



## FLITWICK TOWN COUNCIL

Ref: Agenda/Community-12/04/2022- 80

5<sup>th</sup> April 2022

Dear Sir/Madam

Members are hereby summoned to the **Community Services Committee meeting** that will take place on **Tuesday 12<sup>st</sup> April 2022 at The Rufus**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

*Rob McGregor*

Rob McGregor  
Town Clerk

Committee Members: Cllr Thompson, Toinko, Dann, Lutley, Badham, Chacko, Platt, Earles

Distribution: All Town Councillors  
Notice Boards  
Website

Chairman to read out the following statement:

*I would Like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.*

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

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

3. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

#### 4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Click the link below to join this Teams meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YmFhNDdIN2YtNGYxMy00YjgzLWExMTQtOTFhZDYxZGVkYmE3%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmFhNDdIN2YtNGYxMy00YjgzLWExMTQtOTFhZDYxZGVkYmE3%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

#### 5. **INVITED SPEAKER**

#### 6. **MEMBERS QUESTIONS**

To receive questions from members.

#### 7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 1<sup>st</sup> March 2022.

#### 8. **MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 1<sup>st</sup> March 2022.

#### 9. **ITEMS FOR CONSIDERATION**

##### a. **Village Hall / Hub Car Park Lights**

Members to consider a report from the Environmental Services Officer and consider recommendation within report.

##### b. **Commonwealth War Graves Commission Signage at the Burial Ground**

Members to consider a request from the Commonwealth War Graves Commission to place signs at the entrance of the burial ground. The proposed signs indicate that there are Commonwealth War Graves contained within the burial ground (supporting papers included).

##### c. **Country Park**

Members to consider a report and recommendations for the develop of a design for the Country Park.

##### d. **Grant Applications**

Members to consider Grant Applications.

#### 10. **ITEMS FOR INFORMATION**

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

Members are asked to note the status of actions for the Marketing & Communications Plan.

b. **Marketing & Communications Forward Plan**

Members are asked to note the Marketing & Communications Forward Plan circulated.

c. **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.

d. **Officer Update**

Members to note the Officers update.

e. **Section 106 Funding**

Members to note funding available within the Section 106 funds.

11. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

**12a – Youth Provision**

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.



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 1<sup>st</sup> MARCH 2022  
AT 7:45 PM AT THE RUFUS CENTRE**

**Present:**

Cllr Thompson (Chairman)  
Cllr Chacko  
Cllr Toinko  
Cllr Dann  
Cllr Lutley  
Cllr Badham  
Cllr Earles  
Cllr Platt

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

*A member of the public joined the session remotely at 7.45pm*

**956. APOLOGIES FOR ABSENCE**

No apologies for absence were required as all members attended the meeting.

**957. DECLARATIONS OF INTEREST**

- (a) No disclosable pecuniary interests were declared by members
- (b) No Non-Pecuniary interests were declared

**958. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements made by the chair.

**959. PUBLIC OPEN SESSION**

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

**960. INVITED SPEAKER**

No invited speaker was requested to attend this meeting.

**961. MEMBERS QUESTIONS**

Members raised questions as to the possibility of installing benches in both Station Road and Hinksley parks. The Environmental Services Manager advised that there was no reason why not to and that they would look into the suggestion and possible funding options.

Members also raised an email that had been sent to all Members from a resident in relation to the country park and wildlife habitat. It was discussed that the Management

plan for the park would be in progress and as part of that project the way in which the wildlife habitats and other nature resources would be managed going forward would be incorporated into that project. The Environmental Services Manager informed members that the Town Clerk would be contacted in relation to this enquiry and feedback given back to members.

Councillors raised concerns as to the installation of temporary structures to advertise events and planning applications along and around the bridal path situated opposite Windmill Road. Health and Safety concerns were discussed including the possible implications to horse riders in the area. It was confirmed by the Environmental Services Manager that this land was not in the control of FTC. It was suggested that if items such as these be noticed by members in future that information be passed on to the relevant department at CBC who manage the land.

Members raised questions as to the date of the Communication service plan and the date of publication. It was decided that the Marketing and Communications Manager would be asked to supply this information.

**962. MINUTES**

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 1<sup>st</sup> February 2022 with the amendment to the timings of members and public attending and leaving the meeting.

**963. MATTERS ARISING**

- a. Members did not identify any matters to discuss in relation to the Minutes of the Community Services Committee Meeting 1<sup>st</sup> February 2022.

**964. ITEMS FOR CONSIDERATION**

**a. Rural Match Funding – Integrated Programme 2022-23**

Members received correspondence and information on the application process for the Highways Improvement Scheme 2022. Members were asked to consider any schemes they may wish to put forward. Any proposed schemes will have to be match funded with a 50% contribution from the Town Council.

This item was discussed at Council on 18<sup>th</sup> January, and it was agreed after discussion, that each Committee should discuss this opportunity in line with their priorities as the deadline was not until 8<sup>th</sup> April.

Suggestions brought by members to discuss and put forward included the following:

-

- Benches and planters to be located on our sites or CBC land such as the triangle between Townfield Road and Lyle Close.
- Bollards to prevent parking on verges the areas would need to be confirmed that requirement is needed through a walk around the town,
- Plants to avoid parking on verges due to them being more aesthetically pleasing and helpful to the environment.
- Traffic calming measures such as the smiley face signs
- Froghall road chicanes removal as previously discussed
- Reduce speed measures near the nursery on Maulden road

Members did suggest that as the project will be part funded that it would be preferred to have the suggestions move more towards the benches and planters, rather than projects that would be deemed in the remit of Highways.

*A member of the public joined the session at 8.11pm*

**b. Lockdown Car Show – Resident Request**

Members received a request from the organiser of the Flitwick Lockdown Car Show for the use of Millennium Park and the area out the front of Barclays Bank on Sunday 21st August 2022

Members discussed the possible implications of allowing the use of the land outside Barclays bank and raised concern as to the possibility of damage to the surface. It was questioned if the land was of a suitable construction for cars to be situated on it.

It was **RESOLVED** to permit use of the Station Square land outside Barclays pending the assessment that the land would be suitable to parking cars on, obtained from CBC.

At a Town Council meeting in February, it was resolved to allow Street Food Heroes to hold an event on Millennium Park one Sunday a month from May to September. Street Food Heroes will be attending on Sunday 21<sup>st</sup> August, as agreed with The Community Services Manager and Lockdown Car Show organiser. The Lockdown Car Show organiser requested permission to place Street Food Heroes on the hard standing area within Millennium park for the duration of the event.

Members discussed concerns over the suitability of the basketball surface for parking on and the loss of the facility for the duration of the event. The history of the court space being that of the old Skate Park was raised and the previous and intended use for FTC events where the space is used in a similar manner.

It was **RESOLVED** to permit use of the basketball court for the duration of the event on the 21<sup>st</sup> August to be used by the Street Food Hero's, pending the SAG approval for the Lockdown Car Show.

**965. ITEMS FOR INFORMATION**

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

Members raised questions the Marketing & Communications Plan including: -

- Clarification as to the Future Community Garden Projects, in the Grow your own section as although this would be a welcomed addition there was no information about a community garden project known by the members.
- Information around the Wheelbarrow Parade was requested with members and the Community Services Officer suggesting that this was planned to be part of the Carnival event that had since been replaced by the Family Fun Day and was not something that was being planned at this point in time this was supported by members.
- Promoting allotments – The Environmental Services Manager expressed that due to the waiting list for allotments promotions had been reduced due to lack of availability for this resource currently.
- Flitwick In Bloom – Members discussed that it had been previously decided that to participate in this event there would need to be more work completed and so it should be removed from the plan.
- Community Awards – It was succeeded that this event is reworded for the change in event.

It was suggested by members that the information supplied on the plan included only events that are still active to limit confusion as to events and other activities going forward. It was also raised that the colouring of the document caused confusion and the chair suggested that they would raise this at the corporate committee as this would affect all committees and so could not be decided by Community alone. It was also suggested by members that pertaining to the communications survey the question around the Barclays frontage, Station Square was highlighted in the hopes to increase the feedback from residents.

**b. Marketing & Communications Forward Plan**

Members noted the Marketing & Communications Forward Plan circulated.

**c. Greensand Heritage Tree Post**

Members were advised previously that a charity called 'The Tree Register' who along with the Greensand Country project are working to record and create a Heritage Tree Trail within the Greensand Country area. The trail will include a survey of notable trees and 10 waymark posts, one of which will be located within the Manor Park. The proof for the Heritage Post was attached. A date of installation is yet to be confirmed.

Members noted the information and requested clarification as to the FTC logo not being on the sign. The Environmental Services Manager confirmed that FTC had not been involved in funding this item.

**d. Budget**

Members noted the budget for Community Committee circulated.

**e. Delivery Plan & Committee Priorities**

- i) Members noted the Delivery Plan for Community Services.
- ii) Members noted the consolidated list of Committee priorities.

**966. PUBLIC OPEN SESSION**

No members of the public selected to talk during this session although correspondence was received through messages in teams of support for

*Members of the public left the session at 8.41pm*

**967. EXEMPT ITEMS**

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

**The Queens Platinum Jubilee** – Thursday 2<sup>nd</sup> June – for consideration

It was **RESOLVED** to move the agenda item **The Queens Platinum Jubilee** – Thursday 2<sup>nd</sup> June to the Exempt section of the meeting.

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

*The meeting ended at 9.19pm*



## Flitwick Town Council

### Report to Community Services 12<sup>th</sup> April 2022: Village Hall/Hub Car Park Lights

#### Implications of recommendations

**Corporate Strategy:** An Engaged Community / A Sustainable Environment

**Finance:** n/a

**Equality:** n/a

**Environment:** n/a

#### Background

The Town Council have recently signed a new seven-year licence for occupancy of the western side car park adjacent to the Village Hall (known as the Hub Car Park).

There are two lights columns situated on the boundary of the Hub Car Park. The power supply for the two light columns comes from the Village Hall and the Village Hall pay for the electricity.

In 2019, the Town Council paid £638.32 to have the two light columns repaired (unfortunately I have no further background information on these repairs as I was on maternity leave at the time and two other Officers involved no longer work at the Town Council). It has only recently been brought to Officers attention by the 4YP team that the light columns are no longer working, this is making the 4YP team feel unsafe when walking to their cars when it is dark.

The light columns are switched on and off via a switch within the Village Hall and the caretaker is responsible for this. The Council has not been advised that this arrangement would be stopped.

#### Introduction

The Environmental Services Manager arranged a meeting with the Treasurer of the Village Hall Management Committee to understand the arrangements and investigate ownership of the light columns.

The light columns are in the ownership of the Village Hall Management Committee however they no longer wish to use them. The Treasurer advised that the power supply to the light columns was disconnected when the beauty cabin was established as the lights have not been in use for a significant time. The power supply to the lights was disconnected and redirected to the beauty cabin.

Officers were only made aware of the lights not working recently so are unable to comment how long the lights have not been working.

The Treasurer had no objection to the Town Council taking ownership of the lights and felt that it would be the Town Councils responsibility to source power from an alternative location if they were required under the newly signed licence.

Upon looking at the license, its state that.

2.2.2 the licensor retains control, possession and management of the space and the licensee has no rights to exclude the licensor from the space.



3.4 not to make any alteration or addition whatsoever to the space.

### **Additional Matters**

Having considered the current and previous situation in relation to lighting the car park, it would not be helpful if the power to the lights was reinstated via the village hall as this relies on having access to the village hall to turn the lights on and off when they are required for the hub.

An alternative would be to power the lights from the hub which would include an external switch which could be activated to turn the lights on, this could include the external lights attached to the hub, the lights would then be on a timer and would switch off after a set period of time.

### **Recommendations**

Members to consider instructing officers to investigate an alternative power source for the hub car park and external lights.

Stacie Lockey  
Environmental Services Manager



Ms Stacie Lockey  
Amenities Officer  
Flitwick Town Council  
The Rufus Centre  
Steppingley Road, Flitwick  
Bedfordshire  
MK45 1AH

Thursday, 24 February 2022

File Ref: E/FTC/1

Dear Ms Lockey

**Commonwealth War Graves Commission – Signage indicating war graves in burial grounds.**

The Commonwealth War Graves Commission was established by Royal Charter in 1917 as the sole organisation charged with the care and commemoration of those Commonwealth Armed Forces who died during the two World Wars. We currently care for the graves and commemorations of 1.7 million men and women worldwide and have war graves at over 13,500 separate locations in the UK alone.

I am writing to you regarding a project that we are currently undertaking as a part of our community outreach programme to erect Commonwealth War Grave Commission (CWGC) signs at as many locations as possible that contain war graves. The aim of the project is to increase awareness of war graves in the United Kingdom and to remind the public that they do not need to travel abroad to find these. Hopefully this will result in encouraging a greater interest in local cemeteries and burial grounds in the UK and to increase visitor numbers to them.

As I'm sure you are aware, the burial grounds on the attached list, which are looked after by Flitwick Town Council, contain war graves. I am writing to you to request permission to fit a sign near the entrance of each of these burial grounds.

If Flitwick Town Council would be interested in having a sign installed at the entrance of any of these burial grounds, please complete and return the attached 'CWGC Sign Application Form', together with a photograph showing the desired location of the sign at that burial ground. Please complete one application form & provide one photo for each burial ground.

2 Marlow Road, Maidenhead, Berkshire, SL6 7DX, United Kingdom  
Mob: +44 7734 445012  
E-mail: [alan.dracup@cwgc.org](mailto:alan.dracup@cwgc.org) Web: [www.cwgc.org](http://www.cwgc.org)

If two signs are required at one burial ground (different entrances), please note this on the application form, together with details of which entrance, the appropriate size & fixing method for each sign and a separate photo showing the desired location of each sign.

Once we have received your application/permission we aim to install the sign(s) at the agreed location(s) as soon as possible, within a maximum of 12 months. If however, you would prefer to install the sign yourself, this is feasible, although we would still require the details requested on the application form & a photo of the proposed location. This is in case the sign needs to be replaced at some point in the future (as a result of damage, theft, etc.).

All signs will be installed (unless by prior agreement), paid for and maintained by the Commission on a permanent basis.

If you would like a sign/signs, please send your completed applications and photographs to [ukna.signs@cwgc.org](mailto:ukna.signs@cwgc.org). If you prefer to send the applications by regular post, please do so at the address below:

UKNA (LA Signage),  
Commonwealth War Graves Commission,  
2 Marlow Road,  
Maidenhead,  
Berkshire,  
SL6 7DX

Please ensure your application forms have the correct CWGC cemetery reference number noted. These can be found on the attached cemetery list.

I have also attached a FAQ sheet for your information, however if you have any further questions about the sign, the application process, or if you would like any other information about the Commission, please do not hesitate to contact us. If you would like to find out more about the casualties buried in your burial grounds, please visit our website at [www.cwgc.org](http://www.cwgc.org), where you can search our database.

We look forward to hearing from you.

Yours sincerely,



**Alan Dracup**  
Supervisor (Special Projects), UKNA



**CWGC**  
Commonwealth War Graves Commission

## Signage Indicating War Graves Frequently Asked Questions

### 1. What do we need to do to get a CWGC War Grave sign(s)?

- Choose your preferred a sign size.
- Identify a suitable location for the sign to be fitted (*please see notes below*)
- Take a photo of the chosen location, with the paper template to indicate the exact location of the sign. (*please see notes below*)
- Complete the CWGC application form. Please include our reference number from your original letter.
- Email your completed application form to [ukna.signs@cwgc.org](mailto:ukna.signs@cwgc.org) including a photograph clearly showing the exact sign location.

### 2. What do the signs look like and how big are they?



Standard Sign: 430mm x 230mm



Small Sign: 210mm x 150mm

There is a slight variation on the wording, depending on the number of war graves in the churchyard. For example, "At this location there **is a** Commonwealth War Grave" or "At this location **there are** Commonwealth War Graves."

The signs are made from high-quality aluminium.

### 3. Where should the sign be fitted?

The sign should be fitted as close to the public entrance of the burial ground as possible, but the exact location is up to you. We will fit it where you feel it is most appropriate providing that we can adequately maintain the sign in the future.

The signs can be attached to railings, masonry, gates or notice boards. Alternatively, we can supply a stand-alone post. Care will be taken when fitting the signs not to damage the important fabric of buildings. Please contact us if you have any queries over the suggested location.

#### 4. Why do you need me to take a photo?

It is really important that we fit the sign in the agreed upon location, a clear photograph indicating where it should be fitted will help us to place it correctly.

Ideally we suggest that you print the paper template below and temporarily affix it where you would like the sign. You may send multiple photographs if you think it would be helpful.

Examples of photographs indicating sign location:



✓ Proposed sign location clearly marked, key surrounding features are visible

✗ Proposed sign location not marked.



✓ Proposed sign location clearly marked, key surrounding features are visible.

✗ Photograph is too close, key surrounding features are NOT visible.

**Please remember that the template is not to scale**

The Standard Sign is 430mm x 230mm

The Small Sign is 210mm x 150mm

#### 5. When will the sign be fitted?

We aim to install each sign as soon as possible within an estimated 12 months.

#### 6. Planning permission

Due to the size of the sign, it does not require planning or advertisement consent. However, if your burial



ground is within an area of special control, for example a conservation area, you should check with your local authority that there are no local planning requirements.

### **7. How much will it cost me to get a sign?**

Nothing. All signs will be installed, paid for and maintained by the Commission free of charge and on a permanent basis.

### **8. Where can I find out more information the Commission?**

Please feel free to get in touch with us, via the following links:

#### **For general enquiries:**

CWGC Enquiries Team

Telephone: 01628 507200

Email: [Enquiries@cwgc.org](mailto:Enquiries@cwgc.org)

Website: [www.cwgc.org](http://www.cwgc.org)



**Please Print for location indication.**

**NOT TO SCALE.**

At this location there are

**Commonwealth  
War Graves**

[www.cwgc.org](http://www.cwgc.org)

**The Standard Sign is 430mm x 230mm**

**The Small Sign is 210mm x 150mm**



## Examples of CWGC Signs and fixing methods

### Attached to masonry:

When fixing Signs to walls and masonry we will normally use nonferrous screws and rawlplugs. We will always fit signs into the joints in the masonry so to avoid drilling into the important fabric of walls and stone work. If our contractors cannot drill into mortar joints, they will not install the sign, and the PCC will be contacted to discuss a new sign location.



### Attached to metal railings or gates:

The Sign is fixed in place with a bracket and adjustable metal ties.



### Attached to noticeboard:

Appropriate fixing plates would be attached to the noticeboard, fixing the Sign in place by use of a brackets or screws. Signs can also be attached to the legs of the noticeboard.



### Attached to existing post:

The Sign is fixed with brackets or screws to an existing metal or wooden post.





**Please Print for location indication.**

**NOT TO SCALE.**

At this location there are

**Commonwealth  
War Graves**

[www.cwgc.org](http://www.cwgc.org)



# Flitwick Town Council

## Report to Community Services Committee 12<sup>th</sup> April 2022: Maulden Road Countryside Parkland

### Implications of recommendations

**Corporate Strategy:** A Sustainable Environment.

**Finance:** 106 Contributions.

**Equality:** Reflects best practice.

**Environment:** Do all we can to preserve the natural environment, parkland and biodiversity.

### Background

The creation of a new country park for Flitwick has been a major aspiration of the Town Council for many years. It will create new opportunities for informal recreation for residents of Flitwick and the surrounding areas, as well as contributing to wildlife conservation and encouraging biodiversity.

### Introduction

This report sets out proposed steps to develop a design for the 27.7-hectare site acquired by the Town Council at Maulden Road, to create an informal wildlife area for local people and the wider area to access.

Currently unused agricultural land, the Maulden Road site has been identified as suitable to be transformed into countryside parkland. Previous plans to include a burial ground within the site were ruled out due to a number of factors.

### Method

Two agencies have been approached with a view to finding out if they will quote for drawing up an initial design for this area. In keeping with policy, we have approached local agencies. Both agencies have extensive knowledge and experience of delivering projects in line with what the Committee might wish to deliver. (References on previous works can be obtained). One agency is unable to participate in providing a quote currently.

The Community Services Committee are asked to consider the initial proposals for a design before obtaining quotes to have the design drawn up. A quote will be produced based on the proposals, depending on the cost of producing this design it may be that further quotations will have to be found, if the quote is in excess of the £5,000 as laid out in the Financial Regulations.

Quotes for the final design will go before the next available meeting of the Committee, the timetable for this will depend on the process but it is hoped we can move as quickly as is possible within any constraints.

When the design has been drawn up, the Committee will be asked to discuss delivery of the design and go out to tender on the elements of the design that cannot be delivered in house.

CBC will play a part in this process, and it is hoped to discuss the proposals as part of the agenda at the first informal joint meeting with CBC on the 1st June 2022.

Officers will endeavour with the willingness of the Committee to be in a position to start delivering on this project on site by the autumn planting season of 2022.

## **Design Proposals**

The following design proposals are proposed for inclusion in the design brief:

- FTC wish to manage the site for informal access (local people) and wildlife.
- Access will be foot and cycle for the vast majority. Possibly incorporate a small area for disabled parking.
- A key location on a (Masterplan currently being created) – central location. Need to enable through routes for walking and cycling ensuring they do not detract from wildlife or people's enjoyment of the site.
- Have some areas where people can 'roam free', but other areas protected to support ground nesting birds.
- To seek assistance of CBC for a dogs on leads order to cover the site and protect current and future wildlife.
- Restore and reconnect hedgerows.
- Woodland/tree planting where appropriate – may help further screen water treatment works and A507 in particular. Wet woodland is a priority habitat in the Valley.
- To develop an initial masterplan which will identify how the site can be laid out in terms of access, recreational areas and habitats, in order for FTC to put its development out to tender.
- The 'zoning' on the Masterplan could be used to inform a Management Plan for the site, helping ensure its future management can be clearly directed and sustained in line with objectives.
- The Masterplan does not need to incorporate any revenue generating facilities, such as more extensive car parking, built facilities, toilets etc.
- Educational use? discrete areas identified that could be used exclusively for school/educational use?
- Creating ponds & dipping platforms?
- Management of grassland habitats through grazing or mechanical means?
- Include basic infrastructure in any masterplan – fencing, gates, path surfacing, seating locations. To not include interpretation/engagement infrastructure unless specifically asked. Infrastructure should be constructed from sustainable, natural materials wherever possible.

## **Recommendations**

- 1) To approve the method of producing a design brief and delivering the design as described within this report.
- 2) To consider the design proposals to be included within the design brief, as listed within this report.
- 3) To proceed with discussions with a local agency to produce a quote based on the approved design brief. If necessary, to seek additional quotes in the event that the local agency's quote is greater than £5,000.
- 4) To consider an alternative name for the site other than Country Park.

October Grant Applications 2022					
Organisation	Total Project Cost	Grant Required	What is the Grant required for	Grant Awarded	Comments
Beds & Herts Community Rail Partnership	Estimated to be in excess of £6500 (tbc) if all elements deployed (some already funded)	£3,150	<p>The Beds &amp; Herts CRP had originally intended to celebrate the 150<sup>th</sup> anniversary of the opening of Flitwick Station as a community project in 2020, and some work has already been undertaken (Thameslink has provided funding for a bee friendly garden planter as an <i>homage</i> to the former station garden on platform 4 and a celebratory plaque, yet to be unveiled)</p> <p>Sadly, the two lockdowns have prevented any further celebration but with an easing of restrictions the project has been revived and we are seeking funds toward the celebration.</p>		
Food Extra, Operating out of St Peter & St Paul's Church, Flitwick	£2,000	£1,500	<p>Supporting local families in food poverty, we provide ingredients and recipes to families during school holidays, enabling them to cook healthy main meals and snacks.</p> <p>The incidence of food poverty is growing in Flitwick, evidenced by the increasing number of referrals to the food bank, and is likely to increase further as prices and energy costs continue to soar.</p>		

<p><b>Flitwick Cricket Club</b></p>	<p>£1,980</p>	<p>£500+</p>	<p>Flitwick Cricket Club is committed to the health and well-being of children in the town, by offering them the opportunity to develop their physical core skills as well as the personal skills, qualities and values they require to lead happy and successful lives, through the context of cricket.</p> <p>We have had considerable success in the last 10 years in forging effective partnerships with the local schools in Flitwick in introducing cricket through the delivery of fun activities. Many children have been inspired to choose cricket as a game for them and have joined one of the cricket programmes we run at the club. In 2021 we had 113 All Stars (school years 1-3 and 106 Dynamos (school years 3-6). The club has been so successful in growing the game locally with young players that it has been 'deemed to be of strategic significance to the sport on a national scale and eligible to apply for capital funding to develop facilities' by the sport's governing body the ECB. This will result in a new pavilion and a machinery and changing facility built between the two grounds.</p> <p>We now wish to continue to build on this success and are requesting financial support in order to do this and support the project below:</p> <p>Offer to 3 Flitwick Lower Schools:</p> <ul style="list-style-type: none"> <li>• Whole staff CPD: Running Simple Kwik Cricket Games</li> <li>• An interactive assembly: Cricket is for Me, Cricket is for Everyone</li> <li>• Support for organising events to celebrate National Cricket Week in June 2022</li> <li>• Up to 18 hours of games based curriculum coaching with teachers shadowing – every child in the school will receive at least 60 minutes of cricket and older children 6 hours</li> </ul> <p>Offer to the Middle School:</p> <ul style="list-style-type: none"> <li>• 10 hours of practical cricket delivery to support a girls' cricket club</li> </ul>		<p>Last Grant Application - April 2021. received</p> <p>£250</p>
<p><b>Flitwick Scout Group</b></p>	<p>£10,000 (Plan &amp; Design) £300,000 (Implementation)</p>	<p>£10,000</p>	<p>The Council have now approved in principal the refurbishment and extending of the existing building on Station Road. The Scout Group believe that the total project cost may be in the region of £250,000 to £300,000 with a budgetary price having being obtained for the extension of £160,000 and estimated refurbishment costs of at least £100,000. The first steps are to obtain a survey of the current building, secure a 25 year lease with the Council for the land which HQ will occupy and engage an architect, surveyor, structural engineer, solicitor and project manager to secure the lease, design the extension, fully specify and cost the refurbishment. If planning permission is required for any elements then this submission will then need to be made. The expected cost of these initial stages is expected is to be at least £10,000.</p>		

<b>Golden Age</b>	£2,200	£300	We provide an opportunity for older people to meet regularly on a Thursday afternoon. They can socialise and play dominoes, cards, bingo and other table top games. We also have trips to such places as The Birds of Prey Centre, Wilstead and lunches or teas at local venues. This includes Christmas lunch and summer afternoon teas.		Last Grant Application - April 2021. received £250
<b>Share: Flitwick &amp; Ampthill</b>	£2,500	£850	We're looking for start-up funding to enable the set-up of a Library of Things. Funding is required to cover the necessary infrastructure, eg A web based booking and payment system, insurance to cover the library and use of items by residents, the P.A.T testing of relevant items and initial rental of a weekly venue to issue and return items to. The library would be open to all residents in the Flitwick and Ampthill areas. These types of libraries are becoming established across the country. See Sharefrome.org		
<b>Stepping Stones</b>	£500	£500	The project is to develop the sensory toys and resources within Stepping Stones Stay and Play. We already have lots of pre-school toys however in order to meet the needs of a sensory session we need to ensure the toys and resources meet the physical needs of the children as well as being tailored to their developmental needs.		Stepping Stone's Stay & Play group are accessing The Hub, free of charge one morning per week, term time only. The group are are paying £15pw to cover cleaning costs.
<b>Templefield Association</b>	£19,133	£1,000	We would like to help Templefield Lower School regenerate its grounds and follow the opal programme to enable all children to have an amazing lunch hour of high quality play each day. We would like to help the school to replace a brick built, raised flower bed with a large sandpit, create outdoor storage for opal equipment, create a scooter store for 'Wheelie Wednesdays' and a mud pit on the school playing field.		
<b>TOTAL</b>		<b>£ 17,300.00</b>		<b>£ -</b>	
Grants to be awarded under the General Power of Competence					



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

### Status – April 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. 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 Good Neighbours, 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. tree planting, spring display, summer bedding, wildflowers, 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		

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, content, & timing
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. Flitwick Papers intro page.	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		New layout included in Flitwick Papers Spring 22 edition to list specific responsibilities FTC v CBC
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 i.e. Earth Day – bottle cap rainbow 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. Easter Egg Trail, .Platinum Jubilee Celebrations, 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, Quiz Nights, 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. art & craft 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, Painting Circle, Dance Fitness and Forget Me Not. Promote highlights i.e. Stitchers knitted projects for Remembrance, Christmas and Platinum Jubilee celebrations.	Residents	CMM/CSM	Ongoing		
Community	Flitwick Market	Promote Flitwick Market 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 (when allotment space becomes available) and any other future initiatives approved by committee	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		
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 featured in Spring 22 edition of Flitwick Papers
Community	Increase awareness and promote local clubs, groups and organisations in Flitwick	Use FTC channels to promote awareness of local clubs, group, organisations and charities – events, 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, Lockdown Car Show,	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 nominations for guests for annual Civic Reception to thank local organisations and individuals for their contribution to the Flitwick community, and celebrate their achievements.	Residents/Local Organisations/ Businesses	CSM/CMM	Annual		Civic event celebrating contribution of local organisations and individuals in the community – as held in October 2021. 2022 Timing to be confirmed
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 website What's On calendar and on Community News & Events page in Flitwick Papers	Residents/Local Organisations	CMM	Monthly		
Community	Community Driven Event Trails	Support promotion of third party locally organised events e.g. Halloween Trail, - interactive event maps on website	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). (i.e. Corporate Strategy consultation, Green Spaces Survey). 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		Annual Residents' Survey launched 7 <sup>th</sup> March to 4 <sup>th</sup> April 2022
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 when opportunities arise	Residents/ Businesses	CSM/CMM	As required		
Community	Increase awareness and promote volunteering opportunities with groups and local organisations in Flitwick	Support recruitment to Local Voluntary Groups e.g.. Patient Panel, Neighbourhood Watch, Flitwick Combined Charities Trustees, etc., when opportunities arise.	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, share Youth Hub news and events to encourage young people to attend Hub sessions	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: **April 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
<b>28<sup>th</sup> March</b>	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
	Community	Flitwick Family Fun Day – Save the date	Social media, website, noticeboards, flyers, What's On Listings
	Community	Murder Mystery Dinner 28 <sup>th</sup> May – ticket push	Social media, website, noticeboards
	Community	The Hub -new signage	Social media, website
	Community	Flitwick Market this Friday – push paper copies of Resident Survey & bottle top collection for Earth Day 22 <sup>nd</sup> April	Social media, website, noticeboards
	Community	Community Grant Applications reminder – closing date 1 <sup>st</sup> April	Social media, website, noticeboards
	Community	Annual Assembly – 26 <sup>th</sup> April – everyone welcome	Social media, website, noticeboards
	Community	Great British Spring Clean Litter Pick 3 <sup>rd</sup> April – Big Beds Clean Up	Social media, website
	Community	Flitwick Family Fun Day – Evening Film Poll	Social media, website, noticeboards, voting boxes at The Rufus Centre
	Community	Next Big Knit – 1 <sup>st</sup> April	Social media, website, noticeboards, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media
	Business	Assistant Chef recruitment – closing date 1 <sup>st</sup> April	Social media, website, noticeboards
	Business	Action Coach Workshop on 29 <sup>th</sup> April – free event for local businesses	Social media, website
	Planning	Committee Meeting 29th March – any agenda highlights of public interest	Social Media

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **April 2022**

	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
<b>4<sup>th</sup> April</b>	Community	Big Beds Clean Up Litter Pick – thank you	Social media, website
	Community	Saturday Surgery/Chat to a Councillor 29 <sup>th</sup> April – Outside Barclays	Social media, website, noticeboards
	Community	Call out for Flitwick Family Fun Day stallholders	Social media, website
	Community	Easter Egg Trail 14 <sup>th</sup> April push	Social media, website, notice boards, flyers
	Community	Wool donations request (red, white, blue) for Jubilee celebrations	Social media, website
	Community	Jubilee Laser Light Show announcement	Social media, website, noticeboards
	Community	Annual Town Assembly 26 <sup>th</sup> April – all residents welcome	Social media, website, noticeboards
	Community	Forget Me Not – next session 11 <sup>th</sup> April with Mind BLMK speaker	Social media, website, noticeboards, flyers
	Community	Over 60s Lunch Club 12 <sup>th</sup> April – book you place	Social media, website, noticeboards, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media,
	Community	Annual Assembly – call for pre-registering topics/questions	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media
	Business	Rendezvous Café vacancy – Assistant Chef ( application deadline extended to 15 <sup>th</sup> April)	Social media, website, noticeboards
<b>11<sup>th</sup> April</b>	Community	FTC Offices closed for Easter	Social media, website
	Community	Flitwick Market this Friday (FTC stall not in attendance)	Social media, website
	Community	Community Services meeting 12 <sup>th</sup> April – any agenda highlights of public interest	Social media, website
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **April 2022**

	Community	Explore Flit Valley Walk in the Easter Holidays	Social media, website
	Community	Easter Egg Trail 14 <sup>th</sup> April – thanks to all who came along	Social media
	Community	Resident Driven Project – deadline end of the month	Social media, website, noticeboards, flyers
	Community	Flitwick Street Food Hero events – first one 8 <sup>th</sup> May	Social media, website, noticeboards
	Community	Earth Day Celebrations – bottle top collection push for rainbow at The Hub	Social media, website
	Community	Flitwick Family Fun Day – Film Vote Push	Social media, website, noticeboards, voting boxes at The Rufus Centre
	Community	Lionel Richie Tribute Night – next Saturday don't forget to book	Social media, website, flyers, noticeboards, Eventbrite
	Business	Bring the family along to Rendezvous Café in this Easter school holidays	Social media
	Business	Action Coach Workshop on 29 <sup>th</sup> April – free event for local businesses	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café - Easter Specials?	Social media
	Business	Rendezvous Café closure for Easter	Social media, website
	Business	Summer Party Season at The Rufus Centre – 10% discount for Flitwick residents on evening room hire	Social media, website, noticeboards
<b>18<sup>th</sup> April</b>	Community	Community Services Meeting – 12 <sup>th</sup> April – any outcome highlights of public interest	Social media
	Community	Painting Circle – next session 21 <sup>st</sup> April	Social media, website, flyers, noticeboards
	Community	Earth Day – 22 <sup>nd</sup> April – tips	Social media, website, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media
	Community	Flitwick Family Fun Day – Film Voting Push deadline this week	Social media, website
	Community	Annual Assembly – next week	Social media, website, flyers, noticeboards
	Community	Jubilee Celebrations – all events and activities poster	Social media, website, flyers, noticeboards

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **April 2022**

	Planning	Planning Committee Meeting – 21 <sup>st</sup> April – any agenda highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media
	Business	Casual vacancies for events and functions	Social media, website
	Town	Town Council Meeting 19 <sup>th</sup> April – any agenda highlights of public interest	Social media
<b>25<sup>th</sup> April</b>	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media
	Community	Annual Assembly – feedback from residents' annual survey & Annual Report (paper copies of report available)	Social media, website
	Community	Jubilee Afternoon Tea – ticket push	Social media, website, flyers
	Community	Resident Driven Projects – deadline this week	Social media
	Community	Murder in the Chamber Dinner event – ticket reminder	Social media
	Community	May Day display at Steppingley Road roundabout (Knitters, Stitchers & Friends)	Social media, website
	Business	Action Coach Workshop at Rufus Centre – photos	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Special inclusive wedding package	Social media, website
	Planning	Planning Committee Meeting 21 <sup>st</sup> April – any outcome highlights of public interest	Social media
	Corporate	Corporate Services Meeting 28 <sup>th</sup> April – any agenda highlights of interest	Social media
	Town	Town Council Meeting 19 <sup>th</sup> April – any outcome highlights of public interest	Social media

## **MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN**

Month: **April 2022**

### **Note:**

Timings to be confirmed once additional information/dates confirmed for the following:

### **Community:**

Community Safety Plan Launch

P3 Manor Park Footpath works progress/completion

Community Grant Applications – grants awarded

Green Wheel

Queen's Green Canopy – resident trees initiative

### **Planning:**

Neighbourhood Plan – next steps?

### **Business:**

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

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**



# 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. Contractors have started work on the new Management Plan, this will be complete by November 2022.
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. Report to April Community Services Meeting.
3. Barclays Frontage	ESM/CSM	2022		Community engagement included within the resident survey.
4. Green Agenda	ESM	2023		Green canopy - delivered with local organisations volunteering. Remaining trees to be planted by the PR Team. 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		On hold as no 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. Update as of 24.2.22: builders working on issues with the sensor for the flush and a pipe reducer for the system is needed. Snagging to do.
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>Green spaces engagement conducted September 2021. 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		<i>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.</i>
<i>1. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents in the town.</i>	Community	CSM	2023		
<i>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 &amp; Culture WG'.</i>	Community	CSM	2023		
<b>Agree approach to sport and leisure responsibilities for FTC and develop appropriate plan</b>	Community	CSM / ESM	2025		<i>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.</i>
<i>1. Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.</i>	Community	CSM / ESM	2025		
<i>2. Consider possibilities for sport and leisure opportunity and deliver a plan in response to this.</i>	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		<i>Flit Valley walk leaflet on the website and printed.</i>

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. Contractor appointed for new Parkland Management Plan, to be complete by November 2022.
<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		<i>Set up Street Links and will remain ongoing as and when it becomes an issue.</i>
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## Flitwick Town Council

### Officers Update – Community Services 12<sup>th</sup> April

#### 1. County Lines Training

The Community Service Team attended a County Lines webinar on Wednesday 16<sup>th</sup> March on Zoom.

The webinar covered a range of topics including:

- Developing your understanding about what child exploitation is - specifically County line.
- Understanding the signs of child exploitation.
- Develop your understanding of behaviours of exploited children.

The webinar discussed issues within Central Bedfordshire, how these are affecting young people and how professionals and other agencies can support with these issues.

#### 2. The Hub Signs

New signs have been installed at The Hub.



### **3. Earth Day Projects**

Flitwick Town Council will be supporting 'Earth Day 2022' on 22<sup>nd</sup> April.

The Community Services Team will be collecting bottle caps for the young people at The Hub to make a rainbow. The rainbow will be displayed on the outside wall of The Hub, highlighting recycling and the need to look after our planet.

The Communications & Marketing Assistant has been working hard to design a 'sustainable tips and tricks' poster. The poster offers simple tips on how to reuse and recycle items, how to reduce pollution and waste and how to save energy.

The Rendezvous Café will offer free used coffee grounds, these will be placed in small bags and left on the counter for residents to take away for free. Used coffee grounds add organic material to soil, which improves drainage and water retention and more.

### **4. Bedford to St Albans City CRP Steering Group Meeting**

On Wednesday 30<sup>th</sup> March the Community Services Manager attended a Bedford to St Albans City CRP Steering Group meeting.

Phil Cunningham, the Central Bedfordshire Council project manager for the Flitwick Transport Hub gave an update on progress.

The project is due to be completed by March 2023, Phil is confident the completion date could be earlier.

The project is making good progress, April will see the start of moving the entrance to Tesco and widening of Steppingley Road.

See Appendix 001 – Phil Cunningham's Update Presentation

### **5. The Hub Bookings**

Current usage:

#### **Monday**

Café Connect (afternoon)

Youth Club (pm)

#### **Wednesday**

0 to 4 Years Stay & Play (am)

Youth Club (pm)

#### **Thursday**

Baby Sign Language (am)

Youth Club (pm)

#### **Friday**

Autism Bedfordshire (pm)

**During half term:**

4YPUK deliver a half term group funded by Central Bedfordshire Council, two days per week – Holiday Activity Fund.

Central Bedfordshire Council deliver a group for young carers, one day per week.

4YPUK continue to deliver Youth Club on behalf of Flitwick Town Council.

**6. Lunch Club – March**

Unfortunately, the March Lunch Club was cancelled due to staff shortages in the kitchen.

**7. Tractor Store – Relocation**

The Public Realm Team have been moving to their temporary premises at the Rufus Centre over the past week. They will be operational from this location within the next 2 weeks. They will have limited access to the Tractor Store during this time.

**8. Queens Green Canopy**

Local organisations including the Youth Rangers, P3 Group and Flitwick Gardeners Association took part in planting at Hinksley Road and Station Road for the Queens Green Canopy. Cllrs Snape, Thompson, Toinko and Hodges all attended the planting at Hinksley Road. Some signs will be placed at Hinksley Road and Station Road to advertise that the planting was part of the Queens Green Canopy.

Additional trees will be planted at the bottom of Station Road and Beaumont Road within the next 2 weeks.

**9. Manor Park**

Contractors have started work on the new Parkland Management Plan at Manor Park. The plan should be complete by November 2022. Progress reports will be presented to the Community Services Committee until completion.







## Flitwick Transport Interchange

Flitwick Project : B&H CRP Steering Group Meeting  
30<sup>th</sup> March 2022

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## Project Objective

The new transport interchange to connect bus and rail services for the community and will feature a number of improvements, including:

- An accessible public transport interchange with three bus stops, passenger waiting areas, including real-time departure information
- A new passenger drop-off and dedicated taxi areas
- A new accessible station forecourt with pedestrian, cycle and vehicle access
- Improvements to Steppingley Road, including vehicle access to both the station and Tesco opposite
- Dedicated facilities for Center Parcs Woburn passenger collection and drop-off

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## Scheme detail

- A transport interchange to provide stands for **three separate bus stops**.
- Buses will enter the bus station via the existing junction with the two-way access road for the railway station car park, with **a new one-way egress onto Steppingley Road**.
- The one-way traffic circulation of the access road for the railway station main entrance will be reversed, so that vehicles dropping off will join the new point of egress.
- The **taxi-rank will be relocated** to fit alongside the access road and the Station forecourt will be enhanced and adjacent bank landscaped.
- **A right turning lane will be provided on Steppingley Road** opposite the entrance into the railway station—the overall width of the main road will be increased
- The **entrance for the Tesco's** superstore car park opposite the station will be relocated further to the north.



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## Timescales

The phasing of the works:

- ✓ Cabins, welfare facilities and compound installed November
- ✓ Replacement car parking works (for use by NR/Govia) complete
- ✓ Drainage works beneath GTR car park complete
- Steppingley Road footway works on-going
- Tesco entrance/exit alterations – April 2022 onwards
- Main interchange area – April 2022 onwards

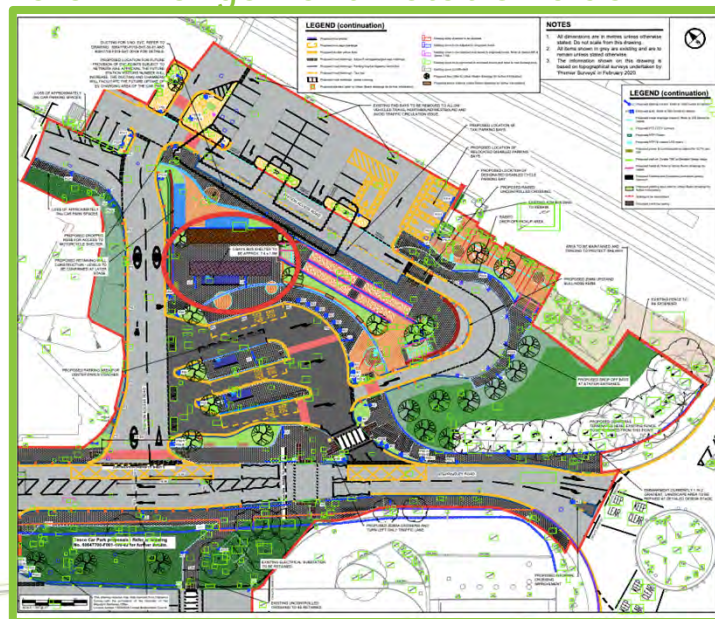
**Project completion:**

- The current Contract shows completion in March 2023, though we are working with our contractor to bring the completion date forward to the end of 2022.

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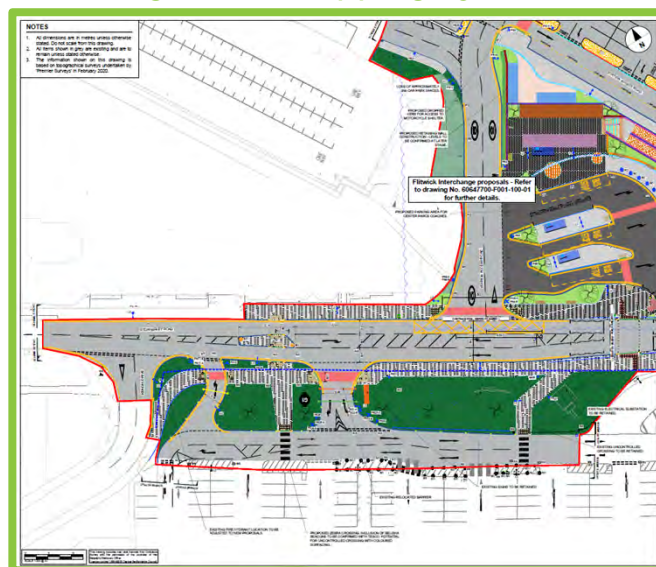
## General Arrangement - Station side



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## General Arrangement Steppingley Road/Tesco



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## Project Update

### Key Issues:

Legal agreements with Network Rail and Govia including Station Changes

Technical Approvals from Network Rail and Govia

Legal Agreement with Tesco and Technical Approval from Tesco

Traffic Management

Drainage

BT diversions various locations

UKPN diversion (High and Low Voltage) various locations

Anglian Water diversion

Comms

Social Value

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## Social Value & Education Activities

- **Local schools** have all been contacted and have received the update letter issued by CBC regarding the works.
- **Redborne Upper** – We have agreed a variety of involvement opportunities this includes:
  - Careers Day/Week support – Jan/Feb;
  - Careers Fair;
  - Industry Talks;
  - Awareness of Women in the Industry – Celebrating International Women's Day;
  - STEM programme activity; SEND students session;
  - Regeneration Project - support for an A-Level Student
- **Local shops** – Contact made with all local shops
- **Tesco** – Working with the store community champion
- **Flitwick Town Council** – Supporting the Elder Persons Lunch, Osborne staff to help serve lunch to the elderly people of Flitwick. 14th December 2021

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## Before and After – Steppingley Road



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## Drainage soakaways under station car park



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## Section 106 Monies Flitwick

### Application Number CB/13/00728/OUT

#### Land off Steppingley Road - Signed 17th July 2013

LR - Outdoor Sport - Muga Flitwick LC - Committed £74,572.34

Flitwick CC (part) PO 3200035530 - Committed £5,713.04

Tennis Courts PO 3200033088 - Committed £43,653.63

Air Dome - Po 3200033913 - Committed £128,286.00

Cemeteries and Burial Grounds - Uncommitted £374.50 + £320.00

Community Cohesion £1,016.50 - Uncommitted

Maintaining and renewing Public Realm - Uncommitted £8,436.91 + £12,315.60 \*

Combined Contribution £102,100.96 - Uncommitted

Cemeteries and Burial Grounds £203.00 - Uncommitted

Maintaining and renewing Public Realm £ 7,063.90 - Uncommitted \*

Combined contribution £63,297.97 - Uncommitted

Cemeteries and Burial Grunds £122.50 - Uncommitted

Maintaining and renewing Public Realm £ 5,448.71 \*

Combined Contribution £132,569.29 - Uncommitted

Cemeteries and Burial Grounds £255.50 - Uncommitted

Maintaining and Renewing Public Realm £9,383.49 + £11,364.49 - Uncommitted \*

Cemeteries and Burial Grounds £ 168.00 - Uncommitted

Maintaining and Renewing Public Realm £6,581.30 - Committed Flitwick Art + £ 6,581.30 Uncommitted \*

Combined Contribution - Flitwic CC PO 3200035530 £135,709.17 - Committed

Cemeteries and Burial Grounds £276.50 - Uncommitted

Maintaining and Renewing Public Realm £12,034.83 - Uncommitted \*

### Application Number CB/15/04675/FULL

#### Land to the rear of Hildene Close, Flitwick

Improvements New Equipment Dunstable Road Rec £24,250.00 - Uncommitted \*\*

Pitches Dunstable Road/Hinksley Road £10,331.62 Youth Shelter - Committed. Uncommitted £4,268.38 \*\*\*

Extension and Improvements Templefield or Kingsmoor £29,957.20 - Uncommitted

\* Maintaining and renewing public realm to be spent on Public Art in Flitwick, FTC currently working on delivering this.

\*\* Possibly look into extending current skate park at the request of the users and upgrading fencing around the play area. (at this moment in time the money is not available as it has not been secured)

\*\*\* Investigate a water fountain for Millennium Park