



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 7<sup>TH</sup> DECEMBER 2021  
AT 7:30 PM AT THE RUFUS CENTRE**

**Present:**

Cllr Thompson (Chairman)  
Cllr Toinko  
Cllr Dann  
Cllr Lutley  
Cllr Badham (Remote Access)  
Cllr Chacko  
Cllr Earles  
Cllr Dodds  
Cllr Shaw  
Cllr Blazeby (Remote Access)  
Cllr Roberts

Stephanie Stanley – Corporate Services Manager  
Stacie Lockey – Environmental Services Manager  
Susan Eldred – Community Services Manager  
Mike Thorn – Environmental Services Officer (Remote Access)  
Zoe Putwain – Community Services Officer  
Mr Shaw - Station Interchange Project Manager

One member of the public was present (Remote Access)

**920. APOLOGIES FOR ABSENCE**

Cllr Platt sent his apologies for ill health

It was **RESOLVED** to accept apologies from Cllr Platt for absence from the meeting.

**921. DECLARATIONS OF INTEREST**

Statutory Declarations of Interests from Members in relation to:

- (a) No Disclosable Pecuniary interests were identified by the members
- (b) Non-Pecuniary interests in any agenda item were declared by Cllr Blazeby in relation to item 9A concerning the Resident Driven Projects and Cllr Lutley in relation to 9G the Hub car park.

**922. CHAIRMAN'S ANNOUNCEMENTS**

The Chair gave congratulations for the event that took place on 28<sup>th</sup> November 2021 for the Flitwick Christmas Lights switch on. It was acknowledged that even with the fast turnaround of the event the feedback that had been received from the community was positive. Officers and Councillors worked in various capacities to make it a positive

Community event that can be built on in years to follow. It was noted by the Mayor that a total of £576 was raised from the mince pie and mulled wine stall, for the Town Mayor's elected charities.

Members were advised that due to the long agenda and invited speaker, the meeting would work to tight standing orders for the duration.

Members were informed that the speaker from the PCC that had been set to previously talk at the November meeting had now left their position. Contact had been made with the replacement person and communication was taking place with an informal catch up being arranged. It was indicated that when clarity was received, if relevant the PCC representative would be asked back in the new year to speak to the Community Services Committee or Council.

## **923. PUBLIC OPEN SESSION**

No members of the public chose to speak to the members.

## **924. INVITED SPEAKER**

Nick Shaw being the Station Interchange Project Manager was invited to speak and shared a presentation with the members covering different aspects of the project including objective, challenges, and time scales.

Information on the works will be supported through the communication plan with email updates available through [www.centralbedfordshire.gov.uk /email-updates](http://www.centralbedfordshire.gov.uk/email-updates)

The invited speaker identified various challenges with completing a project with an active station and other facilities and the time scale was reflective of requiring these functioning aspects of the town to continue. The Tesco entrance and exit alterations expected to take place in Jan 2022 with the project completion date currently of March 2023.

Members were invited by the guest speaker to ask questions and the following points were raised by the members: -

Digital skills education input could be utilised- this was acknowledged as a good idea by the invited speaker and would be investigated.

Type of materials used for fencing between Steppingley road and the waste land, as through the plans the fencing element has changed, and it was stipulated by members that the fence materials would make an impact as to the response from the community and Council, as palisade fencing was expected to be removed on completion of works. The invited speaker said that this would need to be investigated.

The Centre Parks involvement in the project was raised as to why public money was perceived to be being used to promote a private business. It was discussed that Centre Parks had not supported the project financially with the exception on the 106 funds. The invited speaker advised that the signage in place was to provide direction for passengers to the collection points of the bus service. Cllr Snape would pick up with the portfolio holder and ward councillors

Members requested that the Portfolio holder was invited to speak at a future meeting to allow points and questions raised to the invited speaker, that were not able to be answered could be addressed. As well as questions about the current development

members also raised concerns about the change in promised community elements that were included in original plans such as an improved bus transport network.

Members were informed by the guest speaker that a draft was in progress for the Public Art and was invited to share with the members for discussion to add value.

At 20.08 the following Councillors left the meeting Cllr Dodds, Cllr Shaw, Cllr Roberts and invited speaker Mr Shaw.

**925. MEMBERS QUESTIONS**

Members raised concern over the lean in the Christmas Tree in Station Square. The Environmental Services Manager confirmed that the Public Realm Team had been to the site and lessons were learned for future. However, although the tree aesthetically is not straight it was confirmed to be safe and secure.

**926. MINUTES**

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 2<sup>nd</sup> November 2021 with the addition of the entry of the failed proposal in relation to Flying flag policy.

**927. MATTERS ARISING**

- a. An update was given to members in relation to the Flag Flying Policy working group. Members were advised that the behaviour of some members had been poor and possibly reached code of conduct, and due to this no specific outcome or action had been achieved. No further resolution would be sought from the group in its current configuration.

Discussion in relation to bringing back the subject to vote in a different capacity was debated, but as this was not an agenda item for this meeting the conversation was brought to a close.

**928. ITEMS FOR CONSIDERATION**

**a. Resident Driven Projects**

Members received a report from the Environmental Services Manager and Corporate Services Manager in relation to the Resident Driven projects. It was identified that projects from November 2019 were placed on hold until March 2020 and that Covid had contributed to these being not addressed further. On conclusion of this item contact would be made to those individuals as an update.

Members were informed that funds that had been in place for the projects had been moved from the Earmarked Reserve fund to the Capital fund at the end of the financial year. This was expected to be around £3000 but the Corporate Services Manager would investigate this further to confirm the figure as likely this budget no longer existed.

The community engagement aspect of the project had previously been positive. However, we needed clarity on the difference between council driven projects that required volunteers, and resident driven projects that the council supported, and therefore criteria for these. It was also noted that the decision to proceed with multiple projects at once previously was based on budget alone and did not account for staff time required per project, which would need to be addressed for any further projects.

It was confirmed that budgets and resources would need to be addressed for future projects

It was **RESOLVED** to continue with Resident Driven Projects with a revised look at criteria and Budgets.

**b. Community Event 2022**

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

Clarity was requested in relation to the part funding of the fair rides and the Community Services Manager confirmed that both companies that had been approached had said that this was a possibility. However, since this was an unknown quantifier this was omitted from the costs.

It was **RESOLVED** to hold the Community event on the new date of 2<sup>nd</sup> July 2022 and accept the expenditure detailed by the Community Services Manager in relation to the event, subject to full council budget sign off.

**c. Ice Cream Van Permit – Millennium Park**

Members received a report from the Community Services Manager and considered allowing an extension of contract for one year until October 2022 with a fixed fee of £500.

Members discussed the implications of having an ice cream van in the vicinity of the park including environmental and health implications as well as supporting local business providers.

It was **RESOLVED** to agree the contract be issued until October 2022 at the cost of £500.

**d. Metal Detecting**

Members considered a request for metal detecting at Manor Park.

Members discussed the rules in relation to metal detecting and the need for a license to be obtained. The Environmental Services Manager explained that the time, and any cost, required to obtain the license was an unknown element. Members discussed that issuing licences may deter illegal activity.

It was **RESOLVED** to agree for the Environmental Services Manager to complete the necessary steps to obtain the licence, if they feel that the time restraints are reasonable for the acquisition to support the resident's request.

**e. Manor Park Electric Gates**

Members considered a service contract for the Manor Park gates. Options presented within the supporting document were discussed.

It was **RESOLVED** to accept the Environmental Services Managers recommendation for service contract 2 for the manor park electric gates at a cost of £340 per year.

**f. Community Services Budget 2022-23**

Members considered and discussed the proposed Community Services Budget for 2022-23. The corporate services Manager confirmed that there had been a correction in the salary allocation to different budgets to better reflect the positions of officers.

It was **Recommended** to accept the proposed Community services budget to be taken to Council in January 2022.

Cllr Badham left the meeting at 20.47pm

**g. Hub Car Park**

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

Clarification was sought from the Environmental Services Manager as to the differences to the quotes and the installation of the equipment. It was confirmed that the quotes were like for like and the public realms team would complete the installation.

It was **RESOLVED** to accept Quotation 2 for the sum of £1,945.45 plus VAT

**h. Community Services Priorities for 2022/23**

Members considered shortlisting five key priorities for the Committee to take forward for development as projects into 2022/23.

The following priorities where listed: -

Manor Park Plan – To progress with the development of the next phase plan.

Country Park- kick off planning and, if planning timeline allows, ground-breaking

Barclays Frontage- if plans to move to the Community Services Committee's remit proceed, engage residents, and develop plan for frontage

Green Agenda covering: Biodiversity statement; communities environmental audit commitment; and ongoing work around wildflower meadows, green canopy etc.

Community Safety work- priority to look at CCTV in line with interchange work.

Other items that were raised on the Strategy such as Arts and Culture investigation, Green canopy, youth provision, vulnerable people and trail work were not covered in the selected areas however business as usual would continue as always with these aspects.

It was clarified that the playgrounds were incorporated into a 15-year plan and as such would not be required to be made a priority as they will be incorporated into the continuing work rather than reactive.

**929. ITEMS FOR INFORMATION**

**a. Marketing & Communications Plan 2021-22**

Members noted the status of actions for the Marketing & Communications Plan.

**b. Marketing & Communications Forward Plan**

Members noted the Marketing & Communications Forward Plan circulated. Members commented it was great to see the amount of content.

It was also mentioned that publicity should be increased as to the young people's programs that are being given- officers confirmed the council tended to share 4YP posts on this activity, rather than run separate posts on regular activities. It was suggested that publicity for older people's events is likely to be higher due to the fact that FTC manage the provision internally rather than outsource.

**c. Manor Park**

1. Members noted that the planning application has now been submitted for the heritage works within Manor Park.

2. Members noted funding from Natural England has been approved for the creation of the Parkland Management Plan. The tender process is underway and expect them to be returned in January.

**d. Public Realm Supervisors Report**

Members noted the Public Realm Supervisors report.

**e. Events 2022**

Members noted event dates for 2022.

**f. Budget**

Members noted the budget.

**g. Station Road Mast**

Members noted that the upgrade to the mast have commenced at Station Road allotment site. Phase 1 has been completed, phase 2 is due to start on 13<sup>th</sup> December for 2 days and phase 3 will commence on 10<sup>th</sup> January 2022. Works are due to be completed by 28<sup>th</sup> January 2022.

**h. Section 106**

Members noted that £10,331.62 has been secured for the installation of a new youth shelter, benches, and bins at Millennium Park. The remaining cost of the project has been funded by the Police Crime Commissioner and money raised at the Skate Competition.

The anticipated installation date for the benches and bins is end of January 2022, the youth shelter will be installed February 2022.

The Environmental Services Manager confirmed that the additional funds previously agreed to be taken from the rolling capital fund would no longer be required due to alternative funding sourced. Environmental Services manager would check this has been released from the RCT budget

**i. Green Wheel**

Members noted that the Greensand Trust and Bedfordshire Rural Communities Charity have been jointly commissioned by Central Bedfordshire Council to develop a series of new Green Wheel 'Masterplans' including a Green Wheel for Ampthill and Flitwick.

**930. PUBLIC OPEN SESSION**

No members of the public selected to talk during this session.

**931. EXEMPT ITEMS**

The members were asked to move the following items into the Exempt section of the meeting.

**12a - Skate Park Community Resolution Order – Update**

The members received a verbal update from the Community Services Manager

**12b – Youth Provision Tender**

The members received a verbal update from the Environmental Services Officer

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

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.