



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 1<sup>st</sup> FEBRUARY 2022  
AT 7:45 PM VIA VIRTUAL ACCESS**

**Present:**

Cllr Toinko (Chairman)  
Cllr Chacko  
Cllr Lutley  
Cllr Badham  
Cllr Earles  
Cllr Platt  
Cllr Snape

Stacie Lockey – Environmental Services Manager  
Susan Eldred – Community Services Manager  
Zoe Putwain – Community Services Officer

**944. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept the following reasons for absence for members, Cllr Thompson due to family commitments and Cllr Dann being on holiday.

**945. DECLARATIONS OF INTEREST**

Statutory Declarations of Interests from Members in relation to:

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

- (a) No Disclosable Pecuniary interests were identified by the members
- (b) No Disclosable Pecuniary interests were identified by the members

**946. CHAIRMAN'S ANNOUNCEMENTS**

The chair shared that Council members had attended the Redborne COP 1 event held at the Rufus Centre and that the Community Services Committee had been very well represented. Acknowledgment was given as to the positivity of the event.

**947. PUBLIC OPEN SESSION**

No members of the public chose to speak to the members during this session however the chair informed members that the public speaker in relation to 952C would be invited to speak during that part of the meeting, but they were not present at the time of this section.

**948. INVITED SPEAKER**

No speakers were invited to attend this meeting.

*Cllr Lutley joined the meeting at 19.36*

**949. MEMBERS QUESTIONS**

No members elected to ask questions.

**950. MINUTES**

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 4<sup>th</sup> January 2022 with no amendments.

**951. MATTERS ARISING**

- a. Members raised clarification as to the grass cutting payments to Central Bedfordshire Council raised at the January Community meeting. The Environmental Services Manager confirmed that they would pass on details as to the reason for the payment when available by email within 7 days.

Confirmation of the actions toward the Resolution on applying pressure to Tree planning in January's meeting were sought by members.

Officers confirmed that contact had been made with Ward Councillors and CBC representatives. Although there was no progress achieved through those avenues currently.

Members discussed being active in the Ampthill area and the progress achieved on tree planting and work towards the green canopy. It was discussed that there would be knowledge gained from their process and perceived agreement with CBC to establish how Flitwick would be able to move forward with this project. Council suggested that this would be something that members would investigate and pass the relevant information on to the Environmental Services Manager.

Members also suggested that the question be raised at Town Council, with Cllr Dixon being invited back to Council by members. Climate change encompasses a lot

Members did raise that the time scale for this work would be limited to the Spring.

*A member of the public joined the meeting at 19.45*

**952. ITEMS FOR CONSIDERATION**

The Chair requested to address section 952. c out of sequence due to a member of the public being invited to address the committee.

**c. Bees Proposal**

Members considered the proposal previously circulated in relation to the request to have Beehive placement permission given to a local resident.

A brief discussion followed a short summary by the public member that included clarification as to why Manor Park was the preferred location and the reasons for the request of relocation. Other areas were discussed such as the field at the Rufus Centre and allotment sites.

Members discussed and shared their support for the idea of the project, Clarification was gained as to the security of sites

Members and Officers raised concern about planning limitations set on Manor Park as well as the health and Safety concerns. Initial planning agreement in 2005 screen belt of planting 110m by 15m privacy of the neighbours with no modern structures which would need to be looked into if the site would be used.

Environmental Services Manager confirmed that she was working on this in relation to Health and Safety

It was **RESOLVED** for the Environmental services Manager to work with the member of the public, to consider various locations and return to the Community Services Committee with a possible two options at a future meeting.

*A member of the public left the meeting at 19.56*

**a. Community Awards**

Members received a report from the Community Services Chairman and considered the recommendations within the report in relation to a proposed amendment to the Community Awards.

Members discussed the previous format and limitations thereof noting that the new format would be more in fitting with the original concept. Additionally, to include the community engagement in nominations for tickets for the event.

It was **RESOLVED** to accept option 1 of the report to remove the Community Awards process and replace with an annual recognition event as detailed.

**b. Public Art**

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

Members discussed reasons as to why a consultant would be beneficial and that the expertise required was not available in the Council. That a consultant in place would increase the possibility to provide a lasting, enduring provision and benefit to the community. It was also confirmed with the Community Services Manager that the £16,000 was committed from the 106 funds originally allocated.

It was **RESOLVED** to use the £16,000 already committed for a consultant to work with residents, schools, groups and organisations and businesses to produce an artist brief.

**d. Resident Driven Projects**

Members considered a report from the Senior Management Team and considered the recommendations within the report.

Members discussed aspects of the report including the requirement that projects will need to be delivered within 12 months in order to prevent ongoing dependency on staff time, and that no project should involve lasting changes to FTC land.

It was **RESOLVED** to contact previous applicants and to open applications to the wider community.

It was **RESOLVED** to accept the criteria with the amendment to point 1 with the following being incorporated - projects should not involve lasting changes or capital investment in Council land or buildings.

**e. Jubilee Beacon Lighting**

The Community Services Manager gave a verbal report as to the guidance given to in relation to the lighting of the Beacon to commemorate the Jubilee celebrations on the 2<sup>nd</sup> July 2022.

The suggested guidance was discussed as was the non-availability of the suggested performers. Members discussed the impact on the town and the financial implication of holding an event at 9.45pm on a Bank Holiday weekend. However, it was also raised that other neighbouring Towns and villages would be holding an event.

Discussion was made as to different locations and what could be delivered in the time scale. Members requested that Officers looked into other viable options for the eventing and returned to the community services meeting in March with a few proposals. It was acknowledged that this was leaving a short amount of time for the event to be set.

**953. 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.

**c. Budget**

Members raised that the removal of budget for the toilets on the burial ground and allotments still needed to be addressed. Members acknowledged that it would be preferred to inform the users of the facilities before the removal, and that if it were decided to continue with the provide then alternative budget would need to be provided

**d. Officers Report**

Members noted the Officers Report and confirmation was made that approximately £3,500 would be allocated from the welcome back fund for the bunting and flags for the Jubilee.

The Queens Green Canopy was discussed by members and using local groups to assist in the planting in the early stages with individuals hopefully invited in later stages with the collection and planting of their own trees.

The Environmental services Manager explained the process for the removal of the ragwort in Manor Park through the use of spot spaying and hand pulling approved by the advisor at

Natural England with any areas that have gaps being filled with the already approved wildflower seeds.

Stock fencing being addressed is a positive move to resolve concerns expressed by members of the public as to the access to areas of the park.

**e. Ellenshaw Court / Hinksley Road Hedge**

Members noted that Grand Union Housing have been in contact to advise that the shared hedge that borders Ellenshaw Court and Hinksley Road recreation field will be reduced in height to make it more manageable and more aesthetically pleasing. Costs will be covered by Grand Union Housing. Officers have undertaken a site visit and have no objection to this.

No comment was made by members in relation to this information.

**f. Delivery Plan & Committee Priorities**

- i) Members are asked to note the Delivery Plan for Community Services.
- ii) Members are asked to note the consolidated list of Committee priorities.

Members disputed the green status of the Green Agenda due to the lack of progression in this area. The Environmental Services Manager agreed to change the Green Status to better reflect the progress of this article.

**g. Fun Fair**

Members noted that Henry Harris Fun Fair will be taking place on the Millennium Park from 27<sup>th</sup> March 2022 to 11<sup>th</sup> April 2022

**954. PUBLIC OPEN SESSION**

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

**955. 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**

Members noted that all requirements of the individuals pertaining to the Resolution order had been completed.

**12b- 4YP Report**

Members noted the quarterly report from 4YP with a summary of events that had taken place.

It was **RESOLVED** to move 955 12a and 12b to exempt.

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

## **Rural Match Funding - Integrated Programme 2022/23 and 2023/24**

Dear Town and Parish Councils

The Rural Match Fund (RMF) application process is now open for inclusion for the 2022/23 and 2023/24 programme of works.

Please see attached guidance, along with the application form to be completed for scheme submissions. Please read the guidance carefully as the RMF process has altered from previous years. Our Speed Indicator Device (SID) guidance document is also attached for your information. Once again, please read this document before submitting any relevant bids to ensure proposals are in line with this guidance.

We have reviewed how the RMF has operated in previous years and have made some changes to improve the process. While speeding is often seen as a key priority for residents, the costs associated with many traffic calming schemes can be significant and proposals have previously fallen outside of the RMF affordability envelope. This year, we would like to encourage consideration of a broader range of schemes to improve health and wellbeing, enhance sustainability and the overall environment so that investment through RMF reaches a wider section of our community.

Any suggestions for large-scale schemes which fall outside of RMF affordability should be discussed separately so we can determine whether there are safety critical issues that need to be investigated through a longer-term programme of works.

We have included a rough guide of potential RMF opportunities, along with some indicative costs, to enable Town and Parish councils to consider a broader range of improvements. It is important to note that the costs are indicative only and are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.

Please consider providing supporting information, which should include a summary of the positive outcomes that will be delivered for local communities, photographic evidence or, in the case of speed-related proposals such as SID's, any data collected through local Speed Watch activities within the last 3 years.

To improve engagement, we kindly request that Town and Parish councils review the information provided and return any general queries related to the RMF process by **Friday 11 February 2022**, via this Inbox:

[HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk).

Officers will review these general queries, with the intention of holding a video conference meeting at the beginning of March to provide answers to any submitted questions. These additional Q&A's will also be provided by email to Councils following this meeting.

The closing date to submit final applications is **Friday 8 April 2022** and should be sent to: [HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk)

Once received, the Traffic Management team will review submissions to assess the benefits and risks. Proposals will be scored against a set of evaluation criteria to determine which schemes will be progressed. We expect to let you know the outcomes of our evaluation in June 2022. A brief explanation will be provided to those who have not been successful.

Thank you for your cooperation and, as discussed above, please do not hesitate to contact us directly by this email address by **Friday 11 February** if you have any questions related to the RMF process.

Kindest regards

**Jenny Goddard**

Senior Highways Officer | Traffic Management Team – Community Services

<b>Title:</b>	<b>Central Bedfordshire Local Transport Plan</b>
<b>Date:</b>	<b>12 January 2022</b>
<b>Subject:</b>	<b>Request for schemes - LTP Integrated Programme - Rural Match Funding 2022/23 to 2023/24</b>
<b>Summary:</b>	<p>Town and Parish councils are invited to submit <u>two</u> small-scale highway improvement proposals for consideration.</p> <p>Proposals will be reviewed and ranked. The highest scoring schemes will be included in the Integrated Schemes Programme of Works for the following financial years: 2022-23 and 2023-24 (dependant on delivery timescales of each scheme).</p> <p>Funding for selected schemes will draw on the funding allocated within the Highways Programme for Rural Match Funded schemes.</p>
<b>Overview</b>	
1.	<p>This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for up to two small-scale highway related improvement schemes.</p> <p>Completed application forms should be returned to Central Bedfordshire Council by <b>Friday 8 April 2022</b> via the following Inbox:</p> <p><a href="mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk">HighwayImprovementSchemes@centralbedfordshire.gov.uk</a></p>
<b>What is the Local Transport Plan?</b>	
2.	The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach to deal with key transport issues, a series of objectives, and broad areas of intervention where schemes are identified, and improvements made to the transport network.
<b>What is the “Rural Match Fund”?</b>	
3.	The Rural Match Fund is a mechanism through which local Town and Parish Councils can request small-scale improvements to the highway in their area.
4.	Towns and Parishes may submit up to <u>two</u> scheme requests. There is a requirement for a 50% contribution towards each scheme cost.
5.	All proposals will be assessed using a matrix scoring-based approach, taking account of available evidence on traffic speeds, flows and collisions, if applicable.
6.	<p>Please note that the issues below are considered unsuitable and do not form part of the RMF:</p> <ul style="list-style-type: none"> <li>• Parking restrictions (a holistic approach should be maintained)</li> <li>• Speed limit change (high level of risk to delivery through RMF)</li> <li>• Pedestrian Crossings (outside of RMF funding envelope)</li> <li>• Weight limit change (high level of risk to delivery through RMF)</li> <li>• Junction re-design (outside of RMF funding envelope)</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintenance issues (Revenue function managed through Maintenance team)</li> <li>• Street Lighting (outside of RMF funding envelope)</li> </ul>
<b>What are the benefits of the fund?</b>	
7.	<p>The ring-fenced funding for small-scale improvement schemes operated by Central Bedfordshire Council benefits Town and Parish councils by:</p> <ul style="list-style-type: none"> <li>• Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised</li> <li>• Delivering positive outcomes for local communities</li> </ul>
<b>How much is provided to Town and Parish Councils through the fund?</b>	
8.	The Rural Match Fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget which underpins the Local Transport Plan.
9.	Each scheme will involve a maximum spend of no more than £25,000, with costs matched by each Authority, to a maximum of £12,500 each (50/50 split of total costs). You will not receive the final invoice until the works have taken place.
10.	<p>Town and Parish Councils will be requested to pay 50% of the costs in advance for any design work (if required) if a submission is accepted.</p> <p>A meeting will be held with respective Councils prior to any design work (if required) to ensure a greater understanding and acceptance in principle of the likely solution to be designed.</p>
11.	Section 106 Agreements can only be spent to resolve matters detailed in a specific legal S106 agreement and will not form part of the RMF.
<b>How does the scheme work?</b>	
12.	Schemes are typically designed in one year and constructed in the subsequent year. The budget in any one year includes both the cost of schemes in design and those in construction.
13.	We may contact you to obtain further information about your scheme. A meeting or site visit may be arranged to discuss your scheme in more detail.
14.	The Traffic Management team can deliver some smaller-scale schemes without the need for statutory consultation or detailed design. Schemes that require this additional work may not be delivered until 2024.
15.	<p>For any small-scale speed related submissions, Town and Parish Councils should provide details of the speeding issue they wish to address, rather than specifying a solution, unless they wish to directly request a SID which meets the criteria set in the SID guidance document.</p> <p>Survey work must demonstrate that there is an identifiable problem before further consideration is given. If a problem is identified, an appropriate design solution will be determined by an experienced Highways engineer.</p> <p>The costs associated with any speed survey works for successful schemes will be split 50/50 and included within the final invoice once the scheme has been delivered.</p>

<b>How will schemes be assessed and prioritised?</b>	
16.	Projects which clearly demonstrate local need will be prioritised. Requests will be assessed in respect of policy compliance, affordability, stakeholder support, tangible benefits to communities, environment enhancement, deliverability, and value for money. Supporting evidence will be taken into consideration.
<b>How much do different schemes cost?</b>	
17.	<p>Please refer to <b>Appendix B</b> for indicative costs for various schemes. It is important to note that this example list is not exhaustive, and costs are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.</p> <p>Design costs can vary dependant of the type of scheme being considered but can cost more than £5000.</p>
<b>Which authorities can submit a request?</b>	
18.	<p>The RMF programme is open to all Towns and Parishes, though priority will be given to rural areas for the following reasons:</p> <ul style="list-style-type: none"> <li>• Most Local Transport Plan funding flows to urban areas.</li> <li>• The small-scale nature of requirements in rural areas often means that schemes do not score highly through existing scheme prioritisation processes and are less likely to secure funding through typical mainstream allocations.</li> </ul>
<b>Closing date for applications</b>	
19.	We welcome requests from town and parishes up to <b>Friday 8 April 2022</b> . Requests should be made using the application form in <b>Appendix A</b> and emailed to: <a href="mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk">HighwayImprovementSchemes@centralbedfordshire.gov.uk</a>
<b>Is there assistance to help authorities understand what schemes are likely to be successful?</b>	
20.	If you require additional guidance prior to submission, please contact us on: <a href="mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk">HighwayImprovementSchemes@centralbedfordshire.gov.uk</a>
<b>Notification of Successful Requests</b>	
21.	Every Town and Parish Council will be notified of the outcome of their application by June 2022. This date may be subject the change, however we will inform Councils if there are any delays.
22.	If we accept your submission for RMF, we will make a conditional offer. This offer will detail the funding we will award, along with any conditions attached. The conditional offer will be subject to you achieving other sources of funding (50% split cost).

## Appendix A: Application Form

<b>Council:</b>	Name of town or parish
<b>Scheme location:</b>	Location of scheme proposal (please provide a map if possible)
<b>Priority 1:</b>	Describe the opportunity or issue
<b>Priority 2:</b>	Describe the opportunity or issue
<b>Contact:</b>	Name Email address Contact phone number
<b>Supporting statement</b>	In no more than 200 words, please explain why the above opportunities or issues would be beneficial to the Town/Parish, demonstrating the local need.

## Appendix B: Examples of some Highway improvement schemes (indicative costs only)

Type of scheme	Description and some indicative costs
Gateways for Villages or Towns	<ul style="list-style-type: none"> <li>Create 'a sense of place' when drivers enter a Parish or Town.</li> <li>Costs can vary significantly and can exceed £25,000 when physical measures are included, falling outside the scope of RMF.</li> <li>Minimum costs for gates with signage and planters would be approx. £12,000 without physical measures</li> </ul>
Benches and Planters	<ul style="list-style-type: none"> <li>Typical bench can cost approx. £1000</li> <li>Should be at least 450mm back from kerb line and should maintain 1.6m footpath width when placed on footway</li> <li>Should not be in locations where cars are prone to leave carriageway</li> <li>Avoid materials like stone or cast iron, as they can break on impact and be thrown like projectiles</li> </ul>
Tree / shrub / bulb / seed planting	<ul style="list-style-type: none"> <li>Costs very dependent on scheme size and any required accommodation works (i.e., excavation)</li> <li>For instance, a roadside verge wildflower habitat creation project would likely cost up to the maximum £25,000</li> </ul>
Bollards	<ul style="list-style-type: none"> <li>Installation of 4 wooden bollards approx. £1500</li> <li>Costs are dependent on location and type of bollard provided</li> <li>Bollards should be in keeping with local environment</li> </ul>
Safety railings	<ul style="list-style-type: none"> <li>Example scheme of 6 metres in length cost approx. £1500</li> </ul>
Cycle parking	<ul style="list-style-type: none"> <li>Costs are dependent on scheme size and any required accommodation works (i.e., excavation)</li> <li>An example cycle hanger cost £12,500 to purchase and install</li> </ul>
Dropped kerbs	<ul style="list-style-type: none"> <li>To improve accessibility for pedestrians, including people with mobility issues</li> <li>A pair of dropped kerbs each side of the road can cost approx. £5000</li> <li>Costs depend on the traffic management required</li> </ul>
Multi-modal transport	<ul style="list-style-type: none"> <li>To promote walking, cycling, public transport facilities</li> <li>Costs can vary dependant on nature of the scheme</li> </ul>
New footways	<ul style="list-style-type: none"> <li>Footway construction approx. £150 per square metre</li> <li>Drainage, utility diversion, traffic management and lighting requirements involve significant additional costs</li> </ul>
Speed Indicator Devices	<ul style="list-style-type: none"> <li>Approximately £5000 each (dependant on location / excavation etc.).</li> <li>Please refer to the SID guidance document for further information</li> </ul>
Warning signs	<ul style="list-style-type: none"> <li>Estimated approx. £200 for a new post and sign only (without traffic management)</li> <li>Must be in line with Regulations</li> <li>Total costs depend on the traffic management required</li> </ul>
Slow road Markings	<ul style="list-style-type: none"> <li>£800 minimum charge, not including Traffic management costs</li> <li>Must be in line with Regulations</li> <li>Total costs depend on the traffic management required</li> </ul>
Dragon's teeth	<ul style="list-style-type: none"> <li>At gateways to give effect of road narrowing</li> <li>£800 minimum charge, not including Traffic management costs</li> <li>Must be in line with Regulations</li> <li>Total costs depend on the traffic management required</li> </ul>

## **Appendix C: Key contact**

**Jenny Goddard**

Senior Highways Officer

Traffic Management team

Email: [HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk)

**Central Bedfordshire Council**

Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ



# Speed Indicator Device Guidance Document

**A great place to live and work.**

## Revision History

Version	Description	Date	Initials
1	Final version	December 2021	CD, AS & JG

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## Guidance Documents

### National Guidance

[Traffic Advisory Leaflet 1/15 Variable Message Signs](#)

[Traffic Advisory Leaflet 1/03 Vehicle Activated Signs](#)

[The Traffic Signs Regulations and General Directions, 2016](#)

[Traffic Signs Manual Chapter 4: Warning Signs](#)

[ACPO Speed Enforcement Policy Guidelines](#)

[DfT Circular 1/13 Setting Local Speed Limits](#)

[DfT Speed Limit Appraisal Tool](#)

### Local Guidance

Speed Management Guidance Document

## Glossary of Terms

### Vehicle Activated Signs (VAS)

A vehicle activated sign (VAS) is a type of road traffic sign which displays a message when a vehicle passes it. It helps drivers by alerting them to a danger, or that they are driving too fast. A vehicle activated sign should conform to EN12966:2014 to ensure that it is fit for use on the public highway. A vehicle activated sign should also use the design standards in the *Traffic Signs, Regulations and General Directions, 2016*.

### Speed Indicator Device (SID)

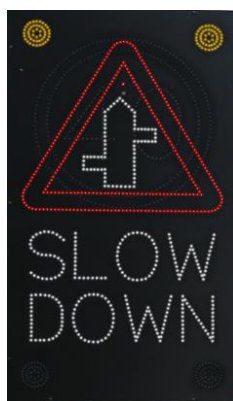
A variation of a vehicle activated sign is a 'Speed Indicator Device' (SID). They are a tool to remind drivers of the speed limit and can be useful when there is a disparity between the posted limit and observed speeds. They are informational repeater signs only, and do not provide any enforcement function.

A Speed Indicator Device (or vehicle activated sign) triggers when an approaching vehicle exceeds a pre-set speed. The speed limit and/or a warning message will illuminate on the sign to remind the motorist to slow down.

The sign displays the speed of the vehicle, and either a happy or sad face in red or green, depending on the vehicle speed in relation to the speed limit. The sign displays 'slow down' when a vehicle is travelling much higher than the speed limit. The sign can be effective where there is a history of non-compliance with the speed limit in residential areas.

### Hazard Warning Signs

Hazard warning signs highlight a hazard such as a bend, or junction. The sign displays a warning message and /or an image of a road sign. The purpose is to alert drivers that they may be travelling too fast for the road environment. The sign is effective at a small number of locations where standard signs alone are not enough. Hazard warning signs are usually used where the speed limit is 40mph or above.



Examples of a vehicle activated sign (VAS), a Speed Indicator Device (SID) and a vehicle activated Hazard Warning Sign.

## Mean speed

The speed at or below 50% of all vehicles travel under free-flowing conditions.

## 85th percentile speed

The speed at or below that 85% of vehicles do not exceed under free-flowing conditions.

## National Police Chiefs' Council Enforcement Tolerances

The National Police Chiefs' Council sets a tolerance of speeds above the set speed limit. This is set out in the ACPO Speed Enforcement Policy Guidelines. To calculate the tolerance, add 10% to the speed limit, plus a further 2mph. For example, in a 30mph limit, add 10% to the speed limit and an extra 2mph = 35mph). The table below shows the tolerance of speed for each speed limit. It also shows at what speed it will be appropriate to consider a Speed Indicator Device.

Speed limit	Minimum 85 <sup>th</sup> %ile speed (mph) before a Speed Indicator Device will be considered
20	24
30	35
40	46
50-70	Not recommended

## Introduction

Central Bedfordshire Council manages all public roads in the authority and is responsible for deciding where to install Speed Indicator Devices. The council receives requests for new Speed Indicator Devices in the following ways:

- From a Town or Parish Council, an Elected Member, or member of the public.
- As part of a larger highway safety improvement scheme.
- As part of a housing / commercial development, usually as part of a wider package of works.

This guidance document outlines the use of Speed Indicator Devices in Central Bedfordshire.

## Objectives of the Speed Indicator Device Guidance Document

This document will provide information on all aspects of Speed Indicator Devices, from their source and operation through to the policy and procedures that govern their deployment. The objectives of the Speed Indicator Device Guidance Document are:

- To set out guidance to assess vehicle activated signs when they reach the end of their life.
- To assess and prioritise requests for new Speed Indicator Devices.
- To achieve consistency in the implementation of Speed Indicator Devices, using national guidance. *Traffic Advisory Leaflet 1/03 Vehicle Activated Signs.*
- To maintain the effectiveness of Speed Indicator Devices to prevent overuse.
- To install Speed Indicator Devices in appropriate locations.
- To continue to work towards reducing the authorities carbon footprint by replacing wired units when they reach the end of their life with solar powered systems

## Background

There are approximately 120 vehicle activated signs or speed indicator devices installed in Central Bedfordshire (2020). Some are old, wired signs and have reached the end of their working life. Others are newer solar powered signs, and a few are hazard warning signs, with the majority aimed at speed reduction.

From 2005, Bedfordshire County Council (which became Central Bedfordshire Council in 2009), installed many vehicle-activated signs across the region. These signs were part financed through the 'Parish Partnership' fund, funding made available for each town or parish to have a set number of vehicle activated signs. This required the Town or Parish Council to contribute towards the cost of the sign and the technology proved to be very popular.

Each sign powered by a cable, was usually wired into the nearest lamp column. Battery-operated and solar powered alternatives were emerging; however, these technologies had a limited lifespan at this time. The preferred location for each sign was often suggested by the Town or Parish Council. The practicalities of installation were investigated by a Highway Engineer; however, many signs were installed in locations that did not follow Department for Transport guidance.

Many of the original wired units had a life expectancy of approx. 7 years and although some may appear to still function, many no longer trigger at the correct speed. Also, the effect that they have is likely to have reduced over time as motorists have become accustomed to them.

## Speed Indicator Devices

Speed Indicator Devices (SIDs) are a more recent and reliable version of a vehicle activated sign and show the speed a vehicle is travelling, displaying 'happy' and 'sad' faces. SIDs are self-contained units mounted into a standard retention socket and are partially mobile. They can be uplifted, swiveled, rotated, or placed in a similar socket. They house a rechargeable battery within the sign which is charged by the solar panel and provide more flexibility as they don't need to be installed near to a power supply, although they do need to be positioned to absorb sufficient sunlight.

Their relatively low cost, high visibility and simple installation has made these signs attractive to Members, Town, and Parish Councils as they are considered to address community fears over safety and localised speeding issues. This has led to a significant increase in new requests for SID installations. Too many Speed Indicator Devices can diminish effectiveness over time and this guidance document has been produced to ensure that the maximum benefits are achieved across Central Bedfordshire through appropriate provision of Speed Indicator Devices.

## Assessing new requests for Speed Indicator Devices

New SID requests will only be successful when the 85th Percentile speed is above the NPCCs guideline values i.e., 10% of the posted limit and an additional 2mph. In the case of a 30mph speed limit, this would be an 85th percentile exceeding 35 mph.

Requests will be assessed by a Central Bedfordshire Client Officer or Highway Engineer completing work for the Council to determine if there is an issue with excess speed at the specified location. The process for assessing new speed indicator device requests is as follows:

- A review of the Traffic Master data for the road will be conducted in the first instance and the 85th percentile speed will be checked. The results will be compared to the National Police Chiefs' Council Enforcement Tolerances for the speed limit.
- If the outcome is that the 85th percentile speed is within the speed limit tolerance the request for the new SID will be declined.
- If the 85th percentile speed is higher than the prescribed tolerance, a speed and volume survey will be arranged by CBC over a seven-day period.
- Historical data (no older than 3 years) may also be used if there has been no significant change to the environment.
- A single speed and volume survey costs approx. £300.
- The accident history in the proposed location of a requested new SID will also be assessed to determine whether alternative safety measures are required.
- If the assessor considers that alternative measures are required, the SID request will be declined, and the road will be included in the forward plan for further safety assessment.
- In some circumstances where the 85th percentile speed is higher than the tolerance for the speed limit, the assessor may decide that a Speed Limit Assessment should be held.
- The speed limit will be checked in relation to road characteristics, set by the Department for Transport for each speed limit to ensure that the speed limit is consistent with other roads with the same speed limit. See *Speed Management Guidance Document* for further details.

## Location Requirements

For all SID requests, the following location criteria must be met:

Daylight	The proposed location must receive a high level of daylight and should be free of existing / seasonal vegetation. The solar panel should be facing as close to due south as possible
Footway clearance	At least 1.2m footway clearance is available for pedestrians. Shared use paths should be avoided where possible, or at least 1.5m clearance with post at back of footway
Visibility	There is forward visibility of at least 50m (20-30mph limit) or 75m (40mph limit) and visibility splay at any junctions
Highway land	The proposed location is on highway land
Multiple detection vectors	SIDs will not activate for other roads running adjacent to the site
Operational distance	The SID has no large obstructions (gates / fences, buildings, railings) within 100m
Property boundary	The SID should not interfere with existing or potential access.
Set back	The proposed location of the pole is set back a minimum of 1 metre from the kerb edge and 0.5 metres from the edge of the sign
STATs	The site is clear of utility or manhole covers
Structures	The proposed location is at least 5 metres from a bridge, culvert, or other structure
Vertical clearance	There is at least 2.4 metres vertical clearance or 2.5 metres if the sign is within a cycle track or shared use footway
Visibility splay of other signs	The sign is clear of the visibility splay of other highway signs

## When a Speed Indicator Device will not be installed

A new or replacement Speed Indicator Device will not be installed in the following circumstances:

- Where the speed limit is higher than 40mph.
- When the recorded 85th percentile speed is below the tolerance for the speed limit.
- When the proposed location is not on the public highway.
- When the proposed location will be included in the 4-year capital works program for an alternative speed reduction scheme.

- When the proposed location has existing physical traffic calming features within 100 metres.
- When the proposed location is within 100 metres of a speed limit change.
- Where the assessor determines that the existing speed limit is not clear / incorrectly signed.
- When site constraints determine that it is not possible to install a Speed Indicator Device.

## **Vehicle Activated Signs in the form of Hazard Warning Signs**

Requests for hazard warning vehicle activated signs will only be considered where the speed limit is 40mph or above and will only be installed where the assessor recommends. It may form part of a wider scheme. The assessment will be completed by an assessor using the following metrics and information:

- The collision history
- Speed data
- The highway features on each approach to the hazard, including street lighting, road surface, road markings and signage.

## **Assessing existing vehicle activated signs for replacement or removal**

Existing vehicle activated signs will be reviewed when they reach the end of their operating life. Where a sign does not meet the assessment criteria described above, it will not be replaced.

## **Specification of Equipment**

- All new Speed Indicator Devices will be solar powered.
- All new Speed Indicator Device will be installed on a new post set in a retention socket.
- Speed Indicator Devices will not be attached to existing street furniture.
- The preferred type of sign is Truvelo TruSign 30CR.
- All speed indicator devices will incorporate the message 'slow down' when triggered at the upper threshold. This is to prevent any drivers attempting to trigger the device by travelling at higher speeds to 'test' the performance of their vehicle.

## **Data Validity**

Speed Indicator Devices are used as an educational tool only. It is not the Council's intention to use Speed Indicator Devices for data collection purposes as data is not considered accurate due to the following:

- Multiple records being created for single vehicles
- Non-vehicular traffic (pedestrians, cyclists, wildlife) creating data records
- Local foliage obscuring/triggering the radar sensor
- Receding rather than approaching vehicles being detected and creating false records
- Vandalism of the sign, including altering the direction and obscuring the visible panel
- Obstruction of the sign by parked vehicles
- Sporadic periods of in-operation owing to loss of power or device defects

## Ownership

Speed Indicator Devices will remain in the ownership of Central Bedfordshire Council, regardless of the funding mechanism. New signs must be installed by CBC approved highways contractors. No third party is authorised to instruct installation of a Speed Indicator Device on the public highway.

## Maintenance

Central Bedfordshire Council is responsible for the maintenance of all Speed Indicator Devices. Third parties such as a Town or Parish Councils are not permitted to remove, move or install a Speed Indicator Device on the public highway.

## Effectiveness

Permanent Speed Indicator Devices have a novelty effect which wears off over time. Evidence suggests that SIDs are most effective in their first six months of operation and the primary benefit of mounting a SID in a retention socket is the ability to relocate the SID at some point in the future.

By changing the location periodically, one SID can potentially serve multiple sites and deliver better targeted speed reduction than a permanent device. When requests are made for new SIDs, requesters should consider whether it is appropriate to identify additional sites for new sockets to be installed so that the SID can be moved in the future. The cost of approximately £500 associated with moving a SID to an alternative socket will be paid for by the third party.

## Funding

The following funding mechanisms will be available for new Speed Indicator Devices:

- Rural Match Funding scheme – biennial (every 2 years) scheme for Town and Parish Councils to apply for match-funded highway improvements for their community
- Third Party funding – funded through Town and Parish Council budgets with support from ward members.
- Section 278 agreement (s278) - A section of the Highways Act 1980 where developers enter into a legal agreement with CBC to make permanent alterations to the public highway.

A commuted sum of £5,000 will be charged for a new SID & socket, which will include installation, annual maintenance costs for a five-year period and replacement if the SID reaches the end of its life within the five-year period. In year 6, an additional £1,000 commuted sum will be required for each SID to ensure funds are available for ongoing maintenance. The commuted sum will be subject periodic review and any changes will be communicated with affected parties.

All new SID applications must meet the same criteria regardless of funding source, including recent speed and volume surveys identifying a speed compliance issue and the SID location criteria. The core budget will only be available when there is a proven benefit to replacing an existing redundant VAS.

## Applications

Town and Parish Councils can request a maximum of 2 new SIDs and 6 sockets (if they require the devices to be mobile) via the Rural Match Fund (RMF) scheme. The RMF currently operates every

2 years and the next RMF will be launched in 2022. The criteria described above will be used to determine if a SID is a suitable provision in each instance.

There will also be an opportunity each year (between December and February) for third parties to request and fully fund an additional 2 new SIDs and 6 sockets or request to move existing SIDs to another socket.

Once new SIDs, sockets or re-location requests have been approved, any works will be batched together to ensure a cost-effective approach and value for money for the Council.

## **Appendix 1: Speed Indicator Device Assessment Form**

# **Central Bedfordshire in contact**

**Find us online:** [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

**Email:** [Highwayimprovementschemes@centralbedfordshire.gov.uk](mailto:Highwayimprovementschemes@centralbedfordshire.gov.uk)

**Write to:** Central Bedfordshire Council, Priory House,  
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

**Email from Organiser of Lockdown Car Show:**

As per conversation

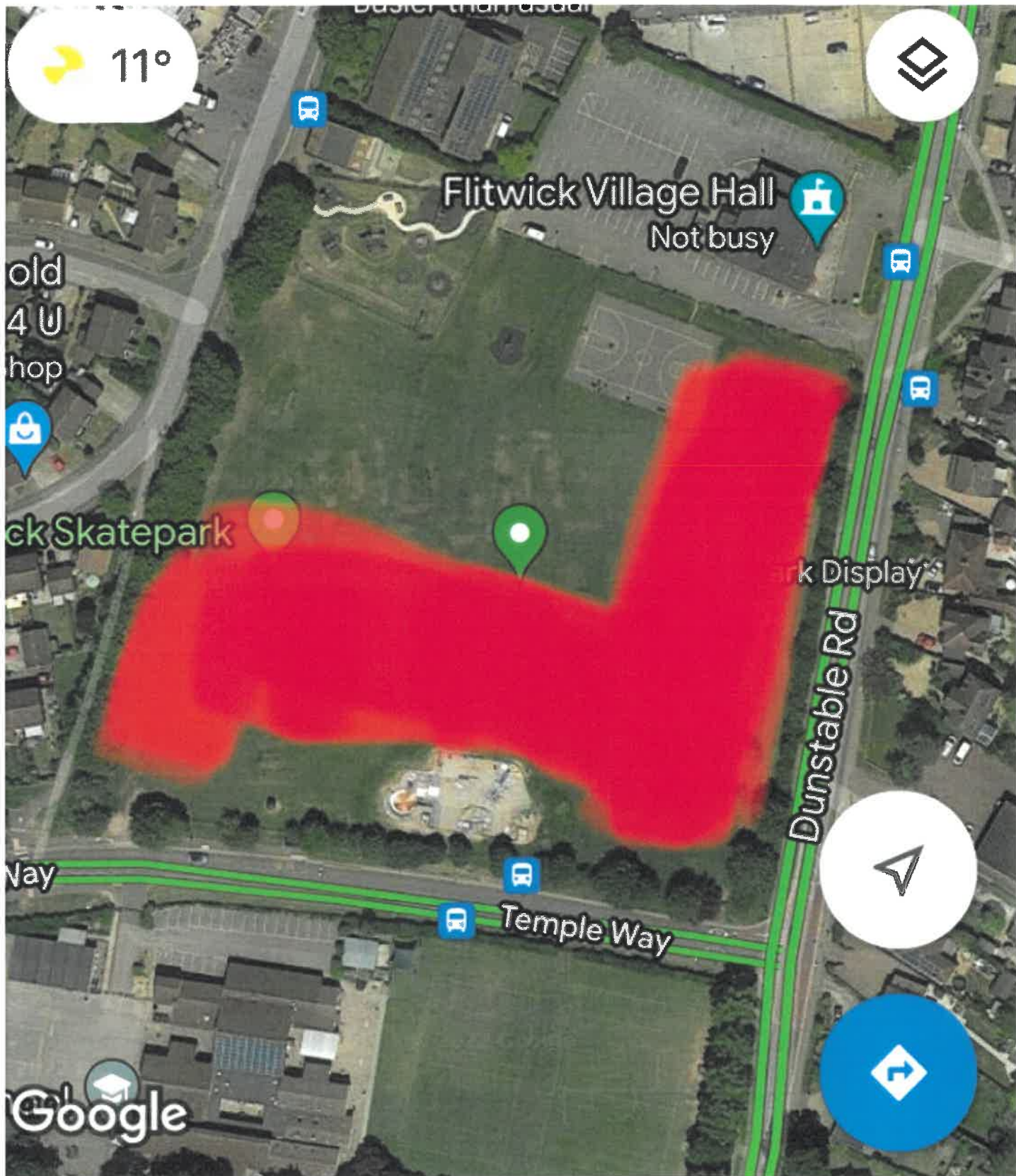
I would like to display 3/4 race cars on the beach area outside Barclays as it's deemed not suitable for the food festival.

These are highly engineered vehicles with no issues of spillages etc. All are prize winning cars and will be supervised all day .

As for park if we could put The Street Food Heroes on the basketball court this would be helpful.

I planned a L shape display of vehicles lined in front of the new beds and tree line next to Dunstable road as before extending this year into 4 rows and a line along the access road to this from top gate lined along the skate park. See pic

The push carts will be place at village hall end for display and moved for race of which finish line will be 150 meters from top gate along to edge before equipment and new bench .





# Flitwick Town Council - Marketing & Communications Plan 2021/22

## Status - March 2022

## Community Services

COMMITTEE		PURPOSE	TARGET AUDIENCE	ACTIONED BY	REGULARITY	STATUS	NOTE
REACTIVE							
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	Monthly		
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. 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 targeted for this year
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, Flit Valley 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		Refresh in Flitwick Papers Spring edition to list specific responsibilities FTC v CBC to make clearer for residents. Leaflet option.
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 to be finalised. Investigating costings for leaflet ' Handy guide to recycling'
<b>PROMOTIONAL</b>							
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/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		
<b>ENGAGEMENT</b>							
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		Continue to push agenda items and post meeting outcomes of public interest. 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		Appeal for photos and stories in Flitwick Papers included in Spring edition
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		Community Awards no longer taking place. Committee resolution. Different style event in planning.
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		
<b>COLLABORATIVE</b>							
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		
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		
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		2022/23 - initial planning/feasibility of event discussions
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		

# KEY

	Ongoing
	In process
	Not started

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **March 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
28 <sup>th</sup> Feb	Community	Community Grant applications now open (closing date 1 <sup>st</sup> April)	Social media, website, flyers, noticeboards
	Community	Come and see us at Flitwick Market 4 <sup>th</sup> March – (Mid Beds Widows Group Community Café)	Social media, website, flyers, noticeboards
	Community	Family Fun Day – sponsorship opportunities	Social media, website
	Community	Murder In The Chamber Dinner – two weeks to go	Social media, website, flyers, noticeboards, What's On listings, Eventbrite
	Community	Forget Me Not Group – next meeting 14 <sup>th</sup> March	Social media, website, flyers, noticeboards
	Community	Over 60's Lunch Club – 8 <sup>th</sup> March – book now	Social media, website, flyers, noticeboards
	Community	Committee Meeting 1 <sup>st</sup> March – any agenda highlights of public interest	Social media
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place. New planters for veg/herbs.	Social media, website
	Business/Community	Comedy Night this week 5 <sup>th</sup> March – final push	Social media, website, flyers, noticeboards, What's On listings, Eventbrite
	Business	Homemade specials, cakes, national/international food days Rendezvous Café – Pancake Day	Social media, website
7 <sup>th</sup> March	Community	Jubilee Afternoon Tea – 2 <sup>nd</sup> June bookings now open	Social media, website, flyers, noticeboards, What's On listings
	Community	Resident Driven Projects initiative – applications open	Social media, website, flyers, noticeboards
	Community	Committee Meeting 1 <sup>st</sup> March – any outcome highlights of public interest	Social media
	Business	Committee Meeting 10th March – any agenda highlights of public interest	Social Media

	Business	Inclusive wedding packages	Social media, website, flyers, noticeboards, online platforms
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Friday Nights@Rendezvous – planned events for next 3 months – tie in with survey outcome	Social media, website, flyers, noticeboards, What's On Listings
	Planning	Committee Meeting 8th March – any agenda highlights of public interest	Social Media
14 <sup>th</sup> March	Town Council	Committee Meeting 15th March – any agenda highlights of public interest. Public welcome to attend all meetings.	Social Media
	Community	Easter Egg Trail – 14 <sup>th</sup> April – Flitwick Woods	Social media, website, flyers, noticeboards
	Community	Come and see us at Flitwick Market 18 <sup>th</sup> March – (SVP Group Community Café)	Social media, website, flyers, noticeboards
	Community	Murder In The Chamber events this weekend – last minute tickets (if available)	Social media, website, flyers, noticeboards
	Community	Spring Equinox – planting updates photos of daffodils/spring flowers from the town and parks – encourage residents to enjoy the outdoors of Flitwick	Social media
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Great British Spring Clean (25 <sup>th</sup> March – 10 <sup>th</sup> April) events planned with the Big Beds Clean Up	Social media, website, flyers noticeboards
	Business	Friday Nights@Rendezvous Pizza & Prosecco Night – still time to book	Social media, website, flyers, noticeboards, What's On listings
	Business	Committee Meeting 10 <sup>th</sup> March – any outcome highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website

	Business	Meeting rooms – flexible spaces	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Planning	Committee Meeting 8th March – any outcome highlights of public interest	Social media
	Town	Annual Residents’ Survey launch – share your views online and paper	Social media, website, noticeboards,
	Town	Chat to a Councillor session at Flitwick Market 18 <sup>th</sup> March	Social media, website
21 <sup>st</sup> March	Community	Scarecrow Festival – Jubilee themed	Social media, website, flyers, noticeboards
	Community	The Big Knit – 1 <sup>st</sup> April	Social media, website, flyers, noticeboards
	Community	Bingo – this Friday!	Social media, website, flyers, noticeboards
	Community	Flitwick Family Fun Day – 11 <sup>th</sup> June save the date	Social media, website, flyers, noticeboards
	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café – Mother’s Day Specials (Sunday 27 <sup>th</sup> March) – celebrate early with us!	Social media, website
	Business	Office space available	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Town	Flitwick Papers Spring Edition now available	Social media, website, noticeboards
	Town Council	Committee Meeting 15 <sup>th</sup> March – any outcome highlights of public interest	Social media
28 <sup>th</sup> March	Community	Lionel Richie Tribute Night 23 <sup>rd</sup> April push	Social media, website, flyers, noticeboards, What’s On listings, Eventbrite
	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Business	Party Season – perfect space for your celebration	Social media, website, noticeboards

	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Planning	Committee Meeting 29th March – any agenda highlights of public interest	Social Media
	Town	Annual Resident Survey – online and paper – reminder to share views. Outcomes presented at Annual Assembly on 26 <sup>th</sup> April	Social media, website, noticeboards

**Note:**

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

**Community:**

Green Wheel

Queen's Green Canopy – resident trees initiative

Planting Summer Bedding

Play equipment installation – Beaumont and Station Road

Tree planting gets underway -

**Planning:**

Neighbourhood Plan – next steps following promotion for residents to get involved

**Business:**

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

**Town:**

Co-option update – new Councillors?

Committee meeting agenda highlights/outcomes – content dependent on agenda items

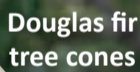
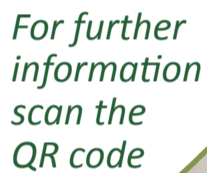
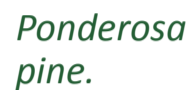
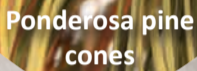
**This an evolving document. There will be activities for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities. In addition, some activities may move w/c allocation. Each time this document is an agenda item for a committee meeting it will have the latest version.**

**V1**



Heritage Trees

The Victorian Pinetum, Flitwick Manor Park



*Tree Trail post erected with kind permission of the Flitwick Town Council.*



Produced by Fitzpatrick Woolmer - 01634 711 771

Douglas introduced some 240 species of plants to Britain, including many conifers, one of which bears his name - the Douglas fir (*Pseudotsuga menziesii*).



To your left is a Corsican pine (*Pinus nigra* subsp. *laricio*), introduced to Britain from Italy and Corsica in 1759. Able to tolerate sandy soil and cold winds, this pine is certainly at home growing on Bedfordshire's greensand.

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>COMMUNITY SERVICES</b>							
<b>300 CORE SERVICES - Community</b>							
1178 COVID 19 FURLOUGH SUPPORT	0	4,204	0	(4,204)			0.0%
<b>CORE SERVICES - Community :- Income</b>	<b>0</b>	<b>4,204</b>	<b>0</b>	<b>(4,204)</b>			
4001 SALARIES AND WAGES	21,547	219,632	265,755	46,123		46,123	82.6%
4002 UNIFORM	0	279	500	221		221	55.8%
4005 VEHICLE - MAINTENANCE	0	585	2,000	1,415		1,415	29.3%
4006 FUEL	0	3,941	6,500	2,559		2,559	60.6%
4008 Truck Insurance	0	2,020	2,100	80		80	96.2%
4009 HEALTH & SAFETY	0	608	500	(108)		(108)	121.6%
4013 PROJ Library Office RCF	0	(808)	0	808		808	0.0%
4063 TRUCK REPAYMENTS	427	4,803	7,358	2,555		2,555	65.3%
<b>CORE SERVICES - Community :- Indirect Expenditure</b>	<b>21,973</b>	<b>231,059</b>	<b>284,713</b>	<b>53,654</b>	<b>0</b>	<b>53,654</b>	<b>81.2%</b>
<b>Net Income over Expenditure</b>	<b>(21,973)</b>	<b>(226,856)</b>	<b>(284,713)</b>	<b>(57,857)</b>			
<b>301 BURIAL GROUNDS - Community</b>							
1004 BURIAL GROUNDS (No VAT)	1,475	9,811	15,000	5,189			65.4%
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1033 DONATIONS RECEIVED	0	300	0	(300)			0.0%
1119 Burial Grounds Income VATABLE	0	3,797	2,000	(1,797)			189.8%
<b>BURIAL GROUNDS - Community :- Income</b>	<b>1,475</b>	<b>13,907</b>	<b>18,000</b>	<b>4,093</b>			<b>77.3%</b>
4015 UTILITIES	0	64	150	86		86	42.5%
4068 Burial Ground NO VAT	0	170	1,000	830		830	17.0%
4069 Burial Ground VATABLE	0	664	4,000	3,336		3,336	16.6%
4088 PORTALOO HIRE	154	1,754	2,550	796		796	68.8%
<b>BURIAL GROUNDS - Community :- Indirect Expenditure</b>	<b>154</b>	<b>2,652</b>	<b>7,700</b>	<b>5,048</b>	<b>0</b>	<b>5,048</b>	<b>34.4%</b>
<b>Net Income over Expenditure</b>	<b>1,320</b>	<b>11,256</b>	<b>10,300</b>	<b>(956)</b>			
<b>302 ALLOTMENTS - Community</b>							
1005 ALLOTMENT RENT	1,897	3,700	3,500	(200)			105.7%
1014 PHONE MAST INC (STATION RD)	0	5,333	4,500	(833)			118.5%
<b>ALLOTMENTS - Community :- Income</b>	<b>1,897</b>	<b>9,033</b>	<b>8,000</b>	<b>(1,033)</b>			<b>112.9%</b>
4015 UTILITIES	0	203	600	397		397	33.9%
4072 ALLOTMENTS/MAINTENANCE	17	577	2,700	2,123		2,123	21.4%
4088 PORTALOO HIRE	184	1,840	2,550	710		710	72.2%
<b>ALLOTMENTS - Community :- Indirect Expenditure</b>	<b>201</b>	<b>2,621</b>	<b>5,850</b>	<b>3,229</b>	<b>0</b>	<b>3,229</b>	<b>44.8%</b>
<b>Net Income over Expenditure</b>	<b>1,697</b>	<b>6,412</b>	<b>2,150</b>	<b>(4,262)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>303 LOCAL AMENITIES - Community</b>							
1070 MANOR PARK (Rural Paymt Agent)	0	6,639	2,000	(4,639)			331.9%
1177 GRANTS RECEIVED	0	15,360	0	(15,360)			0.0%
LOCAL AMENITIES - Community :- Income	<b>0</b>	<b>21,999</b>	<b>2,000</b>	<b>(19,999)</b>			<b>1099.9%</b>
4078 Planting/Weeding/Trees Maint	0	2,144	3,000	856		856	71.5%
4084 PLANT & EQUIP-PURCHASE	0	0	2,500	2,500		2,500	0.0%
4085 PLANT & EQUIP-MAINTENANCE	0	789	4,000	3,211		3,211	19.7%
4110 TREE MAINTENANCE	1,675	2,325	2,500	175		175	93.0%
4111 PITCH MAINTENANCE - Hinksley R	0	116	1,000	885		885	11.6%
4115 Grass Cutting (Flitwick)	0	183	750	567		567	24.4%
4116 Grass Cutting (CBC Charges)	0	0	4,000	4,000		4,000	0.0%
4118 BINS AND SEATS	0	0	500	500		500	0.0%
4128 WASTE DISPOSAL	880	1,648	6,300	4,652		4,652	26.2%
4132 BUILDING MAINTENANCE	0	1,693	2,500	807		807	67.7%
4140 MAINTENANCE CONTRACTS	151	1,382	0	(1,382)		(1,382)	0.0%
4700 FLITWICK MANOR PARK	0	2,273	0	(2,273)		(2,273)	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	<b>2,706</b>	<b>12,554</b>	<b>27,050</b>	<b>14,496</b>	<b>0</b>	<b>14,496</b>	<b>46.4%</b>
<b>Net Income over Expenditure</b>	<b>(2,706)</b>	<b>9,445</b>	<b>(25,050)</b>	<b>(34,495)</b>			
<b>305 PLAY AREAS - Community</b>							
1010 Rufus Centre Field Hire	0	1,227	500	(727)			245.4%
1012 Millennium Park Hire	0	417	0	(417)			0.0%
1177 GRANTS RECEIVED	0	1,727	0	(1,727)			0.0%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
1191 MISC INCOME	0	1	0	(1)			0.0%
PLAY AREAS - Community :- Income	<b>0</b>	<b>3,371</b>	<b>1,850</b>	<b>(1,521)</b>			<b>182.2%</b>
4075 PLAY AREA/REPAIRS & MAINT.	1,154	2,887	4,500	1,613		1,613	64.1%
4082 Millennium Park (Inc CCTV)	0	460	0	(460)		(460)	0.0%
4091 SKATE PARK MTCE - USE 4075	(1,154)	0	0	0		0	0.0%
4122 CHANGING ROOMS - HINKSLEY	164	737	3,000	2,263		2,263	24.6%
PLAY AREAS - Community :- Indirect Expenditure	<b>164</b>	<b>4,084</b>	<b>7,500</b>	<b>3,416</b>	<b>0</b>	<b>3,416</b>	<b>54.5%</b>
<b>Net Income over Expenditure</b>	<b>(164)</b>	<b>(713)</b>	<b>(5,650)</b>	<b>(4,937)</b>			
<b>306 STREET LIGHTING - Community</b>							
4096 Electricity - Street Lights	248	1,823	2,500	677		677	72.9%
4097 Street Lighting Maintenance	0	1,873	1,000	(873)		(873)	187.3%
STREET LIGHTING - Community :- Indirect Expenditure	<b>248</b>	<b>3,696</b>	<b>3,500</b>	<b>(196)</b>	<b>0</b>	<b>(196)</b>	<b>105.6%</b>
<b>Net Expenditure</b>	<b>(248)</b>	<b>(3,696)</b>	<b>(3,500)</b>	<b>196</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>311 YOUTH HUB/ACTIVITIES - Communi</b>							
1035 The Hub Hire	0	195	500	305			39.0%
1041 YOUTH ACTIVITIES	0	127	15,000	14,873			0.8%
YOUTH HUB/ACTIVITIES - Communi :- Income	<b>0</b>	<b>322</b>	<b>15,500</b>	<b>15,178</b>			<b>2.1%</b>
4001 SALARIES AND WAGES	171	1,699	2,000	301		301	84.9%
4015 UTILITIES	308	2,422	2,300	(122)		(122)	105.3%
4016 BUSINESS RATES	0	2,395	2,422	27		27	98.9%
4049 YOUTH ACTIVITIES	11,934	46,437	41,200	(5,237)		(5,237)	112.7%
4132 BUILDING MAINTENANCE	0	933	4,000	3,067		3,067	23.3%
4138 EQUIPMENT	0	11	1,000	989		989	1.1%
4140 MAINTENANCE CONTRACTS	620	2,925	850	(2,075)		(2,075)	344.2%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	<b>13,034</b>	<b>56,822</b>	<b>53,772</b>	<b>(3,050)</b>	<b>0</b>	<b>(3,050)</b>	<b>105.7%</b>
<b>Net Income over Expenditure</b>	<b>(13,034)</b>	<b>(56,500)</b>	<b>(38,272)</b>	<b>18,228</b>			
<b>312 COMMUNITY ACTIVITIES - Communi</b>							
1039 PAINTING CIRCLE	46	242	0	(242)			0.0%
1120 KEEP FIT / Dance Fitness	251	1,127	0	(1,127)			0.0%
1122 MENS CLUB	40	300	0	(300)			0.0%
1129 Community Bingo	30	101	0	(101)			0.0%
1146 OLDER PEOPLE - Events	0	279	0	(279)			0.0%
1171 LUNCH CLUB	187	1,198	0	(1,198)			0.0%
COMMUNITY ACTIVITIES - Communi :- Income	<b>553</b>	<b>3,247</b>	<b>0</b>	<b>(3,247)</b>			
4556 OLDER PEOPLE - Events	62	199	0	(199)		(199)	0.0%
4558 KEEP FIT / Dance Fitness	0	688	0	(688)		(688)	0.0%
4611 Community Bingo	0	264	0	(264)		(264)	0.0%
4612 MENS CLUB	53	181	0	(181)		(181)	0.0%
4621 LUNCH CLUB	0	208	0	(208)		(208)	0.0%
4625 FORGET ME NOT GROUP	0	34	0	(34)		(34)	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	<b>115</b>	<b>1,574</b>	<b>0</b>	<b>(1,574)</b>	<b>0</b>	<b>(1,574)</b>	
<b>Net Income over Expenditure</b>	<b>439</b>	<b>1,673</b>	<b>0</b>	<b>(1,673)</b>			
<b>313 COMMUNITY EVENTS - Community</b>							
1052 Comedy Event - Community	0	557	0	(557)			0.0%
1072 COMMUNITY Events Income	0	109	0	(109)			0.0%
1127 Flitwick Fun Day	642	4,415	0	(4,415)			0.0%
1128 CARNIVAL - Income	0	(393)	0	393			0.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## COMMUNITY SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1130 Christmas Lunch - OLDER People	0	507	0	(507)			0.0%
1164 Christmas Market	0	333	0	(333)			0.0%
1165 Christmas Lights EVENT	0	(100)	2,500	2,600			(4.0%)
COMMUNITY EVENTS - Community :- Income	<b>642</b>	<b>5,429</b>	<b>2,500</b>	<b>(2,929)</b>			<b>217.2%</b>
4000 COMMUNITY EVENTS BUDGET	0	0	10,000	10,000		10,000	0.0%
4043 REMEMBRANCE EVENT	0	250	0	(250)		(250)	0.0%
4103 FTC Internal Hire	0	0	11,000	11,000		11,000	0.0%
4200 Christmas Lights Installation	0	13,704	20,000	6,296		6,296	68.5%
4201 Christmas Market	0	210	0	(210)		(210)	0.0%
4203 Festive Fun	75	183	0	(183)		(183)	0.0%
4204 Barclays Christsmas Tree	0	4,539	0	(4,539)		(4,539)	0.0%
4530 Christmas Lights EVENT - USE 4	0	402	0	(402)		(402)	0.0%
4533 Comedy Event - Community	0	188	0	(188)		(188)	0.0%
4540 Christmas Lights EVENT	0	2,895	0	(2,895)		(2,895)	0.0%
4551 Flitwick Fun Day	0	4,131	0	(4,131)		(4,131)	0.0%
4618 COMMUNITY Events Expense	0	1,011	0	(1,011)		(1,011)	0.0%
4622 JUBILEE Event 2022	0	24	0	(24)		(24)	0.0%
COMMUNITY EVENTS - Community :- Indirect Expenditure	<b>75</b>	<b>27,537</b>	<b>41,000</b>	<b>13,463</b>	<b>0</b>	<b>13,463</b>	<b>67.2%</b>
<b>Net Income over Expenditure</b>	<b>567</b>	<b>(22,108)</b>	<b>(38,500)</b>	<b>(16,392)</b>			
COMMUNITY SERVICES :- Income	<b>4,567</b>	<b>61,512</b>	<b>47,850</b>	<b>(13,662)</b>			<b>128.6%</b>
Expenditure	<b>38,670</b>	<b>342,600</b>	<b>431,085</b>	<b>88,485</b>	<b>0</b>	<b>88,485</b>	<b>79.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,103)</b>	<b>(281,087)</b>					
Grand Totals:- Income	<b>4,567</b>	<b>61,512</b>	<b>47,850</b>	<b>(13,662)</b>			<b>128.6%</b>
Expenditure	<b>38,670</b>	<b>342,600</b>	<b>431,085</b>	<b>88,485</b>	<b>0</b>	<b>88,485</b>	<b>79.5%</b>
<b>Net Income over Expenditure</b>	<b>(34,103)</b>	<b>(281,087)</b>	<b>(383,235)</b>	<b>(102,148)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(34,103)</b>	<b>(281,087)</b>					

## Community Services Financial Summary YTD

01 April - 31 January 2022

	Income to 31/01/22	Budget Set for 21/22	% Budget Achieved			Expenditure to 31/01/22	Budget Set for 21/22	% Budget Spent	
Community Services	£ 61,512	£ 47,850	129%	GREEN		£ 342,600	£ 431,085	79%	GREEN

Supporting reports included alongside this report:

- Rialtas Income and Expenditure Report for Community Services

### Items of note

- **4016/311:** Business rates for Youth Hub fully paid for 21/22 - no further spending expected
- **4091/305:** Spend on skate park covered by S106 monies received. £223 of funds received remaining.
- **313:** £10k budget set for all Community Events (except Christmas Lights). No separate budgets set for individual events
- **1119/301:** Higher than expected income from rechargeable burial ground items. 22/23 budget review to take this into account.
- **1014/302:** Phone Mast annual income fully received at £4500.
- **1010/305:** Higher than expected income received for Football Pitch Hire
- **4140/311:** Inflated spend on maintenance contracts for Youth Hub.
- Full budget review on all Community Cost Centres currently underway, Committee to be updated in due course.
- **4082/305** Millennium Park Grant of £11,000 received under 1177/110 contras this overspend. Actual budget remaining £3,902
- **1070/303:** Local Amenities income expected exceeded due to Manor Park Rural Payments Agency receipt of £6,572 in Dec 21.
- **4097/306:** Street Light Maintenance budget of £1k exceeded by £874 due to one off purchase of new street light on the Ridgeway in Jan 22
- **4049/311:** Youth activities budget exceeded budget as Youth skate Comp not budgeted for. All 4YPUK 2021/22 payments not completed

<u>Tolerances</u>		
<b>Income</b>	<b>0% to 24%</b>	achieved against budget = <b>RED</b>
	<b>25% to 74%</b>	achieved against budget = <b>AMBER</b>
	<b>75% to 100%+</b>	achieved against budget = <b>GREEN</b>
<b>Expenditure</b>	<b>0% to 74%</b>	spent against budget = <b>GREEN</b>
	<b>75% to 99%</b>	spent against budget = <b>AMBER</b>
	<b>100%+</b>	spent against budget = <b>RED</b>

## Community Services Rolling Capital Fund (RCF) Report

01 April - 31 January 2022

RCF Code		Description	Committee	Minute Ref	Budget Committed	Spend to date	Overspend Funded by Central RCF	RCF Commitment Remaining			
4212	110	PROJ - Country Park RCF	Community	None	£ -	£ -	£ -	£ -	0%		No amounts have been committed for this project.
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ 2,000	£ 2,600	£ 600	£ -	0%		Greensands grant of £2,405 received (1177/110) in addition to stated budget
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 13,600	£ -	£ 6,400	32%	Green	
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ -	£ -	£ 28,000	100%	Green	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl)
4804	110	PROJ - Gym Equipment RCF	Community	None	£ -	£ -	£ -	£ -	0%		NO LONGER ACTIVE - match funded so RCF not required
4806	110	PROJ - Wildflower Meadows RCF	Community	821f	£ 1,240	£ 1,465	£ 225	£ -	0%		Overspend to be funded by central RCF
4808	110	PROJ - Manor Park Fencing RCF	Community	730e	£ 15,450	£ 14,000	£ -	£ 1,450	9%	Green	
4810	110	PROJ - Play Equip Repairs 21/22	Community	892e 5150i	£ 15,907	£ -	£ -	£ 15,907	100%	Green	
4812	110	PROJ - War Memorial Clean 21/22	Community	5152b	£ 858	£ 858	£ -	£ -	0%		
4813	110	PROJ - Xmas Tree & Works 21/22	Community	5164 a i	£ 5,926	£ 1,195	£ -	£ 4,731	80%	Green	
4814	110	PROJ - Town Noticeboards 21/22	Community	718 a	£ 620	£ -	£ -	£ 620	100%	Green	
4815	110	PROJ - Xmas Lights Event 2021	Community	5164 a l	£ 1,100	£ -	£ -	£ 1,100	100%	Green	
4816	110	PROJ - Manor Park Gates RCF	Community	708c 5091b	£ 19,472	£ 17,753	£ -	£ 1,719	9%	Green	
4817	110	PROJ - Village Hall Barriers RCF	Community	928g	£ 600	£ -	£ -	£ 600	100%	Green	(RCF + £300 S106 & up to £1k Village Hall Comm Funds)

## Community Services Committee Report

01-31 January 2022

		01-31 January 2022	
		Income	Expenditure
1178/300, 4001/300, 4002/300	Staff Costs	£ -	£ 21,547
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs	£ -	£ 427
1004/301, 1013/301, 1033/301, 1119/301, 4015/301, 4068/301, 4069/301, 4088/301	Burial Grounds	£ 1,475	£ 154
1005/302, 1014/302, 4015/302, 4072/302, 4088/302	Allotments	£ 1,897	£ 201
1070/303, 1177/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4116/303, 4118/303, 4128/303, 4132/303, 4140/303, 4700/303	Local Amenities <sup>1</sup>	£ -	£ 2,706
1010/305, 1012/305, 1177/305, 1180/305, 1191/305, 4075/305, 4082/305, 4091/305, 4122/305	Play Areas	£ -	£ 1,318
4096/306, 4097/306	Street Lighting	£ -	£ 248
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ -	£ 1,100
1041/311, 4049/311	Youth Activities	£ -	£ 11,934
1038/312, 1039/312, 1046/312, 1120/312, 1122/312, 1129/312, 1146/312, 1147/312, 1171/312, 4556/312, 4558/312, 4611/312, 4612/312, 4621/312, 4625/312, 4553/312	Community Activities (312)	£ 553	£ 115
1042/313, 1051/313, 1052/313, 1072/313, 1127/313, 1128/313, 1130/313, 1145/313, 1164/313, 1165/313, 1166/313, 1169/313, 4000/313, 4036/313, 4040/313, 4043/313, 4138/313, 4141/313, 4200/313, 4201/313, 4203/313, 4204/313, 4503/313, 4530/313, 4533/313, 4540/313, 4550/313, 4551/313, 4612/313, 4618/313, 4619/313, 4622/313	Community Events (313)	£ 642	£ 75
4009/300, 4103/313	Other Costs <sup>2</sup>	£ -	£ -

2021/22 Year to date												Comments
Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent						
£ 4,204	£ -	N/A		£ 219,911	£ 266,255	83%	Amber					
£ -	£ -	N/A		£ 11,349	£ 17,958	63%	Green					
£ 13,907	£ 18,000	77%	Green	£ 2,652	£ 7,700	34%	Green					
£ 9,033	£ 8,000	113%	Green	£ 2,621	£ 5,850	45%	Green					
£ 21,999	£ 2,000	1100%	Green	£ 12,554	£ 27,050	46%	Green					Income exceeded by Manor Park Rural Payments Agency
£ 3,371	£ 1,850	182%	Green	£ 4,084	£ 7,500	54%	Green					
£ -	£ -	N/A		£ 3,696	£ 3,500	106%	RED					Exceeded budget 4097/306 for purchase of new street light on the Ridgeway
£ 195	£ 500	39%	Amber	£ 10,385	£ 12,572	83%	Amber					
£ 127	£ 15,000	1%	Red	£ 46,437	£ 41,200	113%	RED					Exceeded budget 4049/311 activities
£ 3,247	£ -	N/A		£ 1,574	£ -	N/A						
£ 5,429	£ 2,500	217%	Green	£ 27,537	£ 30,000	92%	Amber					
£ -	£ -	N/A		£ 608	£ 11,500	5%	Green					

<sup>1</sup> Includes Manor Park costs, all Planting and grounds management, plant/equipment and Tractor Store Maintenance

<sup>2</sup> Includes Health & Safety, FTC Internal Hire

Tolerances		
Income	0% to 24%	achieved against budget = RED
	25% to 74%	achieved against budget = AMBER
	75% to 100%+	achieved against budget = GREEN
Expenditure	0% to 74%	spent against budget = GREEN
	75% to 99%	spent against budget = AMBER
	100%+	spent against budget = RED

# Committee Priorities 2022

Tasks	Lead	Target Date	Status (RAG)	Notes
<b><u>Community Services</u></b>				
1. Manor Park Plan	ESM	2022		To complete heritage work (Planning Permission granted 25.1.22) and to get new Parkland Management plan finalised. Been through tender but as only had one, down to RPA if need to go back out to tender or can progress with one quote. Once decided, take about 1 year for Plan to be created.
2. Country Park	ESM/TC	2024-25		Will be approaching appropriate contractors with a view to producing a Town Council design. When design produced we will present to Committee and then go out to tender on delivery of design.
3. Barclays Frontage	ESM/CSM	2022		Community engagement included within the resident survey.
4. Green Agenda	ESM	2023		Green canopy - succesful with CBC funding, currently co-ordinating planting with local organisations. Members will be made aware once plans have been tied down. Wildflowers work begin later in the year.
5. Community Services work including CCTV in line with interchange work.	ESM/CSM	2022		Progressing discussions with CBC in line with vision to extend CCTV in the town.
<b><u>Business Services</u></b>				
1. Environmental Audit of the Rufus Centre – sustainability	TC	2022		Policy approved 18.1.22. Quotes being sought. Action plan to be done.
2. Development of a Business Plan	TC/DTC	May-22		Rufus working group meeting arranged to discuss this (9.2.22) following decision to not recruit Business Manager.
3. Install a disabled toilet that is compliant with regulations	CFL	2022		Building contractor started works w/c 24.1.22. Door, toilet and sink installed. Estimated not to take long to complete.
4. Investigate options and viability for an online booking system	CMM/DTC	Mar-22		Meeting held between Officers and Cllrs IB/AS 6.1.22. Further investigations being done and meeting will reconvene.
<b><u>Corporate</u></b>				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Policy approved 18.1.22. Quotes being sought. Action plan to be done.
2. Flitwick heritage content for website	CMM	Apr-22		Committee approved proposal from Cllr IB to 'create an online window on Flitwick's Heritage'. Initial scoping of this project is being done and a proposal on this will be presented in Spring. The website copy about Flitwick heritage will be built on.
3. Business continuity plan to be tested through scenarios	DTC	2022		Committee discussing at January meeting.
4. Finalise local organisation leases	DTC	Apr-22		Draft leases sent to RBL, Guides and Sea Cadets. No meetings in the diary to discuss lease terms as Officers waiting for a response from these groups. Officers have re-contacted the groups to check receipt of draft lease - they are arranging their own meetings to discuss them and will come back to us. Sea Cadets have quite a few different organisations to pass the lease through which will slow the process down. RBL are meeting end of Feb and will meet with us after. Solicitor was instructed the day after the Dec Corporate meeting to draft a 3 year lease for the FGA. Scouts have been given deadline of end of January to provide extension proposal and have been offered a lease that is line with the other groups but they have not responded - however there is a land proposal on the agenda for Corporate in January.
5. Make use of dance studio space	TC/DTC	Apr-22		Officers are continuing to liaise with the owner's son about complying with the lease terms. SMT are investigating options to use the space including moving regular community activities in there during term time and soft play sessions.

## Delivery Plan 2021-22 - Strategy Deliverables

Main Tasks agreed in bold      Checklist items relating to main headings in italics

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
<b>Revisit maximising town centre for community benefit</b>	Community	CSM/ ESM	2024-25		<i>Barclays building and frontage now purchased. Residents satisfaction survey will seek public views on how best to improve the frontage space. SMT discussed ideas for events including weekend markets and seating. Further improvements to be revisited once station interchange complete. Works will be ongoing to throughout the duration of the strategy.</i>
<b>Develop plan for the Country Park</b>	Community	ESM	2024-25		<i>Will be approaching appropriate contractors with a view to producing a Town Council design. When design produced we will present to Committee and then go out to tender on delivery of design.</i>
<i>1. Tender planning service for Country Park</i>	Community	ESM	2022		<i>See above.</i>
<b>Develop a plan around health, wellbeing and safety needs and actions</b> - explore current challenges and gaps around health (e.g. healthy eating NOT service provision), wellbeing and safety for residents, look at existing solution and promote/work with providers and understand any remaining gaps for FTC to plug and develop a plan to do so. Include consideration of risks to most vulnerable groups and depth of impact not purely scale. To consider: community safety, social isolation & loneliness, healthier lifestyles & food poverty, home safety (incl. water & fire safety). Look to utilise the Council's assets and resources to benefit the most vulnerable.	Community	CSM	2025		<i>Investigation into Period Poverty has taken place and has been fed back to Committee. Support around increased energy costs will be made available to residents. Ongoing research will be completed as and when needed.</i>
<b>Look at opportunities to work with CBC to extend CCTV services</b> - and where financially viable, introduce a monitoring service that will deter crime.	Community	ESM / TC	2022		<i>Progressing discussions with CBC in line with vision to extend CCTV in the town.</i>

<b>Develop a prioritised plan for improving arts and cultural provision</b>	Community	CSM	2022		Members RESOLVED at the February Community Services Meeting to spend the committed £16k section 106 money on a consultant after Cllr Badham and the CSM sets a brief.
1. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents in the town.	Community	CSM	2023		
2. Look at working with artist/collective to do community engagement around arts in Flitwick - create draft brief for further discussion at Committee, look at S106 funding to cover costs of engagement and potential outputs, use outputs to inform longer term approach to arts, heritage and culture and build out longer term plan deliverables, reframe public arts Working Group as 'Arts, Heritage & Culture WG'.	Community	CSM	2023		s
<b>Agree approach to sport and leisure responsibilities for FTC and develop appropriate plan</b>	Community	CSM / ESM	2025		Gym equipment installed in Millennium Park and Hinksley Road. Currently provide Football Pitch hire at the Rufus Centre and Hinksley Road. Skate Park community is evolving due to the recent Olympics, investigation into improving the facility. We will look to review expansion of all facilities we provide.
1. Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.	Community	CSM / ESM	2025		
2. Consider possibilities for sport and leisure opportunity and deliver a plan in response to this.	Community	CSM / ESM	2025		
<b>Ensure access to Flitwick's heritage and current contributions via walking trails and online alternatives</b>	Community	CMM / ESM	2022-25		Flit Valley walk leaflet on the website and printed.
1. Ensure Flitwick's heritage is accurately recorded and made more accessible to all. Look at online content on the website that captures the Town's look, memories and history.	Community	CMM	2022-25		History page on the website and continues to be developed.
2. Look at possibility of tree trail and / or environmental trail.	Community	ESM	2023		No resolution for this.

3. Use the Map template on the FTC website to create an online trail around town that would feature many elements of local history.	Community	CMM	2022		Proposal approved at Corporate Dec 2021 - the scope being investigated and Cllr Blazeby bringing a proposal to Corporate in Spring 2022. Link to Phil Thompson's book on website.
4. Use the Map template on the FTC website to create an online tree trail that would feature many and different types of trees across the town. Consideration to be given to audio clips of a 'tree authority' providing a description.	Community	CMM			No resolution for this.
<b>Develop and publish Public Realm standards</b> - a comprehensive standard covering grounds maintenance, cleaning, litter, graffiti & fouling, including "wilding" some areas.	Community	ESM	2023		
<b>Progress improvements under the Manor Park Historic Parkland Project</b>	Community	ESM	2022-25		Planning permission obtained. Been through tender process for the Parkland Management Plan but as only had one, down to RPA if need to go back out to tender or can progress with one quote. Once decided, take about 1 year for Plan to be created.
<b>Produce a Biodiversity Statement</b> - to define how the Council will meet its statutory obligation	Community				To be actioned after Environmental Audit.
1. Gather data	Community				
2. Discuss approach	Community				
3. Draft statement	Community				
4. Statement approved by Council	Community				
<b>Environmental Audit</b>	Community	ESM	2022		Audit Policy approved at Council 18.1.22. Quotes being sought from independent contractor. Action plan will follow audit process.
Lobby to ensure homelessness in the town is addressed	Community	CSM	2025		Set up Street Links and will remain ongoing as and when it becomes an issue.



## Flitwick Town Council

### Officers Update – Community Services 1<sup>st</sup> March 2022

#### 1. Youth Panel Update

Unfortunately, the original volunteers on the Youth Panel have disbanded due to personal and educational commitments.

The Community Services Manager will work with 4YP to establish a new Youth Panel. We hope to have a new panel in place for the summer term.

There is a small group of young people attending youth club on a Monday evening. Although the young people do not wish to join a Youth Panel, they are keen to raise money for charity by organising cake sales and other fund-raising events. The Community Services Manager and 4YP plan to support these events and hope for the young people involved will consider joining a Youth Panel at a later date.

#### 2. Country Park

A meeting has been arranged with the Greensand Trust to obtain a quotation to draw up a design and specification for the Maulden Road site. Officers will feed into what this design will look like, and a final draft will be presented to members to further contribute if necessary.

It is the view of Officers that we should redesignate this site as a 'Nature and Conservation' site.

#### 3. Reduced Mowing/Wildflower Planting/Additional Tree Planting

The Environmental Services Manager followed up CBC after a request from Members at the last meeting. Stephen Mooring has been in contact and is chasing this up with the relevant Officers/departments responsible for the areas identified. Cllr Neil Bunyan has also asked Cllr Steve Dixon to investigate this matter. No further response has been received at the time of writing this update.

#### 4. Engagement Morning – Tesco

The Community Services Manager joined a multi-agency community afternoon at Tesco, organised by PC Lyndsey Dagley.

CBC's Safer Communities Team, PSCO Carne, PSCO Brewer, CBC's ASB Officers, Speed Watch and FTC spent 2 hours engaging with the public, taking information about concerns and supporting residents with scam and crime information.

## **5. Community Engagement Morning – Village Hall**

The Community Services Manager organised a Community Engagement Morning at Flitwick Village Hall on Friday 4<sup>th</sup> February.

The Community Services team were joined by FTC Councillors for a Councillor Surgery, Speed Watch, CBC's Safer Communities Team, Beds Police, Bedfordshire Victim Support Services and Lateral Flow Test were available on the day for people to take away.

Residents have given positive feedback about the event and are keen for the Community Engagement Morning to return later in the year.

## **6. Litter Pick – Great British Spring Clean**

The Community Services Officer has registered Flitwick Town Council to take part in the Great British Spring Clean for the second year running.

We will be working alongside The Big Beds Clean Up organisation to arrange several litter picks between 25<sup>th</sup> March and 10<sup>th</sup> April.