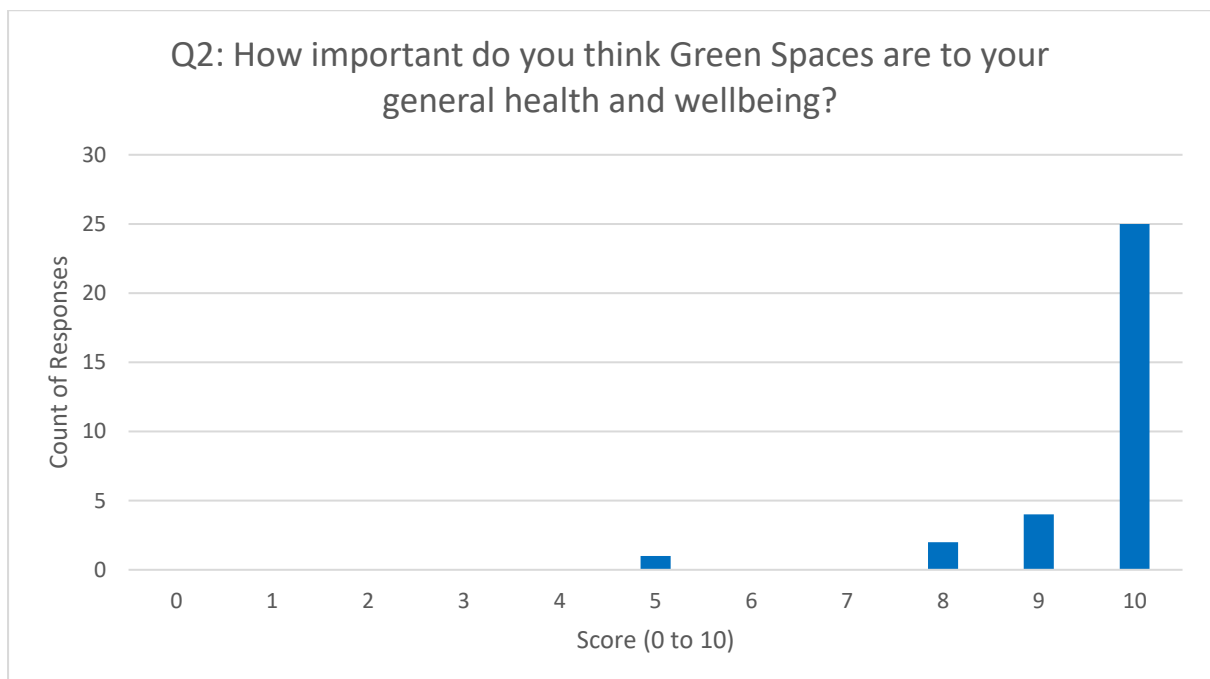
27. Respondents with School Age children = 50%

Appendix 2

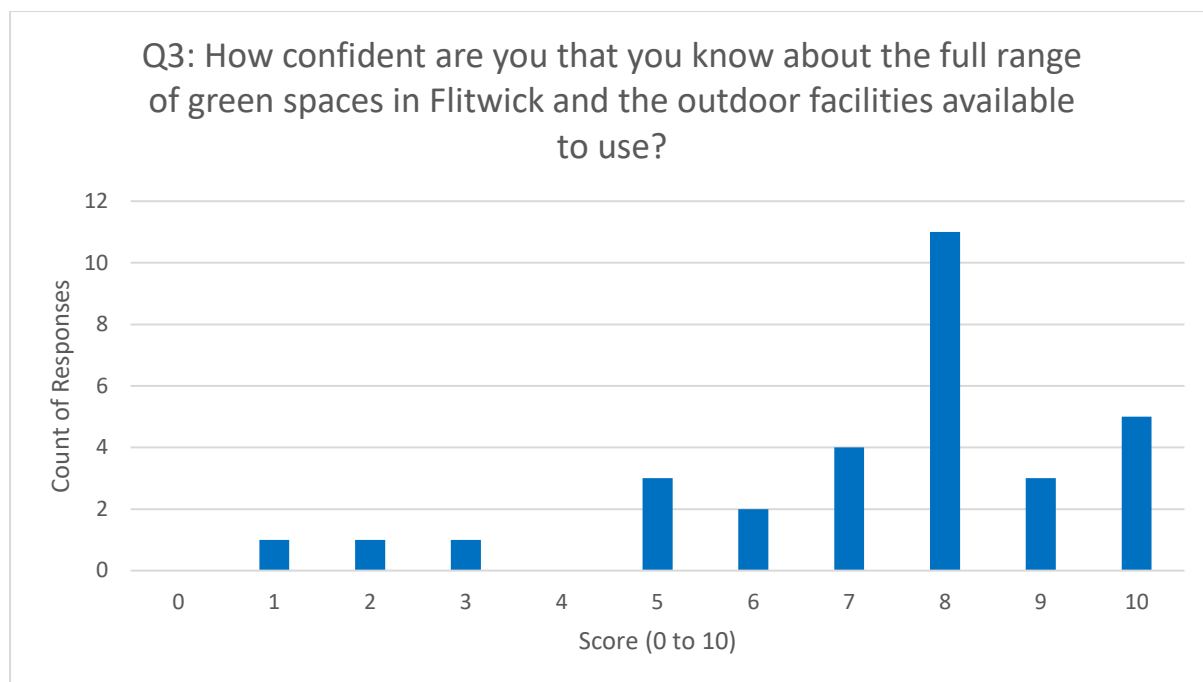
Green Spaces Engagement – Detail from Survey Responses



Average Score = 9.6



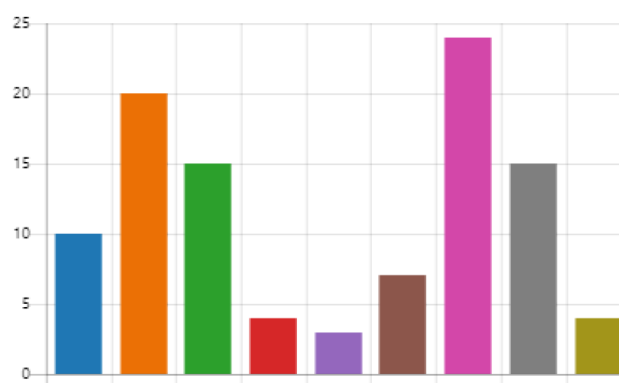
Average Score = 9.6



Average Score = 7.3

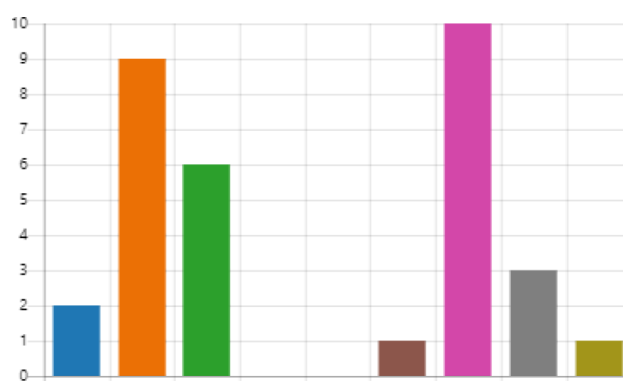
4. Which Green Spaces in Flitwick are important to you?

● The Mount	10
● Manor Park	20
● Millennium Park and Play Area	15
● Hinksley Road Recreation Gro...	4
● Station Road Recreation Ground	3
● Country Park (Off Maulden Ro...	7
● Flitwick Wood	24
● Flitton Moor	15
● Other	4



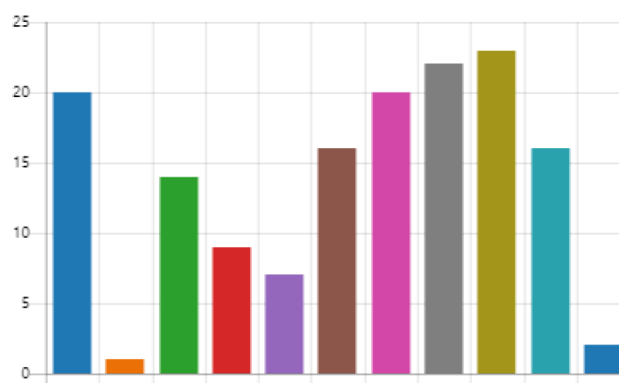
5. Of the larger green spaces in Flitwick, which one do you visit most frequently?

● The Mount 💡 Insights	2
● Manor Park	9
● Millennium Park	6
● Hinksley Road Recreation Gro...	0
● Station Road Recreation Ground	0
● Country Park (off Maulden Ro...	1
● Flitwick Wood	10
● Flitton Moor	3
● Other	1



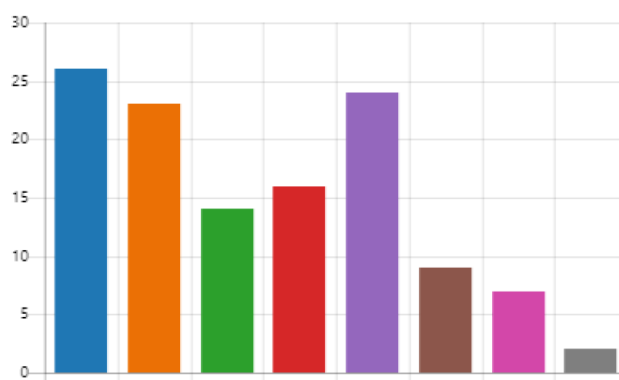
6. Thinking about the larger green space identified in the previous question, what do you use this space for?

● Exercise	20
● Outdoor Gym Equipment	1
● Family Time	14
● Dog Walking	9
● Play	7
● Relaxing	16
● Being closer to Nature	20
● Health and Wellbeing	22
● Fresh Air	23
● Wildlife	16
● Other	2

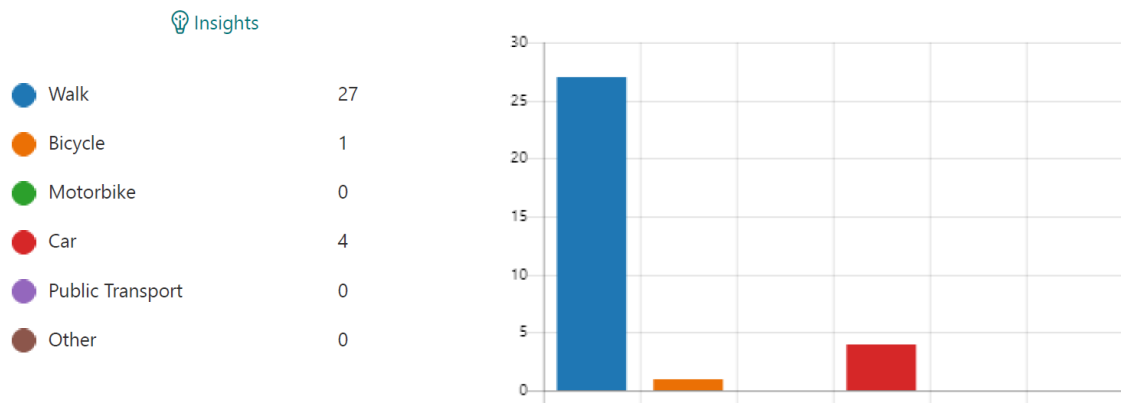


7. What features of this larger green space are most important to you?

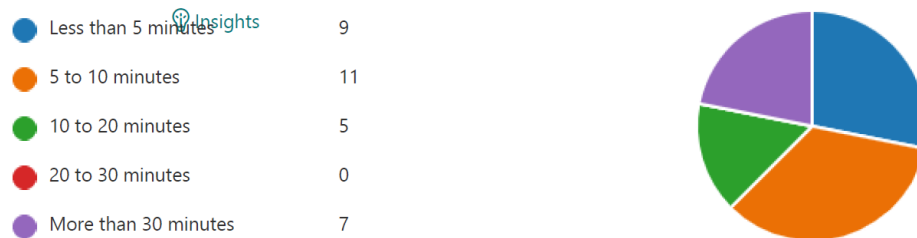
● Trees	26
● Wild Flowers	23
● Large Open Area	14
● Footpaths	16
● Wildlife	24
● Space to Play	9
● Space for Socialising	7
● Other	2



8. How do you typically travel to this larger green space?



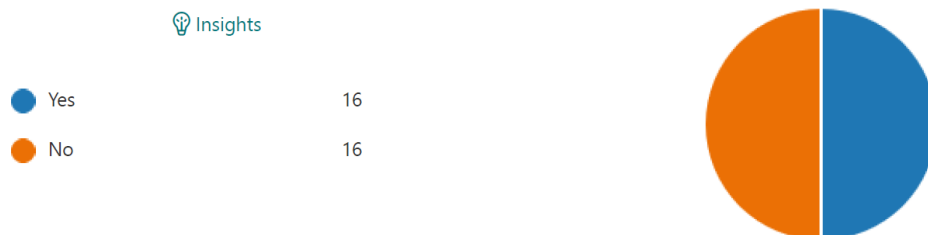
9. How long is your typical journey to this larger green space?



10. What is the maximum distance you would regularly travel to a larger green space?

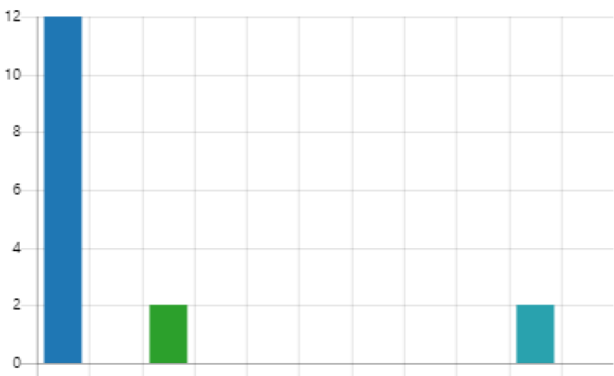


11. Do you visit Play Areas for any reason?



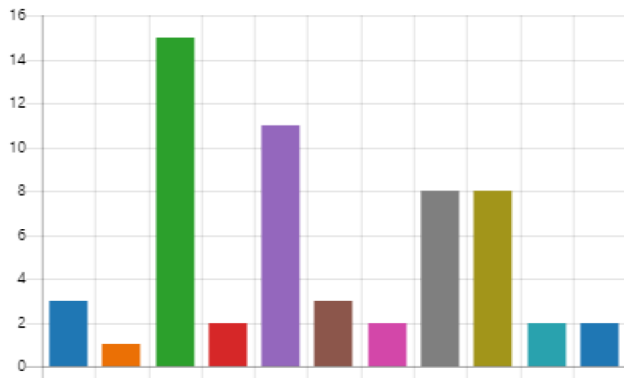
12. Of the play areas in Flitwick, which **one** do you visit most frequently?

Millennium Park Play Area	12
Hinksley Road Play Area	0
Station Road Play Area	2
Roman Way Play Area	0
Beaumont Road Play Area	0
Hatfield Crescent Play Area (C...	0
Althorp Close Play Area	0
Trafalgar Drive Play Area	0
Naseby Place Play Area	0
Ryder Way Play Area (CBC)	2
Other	0



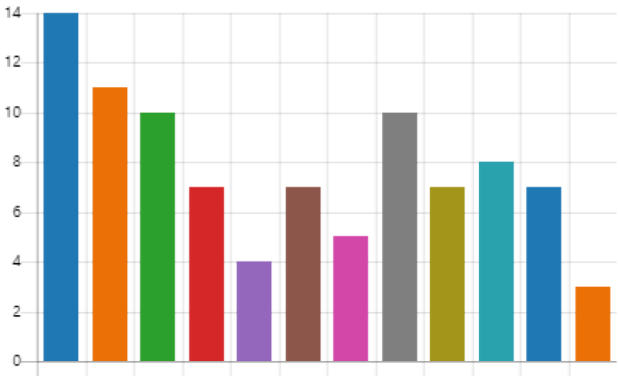
13. Thinking about the play area identified in the previous question, what do you use this space for?

Exercise	3
Outdoor Gym Equipment	1
Family Time	15
Dog Walking	2
Play	11
Relaxing	3
Being closer to Nature	2
Health and Wellbeing	8
Fresh Air	8
Wildlife	2
Other	2



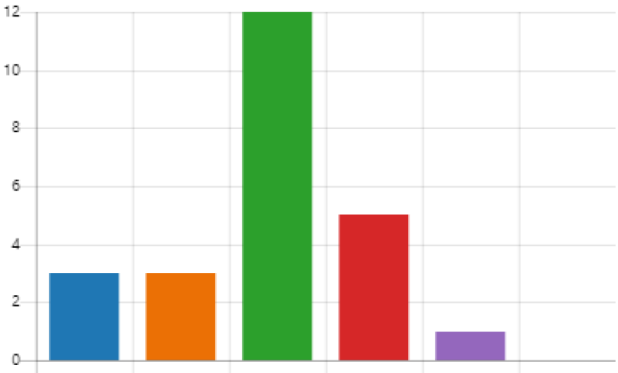
14. What features of this play area are most important to you?

Safe space to play	14
Climbing frame or multi play s...	11
Swings	10
Slide	7
Springers or seesaw	4
Roundabout or other spinning...	7
Inclusive play equipment for c...	5
Seating	10
Wildlife	7
Wildflowers	8
Space for Socialising	7
Other	3



15. What age range of play equipment is most important to you?

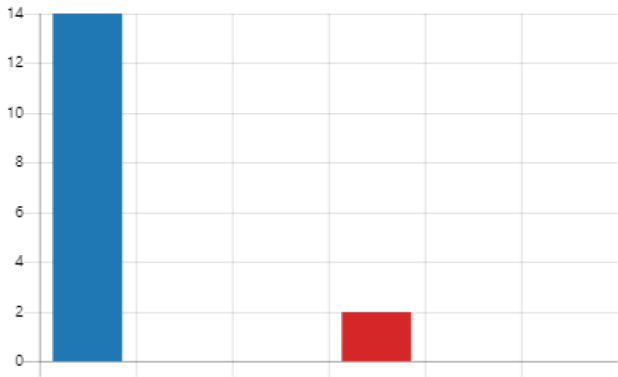
0 to 2 year old	3
3 to 5 year old	3
6 to 10 year old	12
11 to 16 year old	5
17 or older	1
Mix of age ranges	0



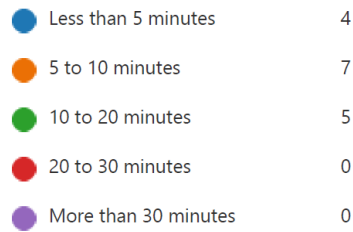
16. How do you typically travel to this play area?

💡 Insights

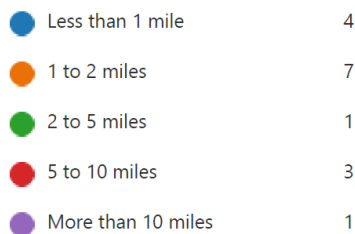
Walk	14
Bicycle	0
Motorbike	0
Car	2
Public Transport	0
Other	0



17. How long is your typical journey to this play area?



18. What is the maximum distance you would regularly travel to a play area?



19. What outdoor leisure activities do you think are lacking or need to be improved within Flitwick?

24 ^{Insights}
Responses

Latest Responses
"Cycling facilities, exercise equipment"

5 respondents (22%) answered **Cycle** for this question.

Word cloud of responses for question 19:

- amphill park
- gym equipment
- new equipment
- wild flower
- play equipment
- flower and flowers
- Play - splash
- adventure play
- garden
- Park and ice
- exercise equipment
- flower seeds
- Millennium Park
- Cycle
- Outdoor
- green areas
- Manor Park
- Court
- flowers for wildlife
- tennis table

Q19 - What outdoor leisure activities do you think are lacking or need to be improved within Flitwick?

STOP using weedkiller. STOP applying salt where it's not necessary. DO plant wild flower seeds in all vacant smaller green areas which are not on your chosen list.

Ping pong tables den building/story trails, e.g. Stick Man, Gruffalo, community gardens

I would love to see more wooden structures to play on. 2. Wild flower and flowers (like ampthill park) 3. More seating or space for picnic

Safe cycling; safe crossings for pedestrians; gardening

Basketball hoops, Tennis Court on in Millennium Park, table tennis table somewhere.

None

Cycle paths

We need more cycle ways, improvement to footpaths which could be more linked and integrated. A netball court

Cycle tracks: running tracks: OutDoor gym equipment:

Perennial planting, flowers for wildlife at sites such as leisure centre and millennium park

Trees, wild flowers, planted bourder areas,

Cycling

Children would benefit most from an adventure playground rather than the traditional play equipment that is single use. Adventure play uses much more imagination and creativity.

More sports courts - tennis, basketball, etc. More exercise machines in green spaces, as per the new equipment in Hinksley Road rec ground.

Accessible/inclusive play equipment; outdoor heritage activities; water features in town centre

Pond dipping, cycle lanes

Formal Gardens. Outdoor Performances - band, theatre, movies. Water Play - splash zone, paddle, boating

Manor Park

Coffee shop at Millennium Park and ice creams. Benches at Millennium Park. A roundabout.

Running path around the Recreational Ground

benches, tree names in plantation - manor park

NA

Outdoor swimming pool, more places for special needs children, more exercise equipment

Cycling facilities, exercise equipment

20. What outdoor leisure activities do you currently go outside of Flitwick for?

27 ^{Insights}
Responses

Latest Responses
"play parks, willen lake, sea-side"

15 respondents (58%) answered **Walking** for this question.

theme parks Great Park long walks better play
play park
hour exercise **Walking** parks Ampthill Great
Cycling splash parks Ampthill park paddle Water activities
walking play equipment

Q20 - What outdoor leisure activities do you currently go outside of Flitwick for?

Walking - fresh air - nature

Water activities such as splash parks, Willen Lake etc. Nordic walking, better quality play park in Ampthill Great Park

Ampthill park / better play area and prettier & space for picnic and gatherings

Cycling ; walking

Walking, watching wildlife

None

Walking

Outdoor swimming, long walks, kayaking

Walking: running: paddle boarding

Wildlife like butterfly meadows at sharpenhoe clappers

Parks, cycling, walks

Cycling

Longer walks, cycle paths

Walking/hiking to surrounding villages.

Country walks; accessible play parks; splash parks

Pond dipping, Paddle boarding, cycling

Open Walking (Ampthill Great Park). More play equipment (Ampthill Great Park). Outdoor splash zones/paddling.

Marston Moretaine. Ampthill Park

Walks. Bike Rides. Scenery.

Children playing. Wellbeing and conversation. Exercise for the kids the school responsible for half hour exercise a day and parents for half an hour a day is advised for health and building resilience in your children.

Pond Life, water activities

Walking

walking, N.T properties

Walking, plants, birds

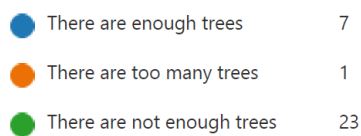
Walking

Theme parks, sea side, cinema

play parks, willen lake, sea-side

21. Do you think that there are enough trees in Flitwick?

💡 Insights



22. Are you able to identify a location near your home where it would be beneficial to plant one or more trees?

💡 Insights



Q23 - Please tell us more about possible locations for one or more trees.

The large green by the shops in Brookes Road, to replace 3 destroyed last year

Trees should be planted on the area outside Barclays, even if they are in large pots. More in Station Road Park, on the wider grass areas along Station Road and on the corners of roads such as Orchard Way/Water Lane

Along the main road in Flitwick (from Tesco to the Leisure Center)

Station Road

Manor Way

The fields bordering Manor Park would be better with trees. There is room for more trees within the park itself

Tennyson Road verges

Near Leisure Centre; near new build properties; near but not next to railway line to Dull Road

The Avenue, Brooks Road, Millennium Park

Line Vicarage Hill pavement with trees all the way from top to bottom, it would improve the look of the street as well as all the other environmental benefits the trees would bring.

The Country Park

Station Rd play area, Junction of Kings Rd and Station Rd (Eastern end), Manor Way

On the small green, outside Cream Hairdressers at the end of Maulden Road.

Manor Park and Dunstable Road verge opposite Church Road

Ryder Way development flooding pond and surrounding area to Froghall Road and along railway line.

Manor Park

Brookes Road Shops. Millennium Park. Mount. Roman Way Park.

On our land - in my garden

Green Space off of Lark Way

Wren Close Green, Council already contacted. No action yet

We have too many and don't need anymore

Station Road Recreation Ground

Manor Way verges on both sides, all along. On all the green patches throughout Birds Estate.

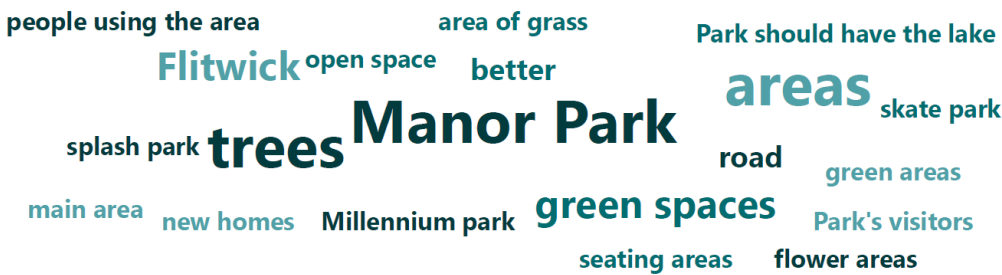
24. If you have any additional comments relevant to our Green Spaces Engagement, please let us know in the space below.

 Insights
22
Responses

Latest Responses

"The miscellaneous lawned areas throughout housing estates should b...
"Open spaces should be mowed to keep weeds (ragwort) under control...

6 respondents (29%) answered **Manor Park** for this question.



Q24 - If you have any additional comments relevant to our Green Spaces Engagement, please let us know in the space below.

I have no idea what is your Green Spaces Engagement. I do believe you need to jump on the same idea that many other towns have embraced, by starting community gardens and wilding as many suitable places as possible, JUST MAKE SURE ALL THOSE FAULTY KERBS ARE DROPPED AND ACCESS IS GOOD FOR DISABLED.

The introduction of wild flower areas has been great to see and should be maintained and expanded. Smaller green areas, could be given over to community gardening, for food, fruit trees etc. The area next to the Keech Hospice shop would be ideal.
Manor Park should have the lake better maintained to restore it to its original state and provide a home for a greater variety of wildlife as well as being more visually attractive to visitors.
Please STOP the spraying of weed killer along fences and road signs. It looks far worse to have patches of long, dry yellow grass than green grass. It may also impact on wildlife in the vicinity.

It would be fantastic to have some dedicated seating areas and additional play space / wild flowers at Millennium park, i feel the space in the middle between the skate park and children's park is never used and a wasted opportunity
Or even better a small splash park?

Please do not remove hedges. Some of the hedges on station road were removed. Flitwick has a high population of hedgehogs, but sadly many are killed on our roads by cars. Please consider traffic signs to alert drivers to slow down for hedgehogs.

FTC do not have sufficient staff to properly maintain their green spaces.
Manor park is seriously neglected (and is probably in worse condition than it has ever been. Flit Water should be repaired facilitating refilling with water. The main area of grass south of the manor is infested with ragwort. The arboretum need serious attention to restore it and make it safe. The public should not be excluded from the western field due to conservation grazing.

We need more trees!

Green spaces are vital for health and wellbeing. While it's important to build new homes it's also key to ensure people living in those new homes have green spaces and lovely walks to enjoy nearby.

More green spaces needed to offset new builds and roads and all the development being seen in central beds we cannot keep tarmacing, burning, developing with no effect we need to act now before it's too late by planting millions of trees. Thank you

We need to reverse the removal of trees in Flitwick, areas that are essentially 'grey' like outside Barclay bank are too hot in summer and have no shelter or sitting areas. Millennium park is similarly exposed to the sun. It would be nice to have pergolas with dessert grapes. Benches around trees. Hedges to soften metallic rails.

Please line all the steers with tress, improve the look of Flitwick to a much prettier place

More wildflowers, more dog waste bins

I would encourage the council to plant more wildflowers, and let our verges grow naturally as well. Mowing the verges seems so unnecessary and kills the local wildlife.

You can never have too many trees but they have to be grown away from the immediate vicinity of housing due to light blockage, overhead wires disruption and potential root damage to foundations.

Lots more could be done in Manor Park. Most urgent is to clear the feeder streams to the lake, as the water level recedes in summer to such an extent that wildlife do not survive eg frogspawn, and even ducks are suddenly forced to find new homes.

Flitwick Mount (protected land) needs more protection. Too many people using the area to dump garden rubbish.

Clear invasive species such as ivy, which are taking over trees and hedges.

The manor park has been so very neglected this year. 2/3 of it are not walkable/accessible due to the cattle grazing. The main part has been allowed to be overrun with ragwort (which will now be seeding to make the situation even worse in 2022). It has gone from being possibly the most used/accessed open space in the whole of the Covid 19 period to now being scarcely used.....not a good outcome or use of this area. It is a Park (the clue is in the name) and should not be an area that is left to run wild.

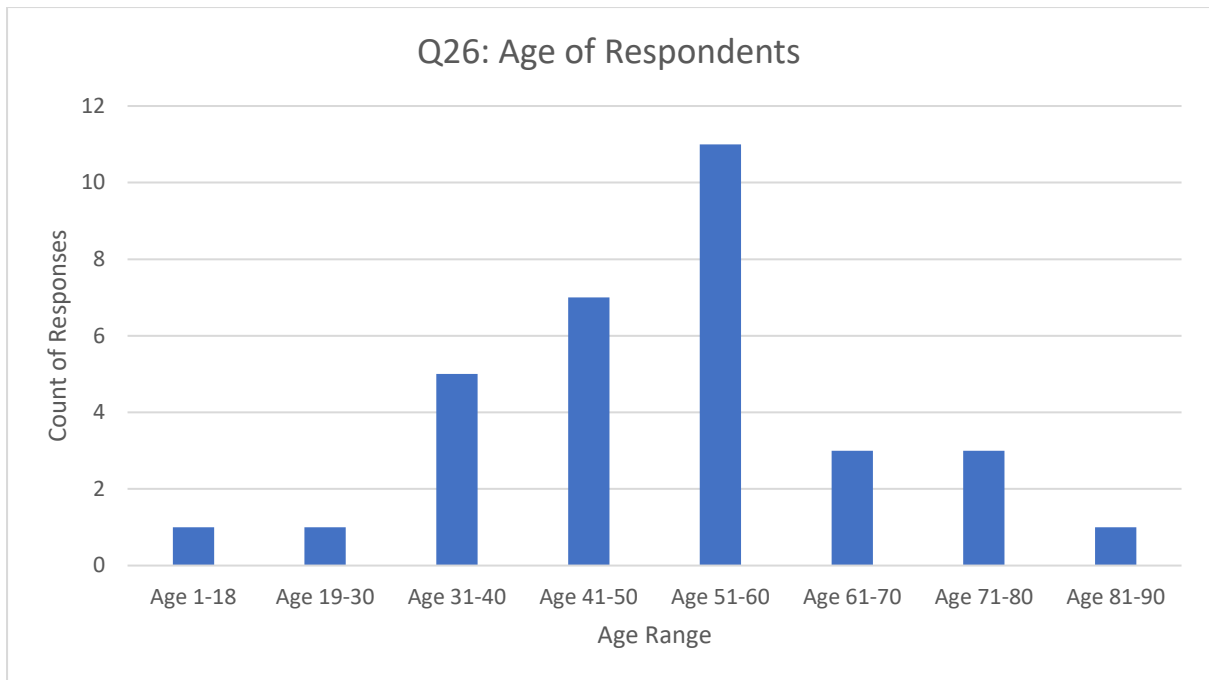
I would like to see better care taken of the Moor, eg not so many cows and those that are there taken out before they rip up the meadow in the winter. Also that they are not in all meadows so there is space to avoid them while walking.

STOP GIVING MANOR PARK OVER TO GRAZING CATTLE !! MANOR PARK IS INTENDED FOR PEOPLE NOT FREE GRAZING FOR FARMERS !!!!

more seating, more dog bins

Open spaces should be mowed to keep weeds (ragwort) under control. Manor Park's visitors have dropped drastically because it was not an open space.

The miscellaneous lawned areas throughout housing estates should be planted with wildflowers to encourage wildlife. Any area that is too small for kids to play on or is next to a road should have wildflowers growing, not lawn.



27. Do you have children of school age?

💡 Insights

Yes	11
No	21





FLITWICK TOWN COUNCIL

Report to Community Services Committee 2nd November 2021 Flag Flying

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Nil

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

At the Community Services Committee meeting on Tuesday 7th July 2020 members considered a flag flying policy for Flitwick Town Council.

It is **RECOMMENDED** a flag policy working group was formed to take on board people's views. The group consisted of Councillor Dann, Councillor Dodds and Councillor Toinko.

At the community Services meeting on Tuesday 4th September 2020, the working group brought back a number of proposals.

Flag flying proposal

1. Flag flying is a potentially contentious issue with many firm views held. The working party considered that a fairly restricted approach might be most acceptable to the majority.
2. Only a small range of flags can be flown without planning permission, including the Union Flag, national and regional flags. The Pride flag can be flown without planning permission as long as guidelines are followed. There is no evidence that the NHS flag we flew was exempt from the need for planning permission.

Proposal: that we do not fly flags for which planning permission would be needed, due to the burden upon FTC staff and CBC in processing these requests.

3. Annual Flag-flying days. DCMS publishes an annual list of 20 days on which Government buildings are expected to fly the Union Flag, plus there are two additional days relating to the opening and closing of Parliamentary sessions. The working group did not consider that FTC was under an obligation to follow the list, due to the burden on staff time. This position was supported following correspondence with DCMS.

Proposal: that from the list published, we fly the Union Flag on the real and official birthdays of the Queen, the birthday of the Duke of Edinburgh, and Remembrance Day. Additionally, we fly the St George's Cross on St George's Day; That we review this position upon a Royal succession.

4. A range of guidelines exists for flying the Union Flag at half-mast following the deaths of members of the Royal Family. Aside from flying at half-mast between the announcement of the death of the Sovereign, and the funeral, other requests are subject to a special command from the Sovereign. It is not necessary to have a flag flying in order to move it to half-mast. If no flag is flying, the Union Flag is raised to full height, then lowered.

Proposal: that FTC flies the Union Flag in accordance with guidelines upon the death of a Sovereign and any issued special commands.

5. Default position. The working party did not consider it necessary that a flag was flying all the time. To fly the Union Flag as a default position would lessen the impact of flying in the circumstances outlined above.

Proposal: that the default position is not to fly a flag.

Flitwick Town Flag. A flag was designed as part of a competition while Councillor Mackey was Mayor. A new copy was recently ordered and is now flying, as the previous one was tattered. It was Cllr Mackey's intention that this was for uses relating to the Carnival only, but he believes it was subsequently formally adopted by the Council as Flitwick's flag. It is not clear whether an adoption would exempt us from the need to apply for planning permission, but Cllr Mackey believes guidance was sought at the time to the effect that

The committee Made a Number of recommendations which were approved at the

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)

Introduction

In April 2021 the Department of Culture Media and Sport sent the following correspondence which will see the Union flag flown on UK Government and English local Council buildings all year round, and reduce red tape surrounding several other flag flying protocols.

The new guidance will ask for the Union flag to be flown on UK Government buildings every day. Currently only required on designated days, the government is calling on local authorities and other local organisations to fly the Union flag on a daily basis as an emblem of national pride and a symbol of liberty, unity, and freedom.

Under new regulations, UK Government building flagpoles should not remain empty. The default should be flying the Union flag, ensuring 'superior position' guidelines are also maintained.

From June 2021, changes to the advertisement consent regulations in England will allow for two flags, including at least one national flag, to be flown from the same flagpole. Cutting the red-tape surrounding dual-flagging will facilitate organisations to highlight their local identity as well as their national identity.

The new guidelines confirm that the Union flag should always fly on top, but welcomes people to also fly county flags and national flags on non-designated days.

Following the UK's departure from the European Union, regulations from 2007 which allowed public buildings to fly the EU flag without the need for planning permission have been removed. It is understood the EU flag may now need express advertisement consent similar to other corporate or advertising flags.

Instead, new 'deemed consent' will be granted for NHS flags, allowing them to be flown alongside the Union flag without the need for planning permission.

Councillor Shaw has requested that the following proposal be considered by the Committee.

In light of updated guidance from Central Government on the 25th May 2021 can I suggest that we amend our current flag flying policy to include the flying of the Union flag all year around as per the guidance.

Recommendations

1. For members to consider Flying the Union Jack all year in line with the current guidance.

Rob McGregor - Town Clerk



FLITWICK TOWN COUNCIL

Event Booking Protocol

A guide for all event organisers wishing to hire Flitwick Town Council land to host their event.
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick,
Beds. MK45 1AH

Contents

1. Introduction.....	2
2. Definitions within this Protocol	2
3. Why do FTC have an Event Booking Protocol?	2
4. Who is this Protocol for?	3
5. Application Process	3
5.1 Timescales.....	4
5.2 Safety Advisory Group	4
6. Roles and Responsibilities of the Council	4
7. Approval of Events.....	5
7.1 Calendar of Events.....	5
7.2 Commercial Events	5
7.3 Corporate Event	5
7.4 Community Events	5
7.5 Licences.....	5
7.6 Insurance	6
7.7 Refusal.....	6
7.8 Equal Opportunities.....	6
7.9 Welfare.....	6
8. Fees and Charges	6
8.1 Land Hiring Fees.....	6
8.1.1 Refund of Deposits	8
8.2 Cancellation and Refunds	8
8.3 Officer Time and Administration	8
9. Further Guidance.....	9
10. Conditions of Hire	9
APPENDICIES.....	
Appendix 1 – List of Flitwick Town Council Land available for Hire	
Appendix 2 – Event Booking Application Form	

1. Introduction

Flitwick is a thriving commuter town located halfway between Bedford and Luton.

Although it has some 15,000 (approx.) residents and a growing number of small and medium sized businesses, Flitwick still retains a "village" feel with its Village Hall, green spaces, historical buildings and beautiful woodland. This makes Flitwick a great place to live, work and visit.

The Town Centre offers a train station with links from Bedford to Brighton, bespoke shops/cafes, and a large supermarket. Residents can also enjoy the many attractions London has to offer, which is only a 50-minute train ride away by the Thameslink train service. Alternatively, Luton Airport, less than 15 miles away, acts as a gateway to an extensive choice of European City destinations and beyond.

Flitwick Town Council (FTC) welcomes event organisers to host their events in the town, which meet the Council's corporate priorities as set out in our business plan.

2. Definitions within this Protocol

Event Organiser - may be an individual or a group

Public Event – a formal, organised gathering

Successful Event – an event that has been delivered safely and in accordance with its aims

Small Event – under 25 people

Medium Event – 25-75 people

Large Event – 75-150 people

Major Event – 150 people or 1 day or more

3. Why does FTC have an Event Booking Protocol

This protocol has been developed to support Event Organisers and promote joint working between organisers, FTC and its contractors. It is only relevant to events taking place on FTC owned land. A list of the land that is available to hire and the scale of events that can be held can be found in **Appendix 1**.

This protocol ensures that Event Organisers and FTC will:

- Adhere to relevant legislation and byelaws of the land
- Protect the environment and landscape of the land
- Not discriminate against any group or individual
- Adhere to relevant health and safety legislation and guidance for public events in public spaces, and
- Ensure that relevant timescales and planning milestones are met in accordance with those outlined within this protocol.

Event Organisers and FTC must consider the following:

- Impact of the event on the physical and social environment of the area
- Enjoyment, safety and quality of life for residents, visitors and local businesses; and
- Financial implications

The objectives of this protocol are:

- To ensure that FTC fully meets its responsibilities in terms of relevant event legislation and guidance
- To ensure that the event is delivered safely and effectively with minimal disturbance to the local community surrounding the area
- To ensure that all the necessary infrastructure has been included allowing for the delivery of a safe and successful event that does not have a negative impact on the

Council's land or local community

- To ensure FTC receives adequate revenue for the use of its land
- To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities

It is important that FTC takes into consideration the following:

- Capacity – how many people/cars can fit in an area where the event is proposed
- Ecological Impact – how much use can the land withstand and what type of events can be held in specific areas and whether the character of the land is altered in anyway
- Social Impacts – how many people can comfortably fit in an area and what are the wider implications i.e. car parking in the town

4. Who is this Protocol for?

Anyone wishing to host an event on FTC land.

5. Application Process

All event organisers are required to complete an application form to register their interest in running an event on FTC land. Once FTC receives an application form, the Environmental Services Manager will go through it and ensure that all the relevant information regarding the event is completed appropriately. Once the Environmental Services Manager has reviewed the application form and discussed it with the Town Clerk & Management Team, they will confirm to the Event Organiser any further information that is required for the application to be considered. At this point the Event Organiser will also be given a deadline for when this information needs to be submitted to FTC. Once FTC has received a completed application form, the event organiser will submit a Safety Advisory Group form to Central Bedfordshire Council for their comments and recommendations. The event organiser is to advise FTC of any recommendations and comments. See section 5.2 *Safety Advisory Group* for more information on this process.

A copy of the Application Form can be found in **Appendix 2**.

Once all information has been received from the CBC's Safety Advisory Group, a recommendation will be considered by ~~the FTC Community Services Committee~~ Flitwick Town Council. ~~It will be this committee that will grant a recommendation as to whether an event can take place on FTC land.~~

5.1 Timescales

Below outlines when an event organiser must make initial contact with FTC:

Small Events = 3 months prior to the event
Medium Events = 6 months prior to the event
Large Events = 9 months prior to the event
Major Events = 12 months prior to the event

These timescales may be changed at the discretion of the Town Clerk.

5.2 Safety Advisory Group

Large and major events will be required to go through the Safety Advisory Group (SAG) process, FTC reserve the right to refer small and medium events to go through the SAG process. The SAG enables key agencies, such as the Police, Ambulance and Fire Services as well as CBC and Event Organisers themselves, to work together to look at safety issues for any public events taking place in the town. The idea is not to discourage events in any way but to provide event organisers with support and guidance to ensure that any events are carried out safely and successfully.

Should any member of the SAG have any questions about an event, the organiser might be asked to come along to meet the group so that any issues can be discussed, and the organiser can ask for advice from the members - there is such a wide range of skills and experience available within the CBC Events Safety Advisory Group.

~~FTC will forward information about the event and the event organiser on to SAG.~~

6. Roles and Responsibilities of the Council

FTC has the responsibility to approve any event taking place on its land in accordance with this protocol. Our Community Services Officer will liaise directly with event organisers and all necessary parties to ensure that these events are feasible, viable and safe.

The Officer will:

- Assess the Event Application Form
- Liaise with the Event Organiser throughout the process and ensure they are kept informed
- Assess all accompanying event paperwork; Event Management Plans, Risk Assessments and Event Safety Plans
- Make recommendations to the Community Services Committee
- Liaise with necessary parties regarding the event, such as councillors, grounds maintenance, residents etc.
- Where deemed necessary, undertake a site visit during set-up and de-rig to ensure all conditions are being met according to this protocol and/or any information specifically detailed during the planning process. Officers may also visit the site during the event to check that the event is working in line with the conditions of hire.
- Issue a licence/conditions of hire to the Event Organiser and ensure that this is being adhered to

7. Approval of Events

As set out above, ~~the Community Services Committee will take the decision to approve the delivery of an event on FTC land. The Environmental Services Team will take a decision to approve delivery of events on FTC land.~~ The following will be considered when considering granting permission.

7.1 Calendar of Events

FTC will check availability based on whether the land is already in use or if there are any other events taking place in the town on the days requested.

All events must follow the timescale provided in section 5: *Application Process* and submit all required paperwork within this timescale.

7.2 Commercial Events

Organisers for Commercial Events must approach FTC in their pre-planning stage and ensure that they follow the timescales and submission requirements prior to advertising the event.

All commercial events will be charged a fee to hire the land for use of the event. Fees and details can be found in section 8: *Fees and Charges*.

FTC reserve the right to stop any commercial event taking place on their land, at any time, if it does not abide to the points highlighted within this protocol and at the discretion of officers, to that which was applied for.

FTC reserve the right to waive fees at their discretion.

7.3 Corporate Event

Applications for corporate events, which are not open to the public, will be approved on an individual basis and subject to individually negotiated fees and charges. FTC reserves the right not to approve any private events, at any time, without justification.

7.4 Community Events

Events that are being held for the community to enjoy, with no entry fee, will be assessed based on the nature of the event, whether it is for the whole community or a specific group, the size of the event and the type of activities that are being offered. FTC reserve the right not to approve any event they feel is not appropriate for the community.

7.5 Licences

It is essential that all event organisers have the relevant licences for the type of activities being delivered as part of their event. Some activities that previously required a licence were deregulated in 2014 as a result of amendments to the 2003 Act by the Live Music Act 2012 and the 2013 Order. ~~Details on this can be found in Appendix 3.~~ **The Event organiser will be required to submit relevant licenses.**

Formatted: Font: Not Bold

Formatted: Font color: Auto

7.6 Insurance

It is essential that all event organisers have the relevant insurance cover to indemnify them and FTC against any civil action as a direct result of something that happens at their event. This must be Public Liability Insurance and should be obtained through a reputable company.

All major events must be covered by £10 million Public Liability Insurance. All other events must be covered by £5 million Public Liability Insurance. Dependant on the nature of the event and the organisation delivering it, Employer's Liability Insurance may also be required.

7.7 Refusal

In the event that an application is submitted by an event organiser who has previously failed to abide by conditions of approval and timescales granted by the Council, new applications will be rejected unless clear steps have been taken to rectify and follow procedures with the new application.

7.8 Equal Opportunities

All event organisers must provide services and facilities that comply with the Equalities Act 2010. It is the responsibility of the event organiser to ensure that any staff and/or volunteers working on the event have received relevant training in equal opportunities.

7.9 Welfare

All event organisers are responsible for the welfare of staff and members of the public that attend their event. Event organisers will ensure that staff and/or volunteers that are on the front line of the event have received the relevant training in dealing with children, young people and vulnerable adults. The event organiser will ensure that good practice guidelines and recommendations are followed at all times and staff and/or volunteers undergo a DBS check where appropriate. Event organisers shall also be responsible for the welfare of any animals that are part of the event.

8 Fees and Charges

All fees and charges are at the discretion of the Council. Fees are based on size of the event, type of event and length of event, including set-up and de-rig time. Fees are charged per event.

8.1 Land Hiring Fees

Below is a guide to land hiring fees:

Event Size	ONE DAY ONLY (£)	Set up/Pack Down Days (£)	Subsequent Days (£)	Deposit
Small (under 25 people)	£15 per hour	n/a	n/a	n/a
Medium (25-75 people)	£75	n/a	n/a	£35
Large (75-150 people)	£150	n/a	n/a	£250
Major (over 150 people or 1 day or more)	£300	£200	£50	£500
Indoor Toilet Hire for The Rufus Centre	£15 per hour	n/a	n/a	n/a
Football Pitch Hire (Rufus Centre/Hinksley Road)	Price upon request	n/a	n/a	n/a
Rufus Corporate Events	£500	Price upon request	Price upon request	£250

Hirers that wish to establish a new regular event such as an exercise class, and in FTC's opinion are providing a benefit to the community, may be offered a discounted rate for consecutive bookings (only applicable for small sized events up to 25 people).

Fees are payable, along with a deposit for the cheques set out in the section below, when agreement has been obtained for the event to take place. If the full fees and deposits have not been received within 1 month to the date of the event, the Council reserve the right to withdraw their acceptance of the event and granted permissions.

8.1.1 Refund of Deposits

On completion of a successful event, the deposit cheques will be returned to the event organiser (minus any deductions appropriate), within 30 days of the event date, unless there are mitigating circumstances or other charges are unpaid.

8.2 Cancellation and Refunds

If an event is cancelled more than 1 month prior to the event date, fees and deposit cheques will be returned in full.

If an event is cancelled within 1 month of the event date the Council reserves the right to retain 50% of the hire fees and charges.

8.3 Officer Time and Administration

Certain events that may require additional officer time will be charged accordingly. This will be pre-agreed with the organiser at an hourly rate of £16.00.

9 Further Guidance

Once applications have been assessed the FTC may advise event organisers of aspects for their event which require further guidance and/or action.

These may include:

- Compliance with the CBC Safety Advisory Group
- Health and Safety
- Road Closures and Traffic Orders

- Power supply
- Licences
- Catering and Food Hygiene
- Noise
- Animal Welfare
- Fireworks
- Any specific activities within the proposed programme

Please note: this list is not exhaustive and there may be other aspects which arise dependant on the event

It is also important that the event organiser carries out the relevant risk assessments, standards and fire assessments. Support can be provided by FTC with writing these documents and will be subject to the administration charges outlined within section 8.3-4: *Officer Time and Administration* where relevant.

There are also a number of other considerations that FTC require the event organiser to manage as part of their event. These include:

- Marketing and Promotion
- Signage
- Traffic Management and Car Parking
- Welfare and Sanitation

Event organisers are encouraged to refer to The Purple Guide for health, safety and welfare at events. FTC will refer to this guide if necessary and event organisers will be expected to adhere to these guidelines. This guide can be viewed at www.thepurpleguide.co.uk

10 Conditions of Hire

~~Once all the documentation, policies and objectives outlined within this document have been sufficiently met, FTC will issue the event organiser with a Conditions of Hire Agreement. This agreement will include information that the event organiser must adhere to during the hire period. This document must be signed, dated and returned to FTC prior to the event taking place. FTC reserves the right to withdraw permission for the event to take place on failure to return a signed copy of this agreement. FTC also reserves the right to immediate termination of the agreement if at any time the event organiser breaches any aspect set out within the agreement itself.~~

The Environmental Services Manager will liaise with the event organiser regarding the conditions of hire and if necessary, issue an agreement between FTC and the event organiser. FTC reserves the right to immediate termination of the agreement if at any time the event organiser breaches any aspect set out within the agreement itself.

Appendix 1 – A list of FTC land available to hire:

Area of Land
Rufus Centre
Millennium Park
Hinksley Playing Field
Station Road Field

Appendix 2 – Event Booking Application Form

Event Booking Application Form

This form is to be used by event organisers wishing to host an event on land owned by Flitwick Town Council. It should be completed at the earliest opportunity and returned to stacielockey@flitwick.gov.uk

Please ensure that you have read and understood the Event Booking Protocol which accompanies this form.

Event Details

Event Title	
Proposed Date for Event	
Proposed Start and Finish Times for Event	
Proposed Location for Event	
Set Up and De-Rig Dates and Times	
Type of Event	
Nature of Event	
Event Audience (number of people and target audience)	
Brief Overview of Event	
Is there a charge to the public to take part in the event?	

Organisers Details

Name				
Organisation				
Are you a charity / non-profit organisation?	Yes		No	
Email				
Telephone				

Declaration

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that I cannot hold the event on land owned by Flitwick Town Council without prior agreement and the necessary paperwork being submitted according to the Council's Event Booking Protocol.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

Print name	
Role within the Event	
Signed	
Date	

Please return your completed application to stacielockey@flitwick.gov.uk. If you require any support or information regarding your application please phone 01525 631900.

Appendix 3 Appendix 3 Deregulated Licencing

Formatted: Font color: Auto

As a result of amendments made to the 2003 Act by the Live Music Act 2012 and the 2013 Order, no licence is required for the following activities to the extent that they take place between 08:00 and 23:00 on any day:

- A performance of a play in the presence of any audience of no more than 500 people;
- An indoor sporting event in the presence of any audience of no more than 1,000 people;
- Performances of dance in the presence of any audience of no more than 500 people; and
- Live music where the music comprises:
 - A performance of un-amplified live music
 - A performance of live amplified music in a workplace with an audience of no more than 500 people; or
 - A performance of live music on alcohol licensed premises which takes place in the presence of an audience of no more than 500 people, at a time when the premises are open for the purpose of being used for the supply of alcohol for consumption
- “Cross-activity exemptions” covers any entertainment provided that it is:
 - On Local Authority premises where provided by or on behalf of the Local Authority
 - On hospital premises where provided by or on behalf of healthcare provider
 - On school premises whereby or on behalf of school proprietor; or
 - At a travelling circus provided:
 - * Not films, boxing or wrestling entertainment
 - * Within moveable structure accommodating audience
 - * Not there for more than 28 days

Specific licence permission will not be needed for “not-for-profit” film exhibition in community premises, between 08:00 and 23:00, provided that the film exhibition abides by age classification rating and the audience does not exceed 500 people.



FLITWICK TOWN COUNCIL ENVIRONMENTAL POLICY

Adopted by Council: ----- 2021.

Review Date: October 2023

Flitwick Town Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

The Council acknowledges its duty to consider the conservation of biodiversity when carrying out its functions under the provisions of the Natural Environment and Rural Communities Act 2006, s40, and has issued a separate statement to this effect.

This Policy is intended to support the aims of the Council's Strategy. It will embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands which links this policy with others including Equality; Community & Social; Investment and Procurement. In this way we will ensure environmental considerations are central to the ethos of the organisation.

One of five pillars of its Strategy is "A Sustainable Environment", a commitment to improve the quality of the public realm, respond to climate change issues and protect the local environment.

The Council will undertake periodic audits to ensure up to date assessments of its environmental impacts are maintained and the progress of action plans are monitored. As part of this it will measure the organisation's carbon footprint and take the necessary actions to reduce it.

The Council will ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work and the opportunities available to them in the governance of the town.

The Council will comply with all relevant legislation and where possible set standards which are more stringent than the legal minimum.

The Council will require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.

The Council will have regard for both the natural and built environments and will strive to protect and where possible enhance them.

The Council is not a large energy user but will take any opportunity to manage energy with a view to minimising its consumption both in its buildings and its transport management.

The Council will ensure its operations minimise pollution of land, water and air.

The Council will seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.

The Council will direct its efforts to make the Town sustainable, working alongside like-minded community groups and statutory partners and will review the benefits of together making a formal commitment through a Local Authorities "joint pledge" approach.

The Council will gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions.

The Council will promote Environmental awareness in the Town.

The Council recognises that diet and food choices can have a significant impact on carbon emissions and is potentially more important than sourcing locally. With partners we will look at the feasibility of supporting a "food hub" to promote the benefits of a fresh diet and good nutrition, help residents learn how to grow, harvest and cook with fresh produce, and re-distribute within the community.

We will recognise Central Bedfordshire Council's Sustainability Plan 2020 and support it where it benefits the town.



FLITWICK TOWN COUNCIL ENVIRONMENTAL AUDIT AND ACTION PLAN.

CONTENTS.

- 1. Introduction to Flitwick Town Council Environmental Policy**
- 2. Developing the Environmental Audit and Action Plans.**
- 3. Energy Audit.**
- 4. Transport Audit.**
- 5. Waste Management Audit**
- 6. Land Management Audit.**
- 7. Water Usage Audit**
- 8. Health Safety and Welfare Audit.**
- 9. Positive Purchasing Audit.**
- 10. Environmental Objectives and Action Plans.**
- 11. Appendix 1. Environmental Legislation and Facts.**

1. Introduction to Flitwick Town Council Environmental Policy.

Vision for Environmental Sustainability.

The Town Council's first Corporate Strategy was adopted in July 2021. It set out the Council's vision for the whole Town, its aims and priorities over a period of 4 years.

Included within the vision was the Council's clear commitment to building the success of a sustainable Flitwick specifically through:

- Protecting and enhancing the local environment by preserving the natural environment, biodiversity and important landscapes.
- Developing the longer-term sustainability of the Town by setting ourselves high environmental standards and working with others to address wider environmental issues and concerns.

This commitment developed into the Council's first environmental policy adopted in July 2021:

Flitwick Town Council Environmental Policy.

Flitwick Town Council recognises that its operations have some impact on the Environment in a number of ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

- The Council acknowledges its duty to consider the conservation of biodiversity when carrying out its functions under the provisions of the Natural Environment and Rural Communities Act 2006, s40.
- This Policy will support the aims of the Council's Corporate Strategy and be linked to other Council Policies including Equality; Community & Social; Investment and Procurement, which will ensure environmental considerations are central to the ethos of the organisation.
- The Council will embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands.
- The Council will undertake periodic audits to ensure up to date assessments of environmental impacts are maintained and the progress of Action Plans are monitored. As part of this it will measure the Organisation's carbon footprint and take the necessary actions to reduce it.
- The Council will ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work.
- The Council will comply with all relevant legislation and where possible set standards which are more stringent than the legal minimum.
- The Council will require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.
- The Council will have regard for both the natural and built environments and will strive to protect and where possible enhance them.
- The Council is not a large energy user but will take any opportunity to manage energy with a view to minimising its consumption.
- The Council will ensure its operations minimise pollution of land, water and air.

- The Council will seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.
- The Council will direct its efforts to make the Town sustainable, through like-minded Community Groups.

2. Developing the Environmental Audit and Action Plans.

The Town Council have committed to periodic reviews of their environmental performance relative to their policy commitments. The first audit will provide a snapshot of the Council's environmental performance allowing the development of action plans enabling the Council to improve its environmental performance. It will also provide baseline data against which future use of resources, particularly fuel, can be measured.

Environmental Audit.

An environmental audit is essentially a management tool comprising a systematic, documented, periodic and objective evaluation of the performance of the organisation, management system and processes designed to protect the environment. It will facilitate control of practices which may have impact on the environment and assess compliance with the organisation's policies and practices.

It involves the systematic examination of the interaction between any Council operation and its surrounding. This includes all emissions to air, land and water; legal constraints; the effects on the neighbouring community, landscape and ecology; and the public's perception of the organisation in the local area.

This audit will include the following components:

- Compliance audit - the most common type of audit consisting of checks against environmental legislation and organisation policy.
- Issues audit - an evaluation of how an organisation's activities relate to an environmental issue (e.g. global pollution, energy use) or an evaluation of a specific issue (e.g. buildings, supplies);
- Site audits - an audit of particular sites to examine actual or potential environmental problems.

The Council's main impacts on the environment.

These activities have been identified as significant because of their impact on the environment and the frequency with which they occur across the Council's operations.

Activity	Environmental Impacts (Both positive and negative)
Energy use in buildings (and street lighting)	<ul style="list-style-type: none"> • Carbon emissions increasing the rate of climate change. • Depletion of natural resources
Use of water	<ul style="list-style-type: none"> • Depletion of natural resources • Carbon emissions increasing the rate of climate change (from energy use in water treatment and supply)

Transport including: Business mileage Plant, equipment including works vehicles. Council services and Commuting.	<ul style="list-style-type: none"> • Carbon emissions increasing the rate of climate change. • Emissions from vehicles e.g., Nitrogen Oxides and particulates reducing air quality. • Congestion and impact on communities e.g., noise, health and general quality of life • Depletion of natural resources
Waste as a by-product of Town Council functions	<ul style="list-style-type: none"> • Methane and carbon emissions increasing the rate of climate change. • Potential for pollution from landfill • Emissions from vehicles used for grounds maintenance. • Depletion of natural resources • Potential for contamination of land • Providing materials for recyclables markets
Land management	<ul style="list-style-type: none"> • Increasing the biodiversity value of sites • Potential for pollution from chemicals • Depletion of natural resources e.g., peat use, use of virgin aggregates. • Waste production • Increasing the landscape, biodiversity and historic environmental value of sites • Increasing the value of the public realm • Management of water resources • Management of natural assets e.g., Allotments, Woodlands, agricultural estate
Use of resources e.g., office consumables, natural materials, paints etc	<ul style="list-style-type: none"> • Waste production • Depletion of natural resources • Potential for pollution from manufacture and disposal

3. **Audit of Use of Energy - Internally**

One of the Councils main environmental impacts is from energy used within buildings plant and equipment.

1. **Main Council Offices - Rufus Centre**

The Council Offices - Council chamber, office accommodation, meeting rooms and Kitchens. The building is in part let out for business use. Heating is provided by conventional gas boiler and Solar Panels, with the addition of air conditioning units in several offices. Most windows to the building are double glazed.

There is evidence of offices overheating requiring staff to open windows to provide comfort cooling.

The majority of lights are fluorescent fittings with some low energy bulbs in part.

2. **Tractor Store.**

The Tractor Store -----

The annual energy usage -----

3. **The Hub.**

The Hub -----

4. Football Changing Rooms.

The Council own changing rooms and football pitches in:
Hinksley Road.

These changing rooms currently have low environmental impact confined to low energy use for lighting water heating and other small heating units.

The Councils Carbon Footprint for energy use in buildings is:

Location	Electric kWh	Cost	Gas. kWh	Cost	Energy footprint Metric tons co2e
Street Lighting.		£			
Council Offices Rufus Centre		£			
Tractor Store		£			
The Hub		£			
Changing Rooms		£			
Festive lighting.		£			

Note: Carbon dioxide equivalent (Co2e) is the unit of measurement which allows different greenhouse gasses to be compared on a like for like basis relative to one unit of CO2. CO2e emissions are calculated by multiplying the emissions of each of the six greenhouse gasses by its 100-year warming potential (GWP).

Use of Energy- Externally.

The Council have through their environmental policy committed to where possible shaping the external environment to reduce consumption of primary energy and supporting a culture of less waste amongst its residents. The Council may now wish to consider establishing an environmental sustainability group to develop an energy descent plan and influence carbon reduction programs.

Recommendations:

- Initiate an energy monitoring programme & record all energy readings on a monthly basis within a suitable energy monitoring data base.
- Investigate energy usage at the various Council sites.
- Instigate an energy reduction procedure including turning off lights, computers, lowering radiator thermostats etc. Within the procedure, ensure that room temperatures are limited to a reasonable comfort level.
- Undertake a feasibility study into fitting solar panels to other Council owned buildings to heat water or preferably with photovoltaic panels to generate electricity.
- Adopt the Green Deal 1010UK initiative and set a target to reduce its carbon emissions by 6% over a 12-month period.

4. Audit of Transport Plant and Equipment.

The Council operate various plant and machinery detailed within the diagram below the environmental impacts from which is directly related to use of fuel.

Vehicle Type	Fuel used in Period. Of 12 months	Fuel Type	Mileage/Hours	Total Vehicle Fuel Footprint metric tons CO2e	Cost.
					£
					£
					£
					£
					£
					£
Lawnmowers					£
Strimmers					£
TRAVEL					
					£
					£
					£
					£
Total Vehicle and Machinery Carbon Burden					

Recommendations.

1. The Council will need to review its transport operations on public realm services, and it should take the opportunity to ensure all its vehicles, plant and equipment have low carbon burdens. In particular when purchasing new grass mowers or machinery the environmental credentials of the manufacturer and the equipment should be taken into account.
2. The Council should consider establishing a Green Travel Plan for the Council Offices and its other buildings to identify and promote ways to encourage a range of less environmentally damaging transport modes, usually with an emphasis being on reducing single user private car travel.
3. The Council should use planning consultation opportunities to improve traffic flow and its interface with pedestrians.

5.Audit of Waste. Management.

The Council although not a large producer does generate waste from several sources:

- Office Waste from the Council offices, Rufus Centre and Kitchens.
- Waste from its other Council owned facilities .

- Litter from parks and Gardens
- Horticultural waste from green areas.

The main UK legislation controlling waste is Part 2 of the Environmental Protection Act 1990, which imposes a duty of care on any person who produces, carries, keeps, treats, disposes or has control of waste. Disposal must be an approved route, and the transfer of waste must be correctly documented and can only be to an authorised person. Pre-treatment of waste, which includes sorting, is now a legal requirement.

The Council is not a large producer of waste and all waste is classified as commercial or industrial. Under the Hazardous Waste Regulations 2005, waste oil, oily rags, empty paint aerosols and returned batteries are classified as hazardous waste. The Council is not required to register with the Environment Agency for the disposal of hazardous waste as the amount produced is below 500kg per annum but it does need to dispose of such waste separately.

Office Waste.

All office waste is co-mingled and stored in skips until collected by the main waste contractor. The waste contractor delivers the waste to a material recycling facility (M.R.F) where the company recovers recyclable materials. However, the Council does not currently monitor waste arisings or recycling rates for its own waste.

The Town Council does promote recycling and encourage recycling through the distribution of recycling bags at their offices as well as providing information about household waste recycling centres.

Allotment Composting Arrangements.

There is currently a volume of mixed green waste mixed with plastics and non plant materials generated from the allotment sites. The material should be composted. as a dump. In addition, some Council tree trimmings are recycled and used on the allotment sites.

Allotment associations composting old plants and trimmings is regarded as an exempt activity by the Environment agency.

Cemeteries.

The Council manages one cemetery, Church Road.

These facilities are well maintained and have little adverse environmental impact from waste management.

Tractor Store.

There is a waste skip to the side of the Store in the Town yard into which mixed organic and other material are deposited and regularly removed by a licensed contractor.

Similarly, the area with mixed material should be cleared and recycled on a regular basis.

Within the maintenance areas, items classed as hazardous waste must be stored and disposed of separately. As the volume will be low, a periodic collection of such material can be arranged.

All waste produced directly is classified as commercial waste, litter is classified as household waste. To date no analysis of packaging and other waste has been undertaken by the Council and heavy reliance is placed on the waste contractor to sort and recycle waste. The waste produced does have a carbon burden which will contribute to the council's carbon footprint. This can be calculated when the Council has clear details of all waste disposal and recycling figures including green waste and composting.

Recommendations.

1. To review all waste collection facilities to include measurement of differing types of wastes generated and record weights/volumes of recycled waste.
2. To establish a procedure for recycling plastics within all building.
3. To review composting arrangements at the allotments and establish a procedure for composting discarded organic waste from the Council's grounds maintenance activities.
4. Upon completion of 1 to 3 above calculate the Council's carbon footprint relating to waste disposal.
5. Identify all hazardous waste and arrange for appropriate storage and separate disposal.

6. Audit of Land management.

The Town Council own, manage or maintain several recreational green space/ natural open space areas some formal, some less formal within Flitwick. These provide the opportunity for local residents and visitors to enjoy, observe, learn and protect the Town's natural environment and open spaces. The areas also provide opportunities for natural habitats which the Council is committed to protecting through its environmental policy.

Allotments.

The Council currently runs a number of allotments which are well managed and maintained. By encouraging 'growing locally' the Council is promoting reduction of the Town's carbon footprint which is often linked with driving to out of Town supermarkets. In addition, the allotments promote good health through physical activity together with an increased awareness of allotment holders local environment and habitat protection.

Wildflower meadows.

Wildflower meadows offers a diverse and typically exceptional attractive habitat enjoyed by visitors to the area. The Town Council by allowing open habitats such as this in urban settings allows the provision of native or naturalised grasses, wildflowers and flowering plants and of course habitats to a range of insects and smaller mammals.

Recreation Areas.

Recreation areas are natural beauty spots in the Town and the parks trees are subject to tree management. The areas are mainly laid to grass. Recreational space provides opportunity for football and more informal play activities. The Council's continues to plant flowers, trees and shrubs on its sites to reduce the need for mowing and to provide an attractive natural landscape for the local residents.

The Council has a significant number of green and open spaces which are well used by the community. These areas are well managed by the Council with full and protection consideration being given to the eco-systems within each area. These areas are well managed by the Council with full and protection consideration being given to the eco-systems within each area.

Council Policy.

The Council has given a strong public commitment within the Town to protecting and enhancing the natural environment.

- green spaces should be retained and enhanced for the benefit of the community.
- A green buffer around the whole Town should be retained.

It is therefore recommended that:

All council owned and managed sites will maximise their value for biodiversity with 10 % of sites reviewed and maximised within 12 months by:

1. Continuing to support the actions within Green Infrastructure.
2. Develop management plans for their long-term survival.
3. Increase the biodiversity value of the sites by carrying out a biodiversity assessment to identify all species and protective measure for their habitats.
4. Install artificial nesting sites where appropriate.
5. Ensure landscaping schemes are designed to benefit wildlife through planting of trees, native hedges and other plants which encourage wildlife.
6. Create habitat areas including ponds and simple habitats such as log piles.
7. Give full consideration and mitigation of construction disturbance.
8. All activities which the Council plan within the green areas have the potential to cause disturbance to resident species which can be reduced by aiming construction to avoid impacts during sensitive times of the year e.g., bird breeding season. Also, by providing an ecological brief to all site workers about possible disturbance to habitats and how to mitigate.
9. Development of habitat management plans for construction and operation phases of projects.

7. Audit of Water Usage.

Premises	Consumption/m3	Water UK figure for carbon burden of water is 0.79g CO2/litre (divided by 1000 to provide figure in tones.
Council Offices		
Tractor Store		
Hub		
Cemetery		
Changing Rooms		
Allotments		
Total Carbon Burden		

Although not a large consumer of water the Council is aware of the need to conserve where possible and has installed water saving devices within the accommodation of the offices. Within the allotments water troughs should supplied for the allotment holders although there are no water usage figures available for the allotments. There is scope for rainwater collection at each individual allotment.

Recommendations.

1. The Council should consider installation of water saving devices to sanitary accommodation when the opportunity arises.
2. Rainwater collection and water troughs is considered at the allotments.
3. Water usage at the allotments is recorded and monitored.

8. Audit of Arrangements for Health Safety and Welfare.

Although health safety and welfare has not been within the scope of this audit attention is drawn to the requirements of the Control of Substances Hazardous to Health Regulations 2002 and the requirement to complete COSHH assessments. It has been recognised that external support is needed to accelerate completion of the assessments as part of a Health and safety audit across all the Council's activities.

Particular attention is brought to the use of pesticides and apart from appropriate training for all personnel handling pesticides immediate should be given to copying with HSE guidance on use of pesticides particularly when mixing such materials, such as those currently stored to the rear of the Town yard garage where mixing areas are not properly designed to contain spillages.

9. Audit of Purchasing.

The current council policy for procurement is contained within the Council's draft procurement policy developed. The policy committing the Council to the following:

The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders and:

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account.
- For goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.

Regarding use of office consumables, the Council print agendas for committee meetings which are required by most councilors.

Printing is done in-house, and the ink cartridges are included within the manufacturers recycling scheme with cartridges purchased on an exchange basis.

It is early days for the Councils purchasing policy to have developed however it provides a sound basis for helping meet environmental sustainability goals.

However, there is the opportunity relating to the purchase of new equipment and machinery, in the first instance questioning the supplier regarding their ethical and environmental credentials.

Recommendations:

1. To develop further the Councils questioning of its major suppliers of goods and services about their ethical and environmental credentials.
2. To strive to only purchase low energy electrical appliances and fitments (including low energy lighting) and recycled paper where possible.
3. Continue encouraging Councillors to take up the use of tablets, laptops to reduce the need for printed copy.

10. Developing Environmental Objectives and Action Plans.

Flitwick Town Council

Environmental Objectives and Action Plans

The First 12 Months

Objective	Performance Indicator and Targets
The Council acknowledges its duty to consider conservation of biodiversity when carrying out its functions under the provisions of the Natural Environment and Rural Communities Act 2006, s40.	All council owned and managed sites will maximise their value for geodiversity/biodiversity with 10 % of sites reviewed and maximised within 12 months.
The Council will ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work.	The Council will ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work. 75% of all staff believes the Council is doing enough to reduce its impact on the environment and understand how they can contribute to green issues at work.
The Council will comply with all relevant legislation and where possible set standards which are more stringent than the legal minimum.	Within 12 months the Council will review all relevant legislation and set stringent standards for compliance.
The Council will require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.	There will be an increase in the number of council let contracts and supplied goods and services where environmental considerations were included in the contract current baseline unknown

	so baseline set at 0 and 10 % of contracts to be so evaluated over the next 12 months.
<p>1. The Council will have regard for both the natural and built environments and will strive to protect and where possible enhance them.</p> <p>2. Consider all recommendations within the land management section of the report and identify priority items for implementation.</p>	<p>Within 3 months review all actions relating to land management and biodiversity within the Town and Green Infrastructure. Identify all outstanding actions and provide a revised action plan for their completion (or negotiated deletion).</p> <p>Within 6 months review the recommendations relating to biodiversity and land management and develop a 12-month timeline of specific actions that are suitable feasible and acceptable to the Town Council.</p>
<p>The Council is not a large energy user but will take any opportunity to manage energy with a view to minimising its consumption.</p> <p>N.B The carbon burden includes the use of gas, electric, petrol and diesel fuels and water. No allowance has been made for the carbon burden of waste disposal.</p>	<p>The councils carbon dioxide emissions are reduced.</p> <p>The Council's baseline Carbon footprint is -- tonnes CO₂e and will reduce by 5% over the year.</p>
<p>The Council will ensure its operations minimise pollution of land, water and air.</p>	<p>A review of the Tractor Store will be undertaken to ensure storage areas are sufficient and free from uncontrolled waste materials and litter.</p> <p>A review of composting arrangements at the allotments will be undertaken.</p> <p>As new services are taken on, certain additional activities will need to be controlled. Environmental procedures will be developed alongside operating procedures.</p>
<p>The Council will seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.</p>	<p>The amount of waste produced by FTC will be reduced and as the current baseline is unknown initially levels of waste will be investigated and then reduce by 1% year over the following 5 years.</p> <p>The amount of waste recycled will be increased. As the baseline is unknown initially levels of recycling will be investigated and then increase by 1% year over the following 5 years.</p> <p>The amount of green waste composted will be increased. As the baseline is unknown initially levels of composting will be investigated and then increased by 1% over the following 3 years.</p>
<p>The Council will direct its efforts to make the Town sustainable, through like-minded Community Groups.</p>	<p>The Council will undertake a cost benefit analysis of setting up a community sustainability group.</p>

Appendix 1. Environmental Legislation and Facts Relating to Environmental Sustainability

Defining an Environmental Audit

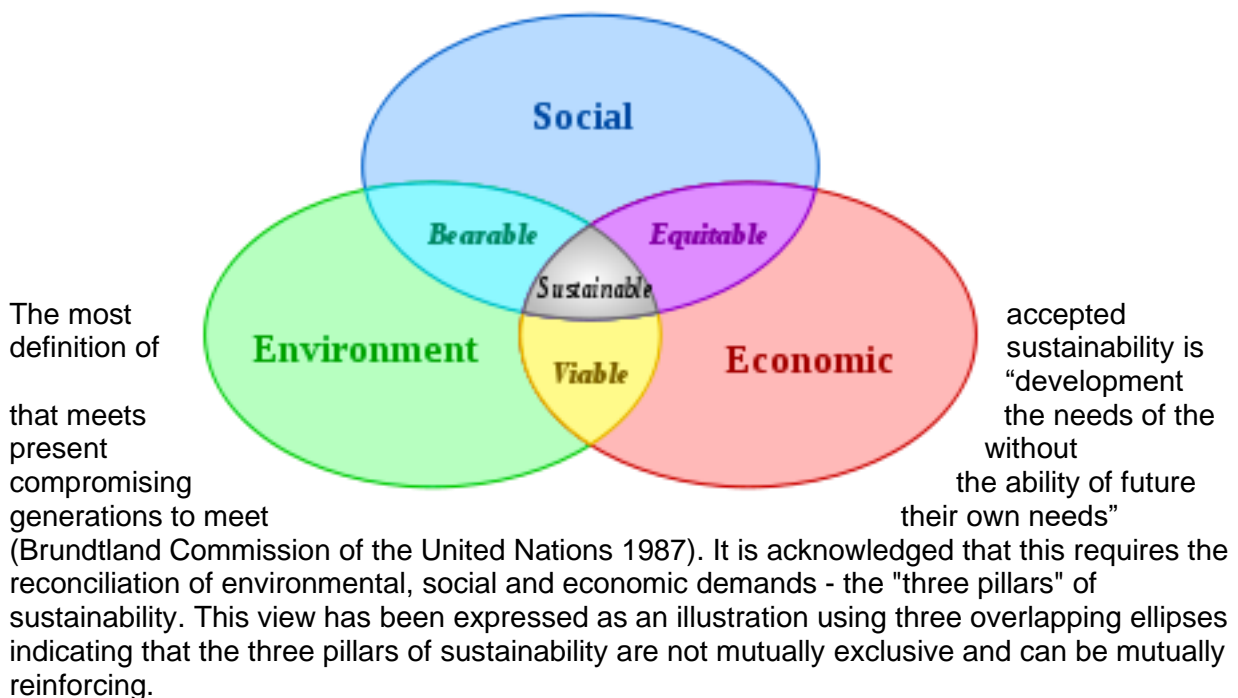
An environmental audit is essentially a management tool comprising a systematic, documented, periodic and objective evaluation of the performance of the organisation, management system and processes designed to protect the environment with the aim of:

- ☐ Facilitating management control of practices which may have impact on the environment, and
- ☐ assessing compliance with the organisation's policies and practices.

It involves the systematic examination of the interaction between any business operation and its surrounding. This includes all emissions to air, land and water; legal constraints; the effects on the neighbouring community, landscape and ecology; and the public's perception of the organisation in the local area' (CBI, 1990). This audit includes the following components:

- compliance audit - the most common type of audit consisting of checks against environmental legislation and organisation policy.
- issues audit - an evaluation of how an organisation's activities relate to an environmental issue (e.g., global pollution, energy use) or an evaluation of a specific issue (e.g., buildings, supplies).
- site audits - an audit of sites to examine actual or potential environmental problems.
- corporate audit - an audit of the whole organisation and its policies, structures, procedures and practices.

In addition to this "internal audit" many authorities also carry out an External audit - 'An assessment of the condition of the local environment, usually resulting in a State of the Environment Report.



Reducing Energy Use-Looking Internally

There are two main reasons for conserving energy, firstly the burning of fossil fuels release "greenhouse" gasses which add to the problem of global warming. In March 2009 at the Copenhagen Climate Council, experts from 80 countries issued a keynote statement that there is now "no excuse" for failing to act on global warming and that without strong carbon reduction targets "abrupt or irreversible" shifts in climate may occur that "will be very difficult for contemporary societies to cope with". Management of the global atmosphere now involves assessment of all aspects of the carbon cycle to identify opportunities to address human-induced climate change and this has become a major focus of scientific research because of the potential catastrophic effects on biodiversity and human communities. 5

The second is to conserve finite resources. Peak oil is the point in time when the maximum rate of global petroleum extraction is reached, after which the rate of production enters terminal decline. Some observers believe the high dependence of most modern transport, agricultural, and industrial systems on the relative low cost and high availability of oil will cause the post-peak production decline and possible severe increases in the price of oil to have negative implications for the global economy. Optimistic estimations of peak production forecast the global decline will begin by 2020 or later and assume major investments in alternatives will occur before a crisis, without requiring major changes in the lifestyle of heavily oil-consuming nations. Pessimistic predictions of future oil production operate on the thesis that the peak has already occurred.

Reducing Energy Use-Looking Externally

Climate change policy and legislation drives the transition to a low carbon economy, creating opportunities and risks to which businesses must respond to succeed. Large energy intensive businesses are responsible for 45% of the UK's business and public sector emissions. The Kyoto Protocol set legally binding targets for developed countries to reduce greenhouse gas (GHG) emissions, through flexible mechanisms. The Protocol's targets for reducing greenhouse gas (GHG) emissions in developed countries amount to a 5% reduction from 1990 levels, to be met over the five-year period 2008-2012. They place a higher burden on developed countries because they have historically been responsible for most of the greenhouse gas (GHG) emissions in the atmosphere.

Key legislation, driving emissions reduction in this sector includes the EU Emissions Trading Scheme and the UK's Climate Change Agreements. The EU Emissions Trading Scheme (EU ETS) puts a cap on the carbon dioxide (CO₂) emitted by business and creates a market and price for carbon allowances. It covers 45% of EU emissions, including energy intensive sectors and approximately 12,000 installations. The scheme is now in Phase III which will start in 2013 and run until 2020. The Climate Change Levy (CCL), effective from 2001, is a charge on energy usage for business and the public sector introduced to encourage energy efficiency. Climate Change Agreements (CCAs) allow energy intensive organisations a discount on the levy if they achieve energy efficiency targets. The levy does not apply to the domestic, transport or energy sectors or to selected energy sources such as renewable electricity. The CRC Energy Efficiency Scheme (formerly known as the Carbon Reduction Commitment) is the UK's mandatory climate change and energy saving scheme, commencing in April 2010. Such organisations - including hotel chains, supermarkets, banks, central government and large Local Authorities - mostly fall below the threshold for the European Union Emissions Trading Scheme but account for around 10% of 7

the UK carbon emissions. Although mandatory, the Carbon Reduction Commitment will involve self-certification of emissions, backed up by auditing, rather than third-party verification. Emission allowances are to be auctioned, with all the income from the auctions recycled back to participants by the means of an annual payment based on participants' average annual emissions since the start of the scheme, with a bonus or penalty according to the organisation's position in a CRC league table.

Only some 3% of United Kingdom (UK) primary energy was supplied from renewable sources in 2012 and is falling behind other European Countries.

The UK has a target, set by the European Union (EU), to increase this to 15% by 2020. In addition, the Climate Change Act 2008 has set an emission reduction target of 80% by 2050 with legally binding intermediate five-year greenhouse gas reduction budgets whose levels are advised by the Committee on climate change.

Recent changes in the planning regime have focused on larger energy developments (Infrastructure

Planning Commission – power plants over 50 Megawatts (MW) and small ones (extension of permitted development rights). The Climate Change Supplement to Planning Policy Statement 1 (PPS1), whilst useful in providing guidance to Local Authorities, is seen by many as not strong enough to help them fulfill their role in achieving the targets set out above.

Notwithstanding this, Local authorities have a key leadership role to play in addressing emissions reductions in their areas.

Positive Purchasing

Ethical consumerism is practiced through 'positive buying' in that ethical products are favoured, or 'moral boycott', that is negative purchasing and company-based purchasing. Positive buying means favouring ethical products, are they fair trade, cruelty free, organic, recycled, re-used, or produced locally. It involves the intentional purchase of products and services that the customer considers to be made ethically. This may mean with minimal harm to or exploitation of humans, animals and/or the natural environment.

The rise in ethical consumerism and green brands that identify themselves as ethical, has led to a rise in ethic-based decisions in the mass market, enabled by increased understanding and information about businesses practices. Large corporations often wish to be seen as working ethically and improving the ethical standards of their industry.

All products purchased have environmental impact during harvesting or extracting the new materials required for their manufacture; processing or production; distribution and packaging; use of the products and eventual disposal. It is this “cradle to grave” impact, which is important, but which in many cases is difficult to identify or measure. There is considerable consumer legislation which ensures goods are fit for their intended purpose, and are correctly described and labeled, but there are limited legal requirements for purchasers to consider environmental factors. Safety Certificates are required for safety critical products. Many electrical appliances now need to bear energy ratings and the European Eco labeling scheme lays down basic rules for ‘cradle to grave’ analysis of products.

Waste Management

Producing unnecessary materials uses natural resources and energy waste which is difficult to dispose of and can pollute the air, water or land, can be unsightly or a physical danger, and uses energy. The main UK legislation controlling waste is Part 2 of the Environmental Protection Act 1990, which imposes a duty of care on any person who produces, carries, keeps, treats, disposes or has control of waste. Disposal must be an approved route, and the transfer of waste must be correctly documented and can only be to an authorised person.

Pollution Control

Pollution as defined by the Environmental Protection Act 1990 and relates to pollution of the environment, due to the release into any environmental medium, substances from any process, which are capable of causing harm to man or any other living organism supported by that environment. 10

Responsibility for air pollution is currently divided between district councils and the Environment Agency. The principal Councils' powers under the Public Health Act 1936, the Clean Air Acts 1956 and 1968 and the Control of Pollution Act 1974 are mainly reactive. The Environment Agency enforces air pollution control.

Currently under the Health and Safety at Work Act 1974, with the control strategy based on prior approval of works. Both bodies operate prior approval of the most polluting processes under Part 1 of the Environmental Protection Act 1990.

The Environment Agency controls the discharge of pollutants to rivers and water courses and the discharge of prescribed trade effluent being the so called 'red list'. Water companies control the discharge of other trade effluent to sewers and district councils are responsible for pollution of water courses amounting to public health nuisance under the Environmental Protection Act 1990. The control of noise is also regulated by district councils under the provisions of the same Act.

The 1990 Act also empowers district councils to deal with pollution of land amounting to a nuisance and requires the establishment of a public register of land subject to a current or previous contaminative use. The deposit of waste to land is controlled by the Environment Agency.

The Town Council has limited powers for litter and dog fouling under the Litter Act 1983 and Clean Neighbourhood and Environment Act 2005, which is an adoptive power.

Transport

Modern society depends on, and has been shaped by transport, however it is perhaps the most difficult environmental nettle to grasp. It is the major source of air pollution in the UK can give rise to intrusive noise, is a large consumer of energy, a significant contributor to and major cause of congestion and delay.

Considerable and complex legislation controls transport operation, which is generally moving towards conformity with the E.U. In addition, highways and road traffic legislation regulates traffic and road Management. The Town Council has a number of limited powers under Highways legislation.

The Built Environment

The term-built **environment** refers to the human-made surroundings that provide the setting for human activity, ranging in scale from personal shelter and buildings to neighbourhoods that can often include their supporting infrastructure, such as water supply or energy networks. In practice, the term is typically used to describe the interdisciplinary field which addresses the design, construction, management and use of these man-made surroundings as an interrelated whole as well as their relationship to human activities over time. In landscape architecture, the built environment is identified as man-made landscapes as opposed to the natural environment. In urban planning, the phrase connotes the idea that a large percentage of the human environment is man-made, and these artificial surroundings are so extensive and cohesive that they function as organisms in the consumption of resources, disposal of wastes, and facilitation of productive enterprise within its bounds.

The planning system helps to ensure that development takes place in the public interest, in economically, socially and environmentally sustainable ways. It has a major impact on how local neighbourhoods look, feel and function. It also has a role to play in helping to cut carbon emissions, protect the natural environment and deliver energy security. The core elements of the planning system are development plan-making and development management. These activities are primarily undertaken at the local level.

Local planning authorities prepare local plans, through consultation with local communities, which set the broad framework for acceptable development in their area. The regional element of development plans was revoked in July 2010. Authorities are also responsible for development management. This includes statutory requirements on publicising, consulting on and determining most applications for planning permission, taking into account the opinions of local people and others. They also operate allied discretionary services including pre-application advice to prospective developers and enforcement against breaches of planning legislation. Appeals against refusal of planning permission or failure to determine planning applications are dealt with by the Planning Inspectorate. The Department for Communities and Local Government supports plan-making and development management, principally through

the provision of planning legislation, national planning policy and guidance. The Town Council is of course a statutory consultee.

The Government has introduced radical reform of the planning system to give neighbourhoods far more ability to determine the shape of the places in which their inhabitants live, and this is enabled by the Localism Act 2011.

The Natural Environment

The **natural environment** encompasses all living and non-living things occurring naturally on Earth or some region thereof. It is an environment that encompasses the interaction of all living species.

The natural environment is contrasted with the built environment, which comprises the areas and components that are strongly influenced by humans. A geographical area is regarded as a natural environment if the human impact on it is kept under a certain limited level.

Globally we are witnessing an accelerating rate of decline in terms of landscape, habitation and wildlife and it has been estimated that worldwide we are losing several species of plant and animal life every minute.

The protection of open spaces, wildlife habitats and landscape and the creation of new landscapes and nature conservation areas, is very much part of the planning process.

Education and training

The biggest adverse environmental impacts stem from the actions of people and therefore environmental sustainability cannot be achieved without the promotion of environmental knowledge, skills, values, commitment and eventual participation.

The Transition Town Initiative is perhaps the greatest opportunity available to change the views and habits of local people and businesses.

13. Investment

Green and ethical investment, also known as socially responsible investment (SRI), ethical investment and sustainable finance, describes financial services that combine financial objectives with concern for social, environmental and ethical issues. Green and ethical investment offers a means by which investors can advance positive social and environmental goals while achieving financial returns. Green and ethical investment may also help investors benefit from major social and environmental trends, such as government regulation on carbon emissions and the need for new and renewable sources of energy.

Rich nations can and do exploit under-developed nations and large multilateral companies can exploit workers in the third world countries. In the long term, these acts lead to badly managed environments. By considering ethical and environmental performance of institutions and funds, along with financial performance when investing, organisations can begin to influence this environmental management.



FLITWICK TOWN COUNCIL

Report to Community Services 2nd November 2021: Amphill & Flitwick Good Neighbour Scheme Request

Implications of recommendations

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

Finance:

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Previously FTC had taken the lead on delivering Flitwick Good Neighbour Scheme with the help of volunteers.

In 2019 Flitwick Good Neighbour Scheme and Amphill Good Neighbour Scheme merged to become 'Amphill & Flitwick Good Neighbour Scheme'.

During the first lockdown in March 2020, The Community Services Manager was working closely with Amphill & Flitwick Good Neighbour Scheme. The Community Services Manager was taking prescription phone call, logging job details, and coordinating volunteers.

Introduction

In May 2021, Amphill & Flitwick Good Neighbour Scheme requested support from FTC in regard to The Community Services Team supporting with phone handling, logging jobs, and coordinating volunteers.

It was resolved at the Community Services meeting in May 2021 for The Community Services Team to support Amphill & Flitwick Good Neighbour Scheme for a period of 6 months. This would be reviewed by The Community Services Committee after this time.

The Community Services Team hold the phone for approximately two weeks each month. The Community Services Manager for one week and the Community Services Officer for one week.

Amphill & Flitwick Good Neighbour Scheme currently have four phone holders (including The Community Services Team), the phone is shared between them depending on work and personal life commitments.

The Good Neighbour Scheme was quiet over the summer months, with only a few calls a week. This has started to increase as we move into Autumn and it is felt will continue to increase as we move into the winter months.

Currently, Officers spend approx. 5 hours per week taking and logging requests when holding the phone for one week.

Additional Information

The Community Services Officer does not feel they are able to continue offering the level of support the Good Neighbour Scheme warrants. This is due to regular FTC community activities being reinstated and the Officer spending an increased amount of time away from their desk.

Options:

1. To consider allowing the time needed for The Community Services Manager and Community Services Officer to continue being a phone holder for Ampthill & Flitwick Good Neighbour Scheme on a regular basis. It is anticipated this would equate to approximately 5 hours work per week when phone handling, inclusive of weekends.
2. To consider allowing the time needed for The Community Services Manager to continue being a phone holder for Ampthill & Flitwick Good Neighbour Scheme on a regular basis. It is anticipated this would equate to approximately 5 hours work per week when phone handling, inclusive of weekends
3. To consider withdrawing Officer support from Ampthill & Flitwick Good Neighbour Scheme, giving one month notice.

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 2nd November 2021: Skate Competition on Millennium Park

Implications of recommendations

Corporate Strategy: Work to improve the range of leisure and sporting assets

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

In August 2021, Flitwick Town Council, 4YP and two local young adults worked together to organise a one-day Skate Competition at the Skate Park on Millennium Park.

The Skate Competition consisted of classes from beginners, intermediate and advanced levels. It included categories for scooters, bikes, and skateboards, with everyone under the age of 21 years welcome to take part.

The young adults worked hard to organise prizes, live music, and stalls.

FTC and 4YP were both in attendance during the event.

The Skate Competition received positive comments from both skate park users and local residents, who enjoyed the opportunity to watch the young people taking part in the competition.

It was resolved at the Community Services Committee meeting in October to hold a Skate Competition on Millennium Park in May 2022 for under 18's only. The event will be organised by FTC, 4YP and the Youth Panel.

Introduction

When recently attending the skate park, The Community Services Manager spoke with the two young people who had been involved with the previous Skate Competition. Both young people expressed an interest in holding another Skate Competition on Millennium Park in 2022.

This Skate Competition would be open to all ages, with categories for bikes, scooters, and skateboards. The event would be held in Millennium Park, with stalls, a graffiti wall, live music, and prizes for each winner.

The event would be open to people of all ages from Flitwick and the surrounding area.

Additional Information

This Skate Competition would be in addition to the pervious Skate Competition agreed at Community Services in October.

4YP would not be working with FTC and the young adults to help organise this event.

At the pervious Skate Competition, there were some concerns around some adult's behaviour within Millennium Park at the time of the event. Although this was monitored, FTC have no powers to stop this. It was reported to police who attended the event.

Security - £360 (Three people for eight hours)

First Aid - £350

Graffiti Wall - £100

Previously, the young adults were able to secure prizes, music, and graffiti artists free of charge. The young adults are confident they would be able to repeat this in 2022.

Options

1. To consider holding a Skate Competition for all ages on Millennium Park in 2022, including approving event costs as detailed above. The event would be organised by two local young people and FTC.
2. To decline holding a skate Competition on Millennium Park 2022

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 2nd November 2021: Flitwick Family Fun Day

Implications of recommendations

Corporate Strategy: Promote and support events that build community cohesiveness or promote the Town

Finance: Events Budget – Family Fun Day

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

In 2021, Central Bedfordshire Council offered all Parish/Town Councils the opportunity to apply for a grant titled 'The Welcome Back Fund'. The Welcome Back Fund was aimed at encouraging people back to the High Street, enhancing business to local shops and the economy and bringing the community back together.

Flitwick Town Council used their 'Welcome Back Fund' to host a community event on Millennium Park. The event consisted of a free traditional fun fair, free outdoor cinema, free popcorn, stalls, and a food court.

The event was well attended by residents, with many people talking to Officers and Councillors on the day to express their thanks for such a positive, community focused event. Residents also used social media platforms to comment on the event, with most comments being positive and residents asking for the event to be repeated next year.

Flitwick Carnival has not taken place since June 2019, due to the 2020 pandemic. Carnival is due to take place on Saturday 11th June 2022.

Introduction

After the success and positive feedback from the Family Fun Day, The Community Services Manager has spoken with residents, young people and Councillors who are all keen for the Family Fun Day to return in 2022.

The Family Fun Day would be a large, free community event, supporting local businesses and bringing the community together.

The event would consist of a free fun fair, free outdoor cinema, free popcorn, stalls, food court and live music from local bands/singers. The Family Fun Day would be held on Millennium Park for one day, 12noon – 10pm.

Additional Matters

Two arena acts for Carnival 2022 have already been booked. Cancelling at this stage would mean loss of deposit, totalling £500.

Approx Family Fun Day expenditure:

Fun Fair - £11,000

Cinema Screen, film licence X 3, Stage & Lighting - £6,000 (Including VAT)

Bands/Singers – £800

First Aid - £880

Logistics - £1,500

Recommendations

1. To cancel Carnival 2022 and hold a Family Fun Day, as outlined above within Millennium Park for one day on Saturday 9th July 2022. Allocating the recommended budget of £20,000 including cancellation fees for previously booked arena acts.
2. To hold Carnival 2022 on Saturday 11th June on Millennium Park, in addition to also holding the Family Fun Day on Millennium Park as outlined above, on Saturday 9th July 2022.
3. To hold Carnival 2022 on Millennium Park, on Saturday 11th June only.

Susan Eldred
Community Services Manager



Flitwick Town Council - Marketing & Communications Plan 2021/22

Status - OCTOBER 2021

Community Services

REACTIVE		PURPOSE	TARGET AUDIENCE	ACTIONED BY	REGULARITY	STATUS	NOTE	
Community	CBC Re-Posts/Information Share	Repost/share information provided by CBC inc. Covid/Vaccination updates, Road works/closures, Waste Collection, Local Consultations inc Planning, Local Elections, Police and Crime Commissioner Elections, Fraud warnings, Rough Sleeping, Libraries initiatives, Weather Conditions, Business Support initiatives, etc	Residents/ Businesses	CMM	Ongoing			
Community	Other Organisation Re-Posting/Information Share	Repost/share all relevant external organisation informational content e.g. Ampthill Community Policing Team, Lord Lieutenant, Greensand Country, Ampthill & Flitwick Community Lifeline, BLMK Webinars, etc	Residents/ Businesses	CMM	Ongoing			
Community	Fact correcting	Create factual items which correct misleading commentary on local social media sites e.g. FOF and ROF where published information is materially incorrect (post on our social media and share on third party sites).	Residents	CMM/SMT	As required			
INFORMATIVE								
Community	Public Realm Groundworks	Publicise the work the Public Realm Team are due to deliver/have delivered i.e. planting, spring display, summer bedding, Manor Park works using video content where relevant etc.	Residents	ESM/PRT/CMM	Fortnightly			
Council/ Community/ Corporate/ Business/ Planning	FTC/Committee Meeting Agenda and Minutes	Publish link to documents for each meeting - agenda, minutes, supporting papers, draft minutes	Residents/Local Organisations/ Businesses	CMM/RT	Pre meeting		Document links shared on website. Need to tie in with committee meeting previews and post meeting summaries on social media under 'Engagement'	
Community/ Business	Promote what the Town has to offer - facilities, schooling infrastructure, health & wellbeing	Joint promotions and guide to facilities to help attract new residents and businesses to the town and build the local economy, and inform residents of the range of services and attractions in Flitwick	Residents/Visitors Businesses	CMM	Annual		Investigating options and content. Timing not yet agreed but will be 2022	
Community/ Business	Direction & Help with Council Q's	Signpost residents to the people who can help. Identify the different local authority responsibilities and contact details e.g. Road repair, Planning, Health, etc. Promote website Service Finder.	Residents/ Businesses	CMM/RT	Ongoing			

Community	Green Spaces	Promote play parks, green spaces and local walks such as the Flit Valley Walk. Working with local organisations i.e. Greensand Trust, Flitvalley Volunteers, Wildlife Trust. Promotion through Experience Bedfordshire tourism website	Residents/Visitors	CMM/ESM/CORSM	Quarterly			
Community	Local Government Structure – Who does what?	Provide a guide about the relative split of responsibilities between CBC and Flitwick Town Council. Including methods of contact relating to different issues e.g. 'Fix My Street' system. Including any third party helpline/contact information	Residents/ Businesses	CMM	Quarterly		Work progressing on leaflet design and signpost graphic	
Community	Searchable content Promotion	Periodically promote the functionality of the FTC website to find content more easily	Residents/Local Organisations/ Businesses	CMM	Monthly			
Community	Reuse and Recycling	To promote the many ways a wide variety of items can be recycled. From CBC Tidy Tip sites through to other product specific initiatives as well as local online recycling and local resale groups	Residents/Local Organisations/ Businesses	CMM	Quarterly		Website page in development and leaflet to be produced ' Handy guide to recycling'	
PROMOTIONAL								
Community	FTC Community Events	Promote FTC events e.g. Family Fun Day, Christmas Lights Switch-On, Christmas Markets, to encourage participation, support and attendance	Residents/Visitors	CMM/CSM	Ongoing			
Community/ Business	The Rufus Centre led Events	Promote events at The Rufus Centre once confirmed in the calendar i.e. Comedy Nights, Outdoor Cinema. Regular Friday Nights@Rendezvous	Residents/Visitors	CMM/BFM*/CSM	Ongoing			
Community	Community Calendar Highlights	Ensure that key listings on the Community Events Calendar across the Town are provided with an additional promotional push prior to either end of booking period or 7 -10 days before activity date	Residents	CMM	Weekly			
Community	Youth Activities	Promote the support provided by The Youth Hub for young people in the community. Publicise all activities organised by 4YP to encourage uptake i.e. graffiti art, virtual art activities, wellbeing support, drop-ins etc.	Residents	CMM/CSM	Ongoing			
Community	Regular Clubs & Activities organised by FTC	Publicise the opportunities for residents to take part in regular activities organised by FTC including Men's Club, Lunch Club, Stitchers, Bingo, Tea Dance, Strictly Dance and Forget Me Not. Promote highlights i.e. Stitchers knitted poppy project.	Residents	CMM/CSM	Ongoing			
Community	Flitwick Market	Promote Flitwick Market and its stall holders to encourage visitors and attract new stall holders. Promote fundraising opportunity for local groups and organisations via refreshment stall donations. Working with Village Hall Committee. Promote Council's monthly stall at the market and the opportunity to meet Councillors when scheduled	Residents/ Businesses/ Visitors	CMM/CSM	Monthly			

Community	Supporting local clubs/groups & organisations	Highlight how FTC supports various organisations/individuals in the Community. Community grants, Peppercorn rent of Buildings, Access to survey council owned sites, Free/Reduced cost use of Council facilities by groups. Where appropriate substantiated value in kind benefit/community benefit	Residents	CMM/CORSM/CSM/	Quarterly			
Community	Grow Your Own	Promote the availability of allotment spaces. Future community garden projects etc.	Residents	CMM/ESM/CSM	Quarterly			
ENGAGEMENT								
Council	FTC/Committee Meeting Previews and Summaries	To promote greater awareness of the subjects being discussed at next planned meeting and post meeting to confirm recommendations. Create a better understanding of each committee's responsibility. Encourage residents to attend meeting if subject is of interest to them and make them aware of the opportunity to speak.	Residents	CMM/Committee Chair (Except Personnel)	Pre/Post each meeting		Process started but has been sporadic. Some committees have not had information to be shared with public. Need to push Chairs to provide details of key areas of interest they want to highlight to the public to share on social media. Ties in with document links on website under 'Informative'.	
Community	Flitwick Heritage	Build up a library of content for regular features on Flitwick Heritage (Inc. Buildings, People and Organisations/Businesses), including stories and images. Working with existing local interest/history groups.	Residents	CMM	Quarterly		Looking to kick start appeal for photos and stories in Flitwick Papers	
Community	Increase awareness and promote local clubs, groups and organisations in Flitwick	Use FTC channels to promote awareness of local clubs, group, organisations and charities - events and more in-depth 'What do They Do' feature. The work they do and how people can get involved.	Residents	CMM	Ongoing			
Community	Organising and/or supporting community led activities and competitions	e.g. Scarecrow Trail, Flitwick Festive Fun, Flitwick in Bloom, Wheelbarrow Parade	Residents/Local Organisations/ Businesses	CMM/CSM	As required			
Community	Education - Working with local schools - What does the Council do? - First tier of local government	Offer support to enhance curriculum of specific subjects delivered in school by providing speaker to give insight into different elements of local council's work/speaker in assembly depending on age range i.e. Mayor visit with chain to lower school; Q&A with upper school pupils studying politics. Increase the awareness of FTC's role within Flitwick. Youth Council connection with Upper Schools	Residents	CMM/Mayor/Committee Chairs	Twice yearly			
Community	Celebrate the Community!	Promote the Community Awards nomination process and event to encourage nominations. Create awareness of the community spirit in Flitwick and the contribution made by residents. Annual Awards Ceremony at The Rufus Centre	Residents/Local Organisations/ Businesses	CSM/CMM	Annual		New award design approved by Community Services Committee. Awaiting finalisation of format prior to promotion	
Community	FTC Community Grant Awards Scheme	Encourage applicants for the annual scheme to submit bids, publicise the recipients and promote the work that has been achieved from receiving a grant.	Residents/Local Organisations	CMM/CSM	Twice yearly			

COLLABORATIVE								
Community	Local Events & Activities Promotion	Elicit content for the Community Events Calendar. Promote access to the direct upload to calendar on website. Increase awareness of the platform to promote community events/talks/walks, etc on 'What's On' page in Flitwick Papers.	Residents/Local Organisations	CMM	Monthly			
Community	Community Driven Event Trails	Support promotion of third party locally organised events e.g. Advent Windows, Halloween Trail, Virtual Car Show - Interactive Event Maps	Residents/Local Organisations	CMM/CSM	As required			
Community	Create Debate	Gather views from residents about key strategic priorities including Environment, Sustainability, Planning Developments, Policing, Health, etc using survey tools (Detailed or pop-up). (New Corporate Strategy consultation). In addition, provide opportunity at events for gathering views from people who might not engage with us via the more traditional channels.	Residents	CMM	Annual/6 monthly			
Community	Community Campaign Support	Provide promotional support for community led campaigns i.e. Step Free Access/Bedford Commuters Association, Big Beds Clean Up, etc	Residents	CORSM/CMM	As required			
Community	Youth Council/Committee	Recruit young people to represent local community on the Youth Council working with 4YP and local schools. Publicise meetings and outcomes	Residents	CSM/CMM	As required			
Community	Strategy Consultation/ Working Group Involvement	Recruit interested individuals/organisations to get involved with any Working Groups set up by the Council which are looking for external expertise and advice	Residents/ Businesses	CORSM/CMM	As required		No action until working groups required	
Community	Community Projects Working Groups	Recruit local people to join community working groups set up by FTC for community projects such as Christmas Lights Working Group, Community Awards Judging Panel, etc	Residents/ Businesses	CSM/CMM	As required		No action until working groups required	
Community	Increase awareness and promote volunteering opportunities with groups and local organisations in Flitwick	Recruitment to Local Voluntary Groups e.g.. Patient Panel, Neighbourhood Watch, Flitwick Combined Charities Trustees	Residents	CORSM/CMM	As required			
Community	4YP Activity	Work together to develop support and activities young people want and need and promote the opportunities 'Designed by You'. Launch of Youth Council	Residents	CSM/CMM	Monthly			

Community	Local clubs, groups and organisations provided with the opportunity to share with the public on how to get involved in their group	What's on Your Doorstep' event - annual exhibition at The Rufus Centre where residents find out more about the opportunities offered by different groups and how they can get involved.	Residents	CMM/CSM	Annual		In mind for 2022 - initial planning
Business/ Community	Building the Business Directory	Contact local businesses (direct + virtual) to encourage them to be included in the Business Directory. Explore regular feature to spotlight individual businesses - Flitwick Papers. Working with Flitwick Business Group when active again.	Businesses	CMM/CSM	Bi monthly		

Item 10C**MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN**Month: **November 2021**Committee: **Community Services**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
1 st Nov	Community	Remembrance Parade & Service – 14 th November	Social media, website, flyers, Flitwick Market, noticeboards, Tesco display, 'What's On' listings,
	Community	Over 60's Lunch Club – 9 th November – book by 4 th October	Social media, website, flyers Flitwick Market, noticeboards,
	Community	Stitchers' Christmas Cracker project – community contributions by 10 th November	Social media, website, Flitwick Market, noticeboards,
	Community	Christmas Lights Switch On event – 28 th November	Social media, website, Flitwick Market, noticeboards, school emails, 'What's On' listings
	Community	Flitwick Festive Fun prize draw – new Christmas tree category	Social media, website, Flitwick Market, noticeboards, school emails
	Community	Christmas Market, Village Hall – stalls available to book – 4 th & 12 th December	Social media, website, Stallfinder, Flitwick Market, noticeboards
	Community	Christmas Lights Switch On event - Stalls available to book	Social media, website, Stallfinder, Flitwick Market, noticeboards
	Community	Youth Panel follow-up, next steps	Social media, website, school emails
	Community	FTC stall at Flitwick Market – 5 th Nov	Social media, website
	Community	Forget Me Not – flower arranging 8 th Nov	Social media, website, flyers, Flitwick Market

	Community	Winter planting around the town	Social media, website
8 th Nov	Community	Remembrance Service reminder	Social media, website, Flitwick Market, noticeboards,
	Community	Poppy Display at War Memorial - installation	Social media, website
	Community	Comedy Night event – 13 th Nov – ticket push	Social media, website, flyers, Eventbrite, ‘What’s On’ listing
	Community	Community events – content push for Flitwick Papers Winter edition	Social media, website
	Community	Forget Me Not – Flower arranging images taken 8 th Nov	Social media
	Community	Flitwick Photo Calendar – support local charities	Social media, website, flyers
15 th Nov	Community	Remembrance Parade – ‘thank yous’ and image gallery	Social media, website,
	Community	Christmas Crackers display – community response	Social media, website
	Community	Christmas Lights Switch On – programme on the day	Social media, website
	Community	FTC stall at Flitwick Market – 19 th Nov	Social media, website
	Community	Stitchers – neo natal knitted items, homeless knitted items	Social media, website
	Community	‘Take a Seat’ Tesco blue token vote for us – deadline 31 st Dec	Social media, website, Flitwick Market
22 nd Nov	Community	Countdown to Christmas Markets	Social media, website, Flitwick Market, noticeboards, school emails, What’s on listings
	Community	Update on cattle leaving Manor Park	Social media, website
	Community	Christmas Lights Switch On Event coming up	Social media, website, Video
	Community	Monthly bingo at Village Hall – 26 th Nov	Social media, website, flyers, Flitwick Market, noticeboards
	Community	Bedfordshire County Day – flying the flag at TC offices 28 th Nov	Social media, website
29 th Nov	Community	Flitwick Photo Calendar – Ideal Christmas present	Social media, website, Flitwick Market, Noticeboards,
	Community	Christmas Lights Switch On – event roundup and image gallery	Social media, website
	Community	Over 60’s Lunch Club Christmas Event – bookings for 14 th Dec	Social media, website, Flitwick Market, noticeboards,

	Community	Flitwick Festive Fun – prize draw reminder to enter	Social media, website
	Community	Forget me Not – 6 th Dec – Christmas celebration	Social media, website, flyers, noticeboards

Notes:

Timings to be confirmed once additional information received for the following:

Community - Feedback on Green Spaces Engagement & Survey

Big Beds Clean Up Nov litter pick

Due to the deadline for issuing report for circulation please note that there will still be additional items added prior to the start of the month.

In addition, there will be items for promotion that arise during each month, and promotional opportunities for sharing to support third party activities.

BJ/26/10/21



Community Services Report

Prepared By Community Services Manager

Flitwick Festive Fun

Flitwick Festive Fun will be returning for a second year, encouraging residents to light up their homes with festive lights.

Due to the demand on Officer time, this year Flitwick Festive Fun will be held as a prize draw. Residents will be encouraged to enter pictures of their outdoor displays; window displays and Christmas Trees. Each entry will be entered into a prize draw to be in with a chance of winning one of four £25 Amazon Vouchers.

All outdoor displays will be plotted on an interactive map, on the Flitwick Town Council website.

Youth Panel Update

After a successful Youth Panel meeting on Tuesday 16th October, there are six young people interested in joining Flitwick Youth Panel.

The first 'official' Youth Panel meeting will take place on Tuesday 2nd November at The Hub. The young people have been asked to attend the meeting with project ideas, event ideas and a vision of what they would like to achieve as a Youth Panel.

Flitwick Youth Panel will be supported by Flitwick Town Council and 4YP. We aim to work with other agencies such as CBC's Youth Parliament, CBC's Safer Central team and other local youth panels such as Houghton Regis.

Safe Space

Jenny Bull from Victim Support Bedfordshire will be attending The Rufus Centre on the revised date of Wednesday 10th November to deliver basic Domestic Abuse Awareness training to the staff team. This is necessary to ensure staff know what to do if they are approached by someone looking for help at The Rufus Centre.

The Queens Platinum Jubilee Weekend

On Thursday 2nd June 2022, the Community Services Team will be organising a Beacon Lighting event, in line with The Queen's Platinum Jubilee guidance.

The Rufus Centre will be hosting a vintage afternoon tea on Friday 3rd June, with live music from May Blossom, Vintage Songbird.

Flitwick CERT

The Community Services Manager attended a CERT (Community Emergency Response Team) information, sharing meeting with Central Bedfordshire Council.

The Community Services Manager will be working on a local CERT plan for Flitwick, this will work in conjunction with Central Bedfordshire Council CERT plan.

A Whats App group has been set up for Flitwick CERT, The Community Services Manager and Mark Conway from Central Bedfordshire Council are admin on the group. The group has been set up to share local emergency information and to deploy volunteers in an emergency, when needed.

Period Poverty

The Community Services Manager has been researching period poverty within Flitwick.

Free sanitary products are available for young people from Redborne Upper School, Woodlands Middle School and The Hub.

Two local food banks were able to inform The Community Services Manager that they give out sanitary products to young people and adults when requested.

There was not any provision for free sanitary products for adults who were not accessing food banks.

Autism Bedfordshire

Autism Bedfordshire have a long-term booking until July 2022 to use The Hub on a Friday evening, term time only.

Susan Eldred
Community Services Manager