



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 2ND NOVEMBER 2021
AT 7:30 PM AT THE RUFUS CENTRE**

Present:

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Dann
Cllr Badham
Cllr Chacko
Cllr Platt
Cllr Snape

Stacie Lockey – Environmental Services Manager
Susan Eldred – Community Services Manager
Zoe Putwain – Community Services Officer
Mike Thorn – Environmental Services Officer (Remotely)

908. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Lutley for personal reasons and Cllr Earles for technical difficulties.

It was **RESOLVED** to accept apologies from Cllr Lutley and Cllr Earles for absence from the meeting.

909. DECLARATIONS OF INTEREST

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

- (a) No Disclosable Pecuniary interests in any agenda item were received.
- (b) No Non-Pecuniary interests in any agenda item were received.

910. CHAIRMAN'S ANNOUNCEMENTS

The Chair raised the Hogwatch meeting that took place since the last Community Services meeting and expressed that it had been a successful meeting supported by themselves and other members. The local groups aim is to make Flitwick a more Hedgehog friendly town. They have created a survey to ascertain more information about the hedgehog population and have had around 400 responses. They were invited by Council members to come back to with the results of the survey, with the aim to see if the council can support and champion hedgehogs or general wildlife.

The Chair went on to acknowledge that with the successful purchase of the Barclays area the Council had informed the public that a Christmas Tree will be displayed. The feedback that had been received to date had been positive. The signed off switch on event previously agreed is to go ahead with a carol service.

911. PUBLIC OPEN SESSION

No public attended the meeting

912. INVITED SPEAKER

No speaker attended the meeting.

913. MEMBERS QUESTIONS

Members discussed that they would like to acknowledge the Halloween Trail organisers and the level of support the council can offer. This was noted that a decision couldn't be made on the support levels, but it could be brought to a future meeting to discuss as its own agenda item.

It was raised as to the category boxes specified on reports remained the same / are not currently being changed per result. In future these should be updated to be relevant to the report, and identify if something does not cover all aspects of the strategy,

Cattle leaving Manor Park was discussed by members due to the date being delayed on the cattle leaving the field previously agreed and shared. The Environmental Services Manager explained that there had been a delay in the process (because the cows don't always move on demand), and this would be looked into for future placements to make comms clearer. It was expressed that the new expected completion date would be within the next week.

Clarity was requested for the Take a Seat Tesco token campaign with the Community Services Manager explaining that this was in place to raise funds for a bench and seat in Millenium Park.

It was noted that the Residents Driven projects would be brought to the Community Services meeting in December to allow for time to investigate what had been previously agreed by members and how to move forward. It was requested that costs be included for estimated staff time when brought for discussion.

914. MINUTES

- a. No comments or amendments were raised in relation to the minutes for the 5th October Community Services Meeting.

It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 5th October 2021 as a true account with no amendments.

915. MATTERS ARISING

- a. The Chair raised that at the previous Community Services Committee Meeting 5th October 2021 an item was moved to Council for a resolution due to Pecuniary interests and drew the Councillors to an email from the Town Clerk as to how future similar situations can be resolved without automatically deferring to council (e.g. future allotment discussions).

916. ITEMS FOR CONSIDERATION

- a. **Green Spaces Engagement Results**

Members discussed the Green Spaces engagement results. It was mentioned that although the sample of information was small data collected was worthy of taking into consideration. Questions were raised as to the grouping of categories and the lack of trees being identified.

Members raised communications on issues, such as the grazing on Manor Park, further showing the need for raising awareness of what the council does and the reasons behind them.

Spaces that are used less frequently (e.g. Station Road and Hinksley) and potential reasons were considered by the members and suggestions made to increase use. One of the suggestions was to approach the Catholic church near Manor Park to see if an agreement can be found to help with parking for users of Manor Park, which officers will investigate.

b. Flag Flying Policy

Due to the amended Government Guidance in relation to flying flags in the United Kingdom members discussed the suggestion to follow the Government guidance to when to fly the Union Flag be increased above the current provision.

It was discussed for Officers to investigate the costs of replacing the flagpole to increase the size and bringing back to committee at a future date.

It was proposed following the Government revised policy on flying the Union Flag on Government buildings that Flitwick Town Council follow the suggest request, to fly the Union Flag throughout the year. This proposal fell.

It was **RESOLVED** to re-establish the Flag Flying Policy working group to review the suggested changes and look at seeking wider consultation on any potential changes on the policy.

c. Event Booking Protocol

Members discussed the need to make sure that the time allocated for companies to be situated at the park for events should be relative to the time the event is open to the public for.

On section 5 an amendment was agreed to be made to say Officers rather than Town Council.

It was **RESOLVED** to accept the Event Booking protocol with the amendment to section 5 wording for Town Council being replaced for Officers.

d. Environmental Policy – Environmental Action Plan & the Delivery Plan

Members were asked to consider and feedback into the draft Environmental Policy & Environmental Action Plan. They were invited to send feedback to the Town Clerk in relation to the policy and advised that the document would go to a committee for discussion with the final version being taken to the January Council meeting.

e. Amptill & Flitwick Good Neighbour Scheme Request

Members received a report from the Community Services Manager to consider the recommendations within the report. Members discussed the time implications on the Community Services team and limitations as to having the phone with the increase of regular groups.

It was **RESOLVED** to accept option 3 from the Community Services Manager report to withdraw Officer support from Ampthill and Flitwick Good neighbour Scheme, giving one month notice.

f. Skate Competition 2022

Members received a report from the Community Services Manager and considered the recommendations within the report in relation to holding a Skate Competition for individuals that are open to any age and separated by ability.

It was **RESOLVED** to accept option 1 from the Community Services Manager report to hold a skate Competition for all ages on Millennium Park in 2022, including set costs detailed as Security £360, First aid £350 and Graffiti wall £100. This will be organised by two local young people and FTC.

g. Family Fun Day 2022

Members received a report from the Community Services Manager and considered the recommendations within the report in relation to holding a Family Fun Day in 2022 and Carnival event.

It was **RESOLVED** to accept option 1 from the Community Services Manager report with amendments. It was agreed to cancel Carnival as previously set out including parade in 2022 with the Family Funday type of event taking place on Saturday 9th July 2022. The budget for the event on the 9th July 2022 to be taken to the next Community meeting on the 7th December with further details. The name of the event to be able to change if required.

917. ITEMS FOR INFORMATION

a. Country Park

It was noted by the members that Officers were seeking quotations for the design of the Country Park (to be funded using the Green Infrastructure money).

b. Marketing & Communications Plan 2021-22

Members noted the status of actions for the Marketing & Communications Plan for Community Services. Clarification was sought as to the colour coding of the document (in terms of red / amber / green definitions) to enable members to better define the status of the Marketing plan.

c. Marketing & Communications Forward Plan

It was suggested to use video to highlight upcoming events in the Marketing and Communications plan especially the Christmas Lights switch on.

d. Community Services Manager Report

Members discussed the Flitwick Festive Fun amendments with suggestion of a prize draw for a local company gift card. Different ways to advertise the events and logistics of the prize draw.

Members asked questions as to the new youth panel members and the progress on the period poverty research.

918. PUBLIC OPEN SESSION

No members of the public attended.

919. EXEMPT ITEMS

It was **RESOLVED** to move items 919 12a and 12b to the exempt section of the meeting.

12a Signpost

The Community Services Manager has been working with Signpost to help facilitate the return of face to face, victim support meetings.

Signpost will be accessing The Rufus Centre to offer one to one victim support meetings for residents.

12b 4YP Report

Members noted the 4YP update report