



## FLITWICK TOWN COUNCIL

Ref: Agenda/Community-03/05/2022- 81

26<sup>th</sup> April 2022

Dear Sir/Madam

Members are hereby summoned to the **Community Services Committee meeting** that will take place on **Tuesday 3<sup>rd</sup> May 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**

No 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 12<sup>th</sup> April 2022.

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

- a. Minutes of the Community Services Committee Meeting 12<sup>th</sup> April 2022.

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

##### **a. Fee's Comparison**

Member to consider a report from the Environmental Services Manager and discuss proposed fees for Football Pitch hire and Burials for 2023/24 and allotment rents for 2024/25.

##### **b. Country Park**

At the April Community Services Meeting, Members deferred the Country Park item to allow Members the opportunity to give feedback to be included as part of the priorities for the proposed Country Park. A list of priorities including suggestions from Members has been circulated with the agenda.

Members to consider the following 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 the supporting paperwork.
- 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.

c. **Recycling Scheme**

Members to consider a request for Officers to investigate the Council becoming a Tetracycle public drop off point.

d. **Weed Spraying**

Members are asked to consider a request from Councillor BM Shaw to discuss weed spraying around lamp columns and street signs in Flitwick. Councillor Shaw would like the Committee to consider how they might influence CBC on looking at alternatives to this practice.

e. **Barclays Square**

Members to consider feedback received from the annual survey in relation to Barclays square.

10. **ITEMS FOR INFORMATION**

a. **Marketing & Communications Plan 2022-23**

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. **Financial Reports**

Members are asked to note the budget for Community Committee circulated.

d. **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.

e. **Officers Update**

Members to note the Officer Update report.

f. **Section 106**

Members to note the updated available section 106 funds.

g. **Manor Park – Parkland Management Plan Progress Report**

Members to note the progress report for the Manor Park Parkland Management Plan.

h. **Resident Driven Projects**

Members to receive a verbal update from Officers.

i. **Public Art Proposal**

Members to note that Cllr Badham is preparing a brief that will go out to potential consultants as soon as possible.

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 – 4YP Youth Service Report**

**12b – Flitwick 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.



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 12<sup>th</sup> APRIL 2022  
AT 7:45 PM AT THE RUFUS CENTRE**

**Present:**

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

Stacie Lockey – Environmental Services Manager  
Zoe Putwain – Community Services Officer  
Susan Eldred – Community Services Manager  
Rob McGregor – Town Clerk  
Mike Thorn – Environmental Services Officer

*A member of the public was present from the start of the meeting.*

**968. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Chacko being currently out of the Country and Cllr Platt due to work commitments.

It was **RESOLVED** to accept the apologies for absence from Cllr Chacko being out of the country and Cllr Platt having work commitments.

**969. DECLARATIONS OF INTEREST**

- (a) No members disclosable pecuniary interests
- (b) Non-Pecuniary interests were declared by Cllr Toinko in relation to 9D, grant applications as being on Trustee of Shore Flitwick and Ampthill who submitted an application.

Cllrs Lutley, Cllr Earles and Cllr Dann also declared Non – Pecuniary interests pertaining to point 9A Village Hall / Hub Car Park Lights as they are on the Village Hall Committee.

**970. CHAIRMAN'S ANNOUNCEMENTS**

The Chair took the opportunity to thank everyone involved in the tree planting around town both within the Committee and the other parties involved as it looks lovely.

**971. PUBLIC OPEN SESSION**

A member of the public, Ian Blazeby addressed the Council in relation to section 9D, Grant Applications to give further information as to the application for Share: Flitwick and Ampthill.

The members were informed that the basis of the organisation was to allow for a library of items to be collected that could be loaned to individuals to use at a small fee. This enabling the public to have access to items that are required but may not be financially available currently. It was confirmed that insurance and a website would be needed to start up the organisation.

Members raised questions as to the requirement of grant and Pat testing. The member of the public confirmed that items would need to be PAT tested and that funding was being sought from alternative sources to aid the provision.

**972. INVITED SPEAKER**

There were no invited speakers at this meeting.

**973. MEMBERS QUESTIONS**

Members raised discussion as to if it would be helpful to have a friend's group for Manor Park which had previously been in place and disbanded. They also enquired if having the group was part of the planning requirements. The Environmental Services Manager was unable to confirm at the meeting and it was requested to bring this information to the next Community Services Committee in May, including terms of reference.

**974. MINUTES**

- a. It was **RESOLVED** to move this item to exempt as members had questions relating to the exempt items contained within.

**975. 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> March 2022.

**976. ITEMS FOR CONSIDERATION**

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

Members considered the report from the Environmental Services Officer and recommendations within the report.

Matters relating to the reasons why the power source was not working were raised along with the implications of the previous restrictions of use of the lights, as the switch was restricted to the Village Hall being accessed.

Suggestions of alternatives were given by the Town Clerk such as a switch within the car park that could be accessed by the public and remove the need for outside resources. This would be time sensitive to allow use only when required.

It was **RESOLVED** to instruct Officers to investigate an alternative power supply and external lights.

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

Members considered a request from the Commonwealth War Graves Commission to place signs at the entrance of the burial ground. The proposed signs would indicate that there are Commonwealth War Graves contained within the burial ground.

Discussions included limitations that the signage may have on the site and impact of an increase in visitors especially the families of the 5 War Graves. As well as that the signs would be maintained by the Commonwealth Commission and the experience of the aforementioned organisation.

It was also suggested that the signs would show the Heritage aspect of the site and respect to the fallen Soldiers with the information already available through other sources.

It was **RESOLVED** to accept that the signage will be placed at the entrance to the burial ground indicating that there are Commonwealth War Graves are present.

**c. Country Park**

Members received a report including recommendations for the development and design for the currently named Country Park.

Discussions in relation to the report included what members identified as the way in which the park would be developed and what aspects they would like to have as priorities. Many questions were raised as to what the requirements of the park would be and potential priority levels such as should there be a pond or a car park? Would members prefer the park to be that of an area alike Ampthill Park or move towards natural habitats with the possibility to develop into a SSI site?

Use of the park for cyclists and the green wheel were included in the discussion along with the pre-existing Bridal ways. The Town Clerk suggested that the document be used as a talking point to gather opinions as to the development and raised concerns as to the funding time frames with the need to make a start on moving forward with the project. It was also confirmed that surveys of the natural habitat of the area would be conducted including the Skylarks.

Members also discussed that working with third parties would have benefits due to expertise, but it was integral the plans should be steered by the members and not outside organisations who may have set views on the development through their perspective.

Through further discussions it was suggested that the committee sent their ideas for the project suggested requirements to the Town Clerk to help with development although the conversations with other organisations with suggestions should also continue to bring back to the next meeting in May. This would be supported by information gathered from the recent Annual Residents Survey given to the community that may have relevant feedback about this area. As such the name of the site would be subject to a more established plan to reflect the site.

**d. Grant Applications**

Members were asked to consider the grant applications in relation to the grant policy and information provided. The Community Services Manager confirmed that £10,000 was put aside for grants for 2022/2023 in total. As the amount that was requested in the round was

higher than this total the Chair confirmed that other funds may be found if required and need arose. This was confirmed as members raised concerns about delegation all funds at this time would exclude future applications and the possibility of late grant applications.

Each application was discussed and decision of level of support as follows: -

*Beds & Herts Community Rail Partnership*

Members discussed that the implications of the works in the area could impact the project going forward and that the station may be able to receive funding through other organisations.

It was **RESOLVED** to decline the grant application by Beds & Herts Community Rail Partnership

*Food Extra, operating out of St Peter and St Paul's Church*

The benefits to the community and the confirmation that the organisation contribution was not limited to church members were discussed. Along with the general needs increasing due to price increases.

It was **RESOLVED** to accept the grant application by Food Extra, operating out of St Peter and St Paul's Church, Flitwick for the total amount requested of £1,500.

*Flitwick Cricket Club.*

Members raised that the club location and address was set in Westoning. They also commented about the New Pavilion being funded from other sources and the delegation of 106 funds previously. The offer to approach schools was questioned as the training would not be free but funding by the Council and the schools may not require it. It was suggested that if a school had approached for funding for training that the outcome may be different.

It was **RESOLVED** to decline the grant application by Flitwick Cricket Club.

*Flitwick Scout Club.*

It was discussed that the request for support was not a Community Activity in itself and that the group was supported by the land use by the Council already. The potential for a conflict of interest was also discussed due to the plans having to be considered by the Council. The fact that the plans could also be rejected in principle, also would mean that there could be no outcome from the funding.

It was **RESOLVED** to decline the grant application by Flitwick Scout Club.

*Golden Age*

Confirmation was sought by Council that the grant application was not replicating other local offers. The Community Services Manager confirmed that with the Bingo not being run by the Council ongoing this was not replicating Flitwick Town Council events.

It was **RESOLVED** to accept the grant application by Golden Age, Flitwick for the total amount requested of £300.

*Share: Flitwick and Ampthill*

Further to the application and member of the public information members commented that a lot of time and effort had gone into this group that would have no rolling costs and they had since application become a registered charity.



It was **RESOLVED** to accept the grant application by Share: Flitwick and Ampthill for the total amount requested of £850.

#### *Stepping Stones*

The Community Services Officer confirmed the level of support that was being offered by the Council by way of the use of space. Concerns were raised as to the lack of storage on site and the need for the group to transport equipment back and forth. This was acknowledged as not ideal but that there was no alternative available.

It was **RESOLVED** to accept the grant application by Stepping Stones for the total amount requested of £500.

#### *Templefield Association*

Aspects of current funds available and ability to raise further with no guaranteed income as a charitable arm of the school were discussed. As was previous funding for other schools in the area.

The Environmental Services Manager also offered to investigate 106 funding for this project to see if there was a possibility for assistance through this revenue.

Members elected to offer part funding of the grant application of £500.

It was **RESOLVED** to accept the grant application by Templefield Association for the amount of £500.

*A member of the public left the meeting at 8.50pm.*

### **977. 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. Delivery Plan & Committee Priorities**

Members noted the Delivery Plan for Community Services and raised the following: -

Manor Park is making good progress and the current heritage work with the expected completion new Parkland Management plan to be finalised before year end.

The Country Park being discussed at length previously in the meeting and is making good process.

Barclays Bank frontage to be brought to the next meeting as members are waiting for feedback from the recent Annual Residents Survey.

Green Agenda colour changed from green due to previous query as to the requested reduced mowing by CBC, following the past resolution. It was suggested to raise at Town Council meeting to Ward Councillors.

Members asked why there was a delay with the Environmental Audit and suggested that the Bio-diversity statement could be worked on alongside or independently. The Environmental Services Manager confirmed that only one quote had been received currently for the audit and it was felt that at least two were required for comparison. They also commented that they believed it had been agreed to release the statement after the audit but would need to look back at previous meetings to confirm the decision

- i) Members noted the consolidated list of Committee priorities.

**d. Officer Update**

Members noted the Officers update and discussed the points of the coffee grounds and how members of the public would collect. It was confirmed by the Community Services Manager that bio – degradable bags would be available along with people being asked to bring their own equipment for transport. It was suggested to publicise this to make best case of the resource.

Members also commented that the Hub signage recently erected looked good.

**e. Section 106 Funding**

Members noted the Officers update, and more clarity was requested as to the items in red to gain a better understanding. It was suggested to raise with Ward Councillors and bring back when more clarity was received.

**978. PUBLIC OPEN SESSION**

No members of the public were present.

**979. EXEMPT ITEMS**

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

**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.

*Meeting finished at 9.26pm*



## FLITWICK TOWN COUNCIL

### Report to Community Services Committee 03.05.22 Allotment, Burial Ground & Football Pitch Increases

#### Implications of recommendations

**Corporate Strategy:** Communicate effectively with all stakeholders

**Finance:** Community Services Budget

**Equality:** Increases inclusivity

**Environment:** Takes forward policy objectives directly

#### Background

The Council review the fees annually for services within the Town which include allotments, burial ground and football pitch hire.

Allotment rent increases must be noted at the Allotment AGM a year in advance.

Previously the Council have increased all services in line with the Reigate agreement, however further investigation of this agreement meant that this was no longer relevant to the Council.

At the full Council meeting in October 2021, it was **RESOLVED** to:

It was **RESOLVED** to apply no increase to the Allotment, burial and football pitch fees for 2022/23.

It was **RESOLVED** to increase allotment rents by 5% for 2023/24. Officers to investigate the Reigate agreement before a decision was made on costs for burial and football pitch fees for 2023/24.

#### Introduction

Attached to this report is a comparison of fees against 4 other Councils within Central Bedfordshire. It details what additional services are included as part of the costs.

#### Other information

The following increases have been applied over the last 5 years.

2019/2020 – 15%

2020/2021 – 0%

2021/2022 – 5%

2022/2023 – 0%

2023/2024 – 5%

#### Recommendations

1. Consider fees for Football Pitch hire and Burials for 2023/24 and allotment rents for 2024/25.

Stacie Lockey  
Environmental Services Manager

	<b>Ampthill Town Council</b>	<b>Sandy Town Council</b>	<b>Dunstable Town Council</b>	<b>Leighton Linlade Town Council</b>	<b>Flitwick Town Council</b>
<b>Allotments</b> <i>(5 pole plot)</i>	£16.00 (some variants due to shed on plot, proximity of water pipe etc)  Facilities included: Toilets – No Standpipes – Yes Troughs – No Spine paths cut by Town Council - Yes	No allotments as used the land for additional burial space. Looking for additional land to create allotments.  Facilities included: n/a	£25.00  Facilities included: Toilets – No Standpipes – No Troughs – Yes Spine paths cut by Town Council - Yes	£20.00 Over 60's qualify for a 50% discount  Facilities included: Toilets – Yes Standpipes – Yes Troughs – Yes Spine paths cut by Town Council - Yes	£26.39  Facilities included: Toilets – No Standpipes – Yes Troughs – Yes Spine paths cut by Town Council - No
<b>Burials</b> <i>Interment of a body</i>	£187.00	£467.50	£491.00	£507.00	£444.15
<b>Burials</b> <i>Interment of ashes</i>	£82.00	£137.75	£118.00	£115.50	£172.20
<b>Burials</b> <i>Exclusive Rights</i>	£45.00 (Garden of Remembrance) £187.00 (Burial Plot) (75-year deed)	£212.00 (Garden of Remembrance) £202.00 (Burial Plot) (50 year deed)	£176.00 (Garden of Remembrance) £422.00 (Burial Plot) (75-year deed)	£259.50 (Garden of Remembrance) £534.50 (Burial Plot) (50-year deed)	£25.20 (Garden of Remembrance) £344.40 (Burial Plot) (99-year deed)
<b>Football Pitch</b>	None available	Lease to Sandy Town Football Club	£65.64 (Senior Pitch with changing rooms) £34.08 (Junior Pitch with changing rooms)	£61.80 (Adult pitch with changing rooms) £30.00 (Junior pitch without changing rooms)	£36.42 (Senior Pitch) £27.60 (Junior Pitch) (no changing rooms available)

#### **Additional Burial information;**

- Ampthill Town Council charge treble for non-residents unless an Exclusive Right has already been purchased
- Sandy Town Council charge treble for non-residents
- Dunstable Town Council charge 4.5 times the amount for non-parishioners
- Leighton Linlade Town Council charge 4 times the amount for non-residents
- Flitwick Town Council charge 4 times the amount for non-residents (interment fee still 4 times the amount even if an exclusive right has been purchased)



The council's objective is to create a 'nature park' incorporating different habitats for wildlife that preserves and extends existing habitats/species of note that are already present, as well as creating valuable new habitats to supplement the natural landscape.

The following was presented for discussion at the last community meeting (my comments added in blue)

#### 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.

I would prefer no car park unless absolutely required to by CBC – access from Maulden Road would be on the opposite side of the park to the Town meaning inefficient car use, plus all the expense of construction and highways changes, and it perhaps won't be a 'destination' park like Manor Park that you drive to for recreation but something much less developed and more 'back to nature'.

- 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.

Consider also horses, I think there is already informal/unpermitted horse riding that occurs off the Ridgeway bridle path, what are the factors we should consider before considering horse riding anywhere? Path / ground / habitat maintenance? Visitors will commonly use a bicycle to visit the park just as a method of active local transport but the same isn't true of horses. We probably want to encourage people to enjoy the natural site having travelled to it by bicycle but without creating a venue for recreational mountain biking or horse riding as an activity in itself.

- 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. Really good idea this
- 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.  
(all the above points are really good imo)

- Educational use? discrete areas identified that could be used exclusively for school/educational use? I think as a principle we should avoid enclosing areas for any purpose other than benefitting the wildlife inside - i.e. fencing off areas to keep ground nesting birds safe is fine, but not for one group of residents over another. People of all ages should be free to learn and enjoy nature throughout the areas of the park that aren't enclosed to protect habitats. I hope schools and similar groups do make full use of the park and they should be able to get full benefit from the public areas.

- Creating ponds & dipping platforms? Creating ponds should be done to benefit biodiversity and make the site more resilient to seasonal and climatic changes as set out under Topology/Hydrology in the next section. But in my view, not so much to create a recreation feature and a dipping platform encourages disruption to wildlife.

- 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. Should always consider the energy and environmental cost of manufacture rather than just the embedded materials. Eg heavy duty recycled plastic seating is likely to be less resource and energy intensive than a hardwood and

iron/steel bench, it's not 'natural', but given how much HDPE needs to be recycled it is environmentally sound to put it to use like this.

### Design masterplan

Additional points to the Masterplan are suggested below:

- 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.

'Masterplan' here seems to refer to a broad design for the contents of the site (as opposed to in the 3<sup>rd</sup> bullet point above where it refers to incorporating the site into wider green travel infrastructure eg a green wheel/hub cycle network). So from the outset, this Design should include additional elements as follows:

- A **topology/topography survey** and plan for the elevations/slopes/surface of the finished site.
- The **hydrology** of the site, both in the present as the result of previous arable farm use and also what it might be expected to revert to after areas have been wooded etc.

These are obviously closely linked. From what I read it will be necessary/valuable to create shallow ponds and small hills around the site, so that in response to seasonal rain/drought there are many ponds that expand/contract preserving species in many distributed locations, rather than a uniform gradient where the bottom of the site is the wettest and then there's a margin that moves up and down the hill according to season/climate that wipes out all of the damp habitat plants as it dries and vice versa. Instead we need dips to preserve damp species in the summer and dry hills for species that need that as surrounding areas become water logged, and these different micro-habitats be spaced around the site so that species can spread into neighbouring areas as conditions permit.

Also, this means creating microclimates of warmer south facing slopes and wetter shadier areas that again provide different niches in different conditions.

Any previous drainage ditches would have been created with the aim of ensuring uniform conditions for crops across the whole site, so do we need to do anything to mitigate/reverse that? At all times of the year we want the widest range of wet and dry habitats and we control that with topology, the locations of woods that take up water, and so on.

- **Surveys of existing species** of note

Both plant and wildlife, we aren't starting with a blank slate, there are very likely naturally occurring species we want to encourage to thrive. The Design will need to first identify these and then incorporate them into the planned future.

- **Time / phases**

We need to understand the number of seasons needed to establish various parts of the Designed site and the methods employed will influence that. Do we want to plant thousands of trees in year one to establish woodland quickly, or do we want to allow/encourage woodland to develop from grassland to scrub to woods more naturally following a rewilding approach (we probably to do a bit of both in different areas)? How long do these approaches take and what are their relative costs? We need to know what is FTC's capacity to manage a multi-year program of wildflower sowing / soil fertility management. I.e reducing soil fertility by varying species over several years and removing cuttings vs not having the ability to support that. How should that impact the Design, what is achievable? Obviously we can't Design in areas requiring intensive ongoing management larger in size than what we are able to support.

Also, we need to understand the extent to which the amount of management will differ/reduce as the years go by. The park will probably never be 'complete' but rather will always be developing naturally. So grassland/meadow that requires intensive management in year 1 might be fully established and resilient by year 5 requiring only spot removal of invasive weeds by then. We shouldn't remove such areas from the Design based only on their requirements in the short term.

**- Donor meadows / tree mix (short term)**

Species mix should be as local as possible so we need to understand how the range of species that is available locally feeds into the Design.

**- Species/Tree mix (long term)**

We will need advice/expertise to form a vision on what the long-term species/habitat mix should be, so that we can understand how that should influence the Design.

The criteria might be to create/extend habitats of the greatest ecological value within the constraints of what can be developed from the initial conditions and species on the site.

At the highest level this would be an answer to the question of how much of the site should be grassland vs meadow vs scrub vs hedgerow vs woodland etc, because that should be decided by consideration of what habitats are most needed locally, and what species should we foster by creating those habitats and choice of trees to plant, rather than an approach based around something like 'expected future leisure use' instead.

- **Supplier / partner operational considerations**

Assuming that we are limited in our choice of partner organisation but that our prospective partner has a holistic approach and comprehensive span of expertise, we need to take care to make strategic decisions affecting the Design at Committee/Council, perhaps from alternatives explained by the partner organisation, but not decided on our behalf. These might include decisions around the ultimate vision for the site in respect of leisure vs wildlife, and obviously on costs such as the varying cost of creation and ongoing maintenance of different types of habitat such as woodland vs wetland vs meadow etc.

We also have to keep in mind how the Design might be influenced by the choice (possibly from only one) of partner organisation itself, and their regular funding streams. For example, there are grants for tree planting (of various species and density), for meadow restoration, and for pond creation among many related and similar schemes. I presume we will seek this type of funding to top-up/free up the s106 earmarked for the site. But the Design shouldn't be dictated by what schemes we or our partner organisation are most familiar with working within, the Design should be along the lines of 'what is the best ecological value we can support on this site going forwards' as its first concern, and not a one-size-fits-all decided by how readily available tree planting money is compared to other schemes, for example.

- **How we work going forwards**

At the last Community meeting it was indicated that designing and developing the nature park would be



## Country Park Priorities

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.

## 18. Thinking about Flitwick Town Council's recent purchase of the Barclays Bank Building and the area in front of it, how do you think it could be improved?

181 Responses

ID	Name	Responses
1	anonymous	More seating needed
2	anonymous	By being sold, who needs this white elephant when more money is being wasted on the station area
3	anonymous	Raised plant beds and benches so people can meet and have a coffee outside.
4	anonymous	No feelings at the moment. Just pleased that the Council has acquired it for public use. Happy to see how it develops.
5	anonymous	Cafe with outdoor area with plants and seats. Regular Farmers market,
6	anonymous	Use regularly for community events
7	anonymous	Total waste of public funds. It should not have been purchased
8	anonymous	More greenery added.
9	anonymous	Sell it.
10	anonymous	We don't know what the councils plans for this area are. That would help .... I think it was a complete waste of money. It would have been better made into a community garden instead of a desolation with a few manky planters that look like dressmakers dummys Just turn back the clock and leave the trees alone. It was a crime to cut them down.
11	anonymous	Area should be used for community events - e.g. last year's Christmas event. Barclays building - ensure it is used for the community.
12	anonymous	Allow community to use it for events. With out silly reasons not too. After all it's what it was designed for
13	anonymous	Seating Green planting
14	anonymous	Utilise the upper floor of the building for the benefit of Flitwick residents. Community space. Seating on the outside area.
15	anonymous	I would like this to be a seated area where I could sit and chat or sit and watch the world going by 😊😊

ID	Name	Responses
16	anonymous	Telling people what the intended future use of the building will be. Restoring the trees in front of the bank to provide shade for seating and greenery. Never understood what idiot thought that replacing mature trees with sandy coloured tarmac was a good idea. Now just looks like a second rate empty car park.
17	anonymous	The frontge doesn't fit with flitwick. Should be more environmentally friendly and green.
18	anonymous	Grass it over and use it for events. Is it possible to use the building, or convert it to something else.
19	anonymous	Promote small business enterprise to bring entrepreneurs into to town. Making local jobs, younger generation do not want to be doing the London commute.
20	anonymous	This should be used more for community events eg market
21	anonymous	I'm not sure it should have been purchased. But I would add benches to the frontage. When Barclays closes I would lease it to a restaurant
22	anonymous	I think it could of been made into a free shoppers car park, it looks a bit bland
23	anonymous	Stop people parking where they shouldn't
24	anonymous	Change colour of tarmac. More flowers
25	anonymous	Knocking it down
26	anonymous	Provide seating and bins. Like the mooted idea of regular specialist markets. Need to stop cars from parking on the "beach". Needs a name.
27	anonymous	PARKING SPACES FOR DISABLED BADGE HOLDERS. How will YOU get to the PO when you get old and feebe?
28	anonymous	Local peoples area for celebration like Christmas and respectful war options for the past
29	anonymous	Move the market to space in front of the bank. Have more events in the same space. Make it more people friendly, like benches and shade.
30	anonymous	Buying the are was a good idea but how its been ' improved ', not so good. I area, as far as I'm aware, wasn't given chance for the residents to put their input for ideas.

ID	Name	Responses
31	anonymous	It needs some trees, could be in large pots. The planters need to be more generous and proportionately planted. Benches would be most welcome, possibly the metal ones with soldiers or poppies as part of the design, to tie in with the war memorial.
32	anonymous	Decent benches to sit on
33	anonymous	Bins and seating
34	anonymous	I think buying the building and area in the front of it gives the town a chance to have a central point. When Barclays's lease is up it would be good to have the building used as a cafe or small business hub.
35	anonymous	Demolition and replace with grass
36	anonymous	It's an eyesore
37	anonymous	It looked great at Xmas, sorry I don't know what to suggest, maybe a Sunday farmers market like woburn does?
38	anonymous	Return of shrubs and plants, seating making it a tranquil area behind the war memorial.
39	anonymous	Seating and trees and plants. And take away the yellow colour
40	anonymous	Information boards to keep residents up to date with what is on
41	anonymous	More plants
42	anonymous	Make it more green and people friendly , replace the trees that were ripped out and disregarded. Benches for people to sit and talk , it looks too clinical give it some character.
43	anonymous	It should be used as a community space inclusive of parent/child groups, older people groups, disability groups - bring generations and different communities together.would really love space for creativity such as art rooms/pottery/community choir/local history/drama/wi - Flitwick badly needs a place for creativity bringing all communities together. I would happily be involved in this. Go bold and mix creative space with nhs services. While you're waiting to see the dentist, go and look at an exhibition or sign up for choir!
44	anonymous	More market days like you did at Christmas. Weekends would be better so more local people can us it.

ID	Name	Responses
45	anonymous	Some Trees, benches and flower beds (well maintained) on the beach. At the moment it still looks horrible. Note that you MUST install reasonable (decorative) lighting and CCTV to protect this area, and make up for the street lights that CBC are totally incapable of fixing. If you don't you will encourage street crime, drug crime and anti-social behaviour. Don't know what area of the building Barclay's uses, however I hope they stay for many years. Before giving any answer to this question, I would need to get an idea of available space within the building, and the services to it, such as parking.
46	anonymous	Should have asked the residents in the first place what they wanted and how the area would have been best used, instead it is now a huge money pit and the butt of town and local area jokes 'Flitwick Beach'.
47	anonymous	The buildings 'shop front' itself needs looking at. It's so ugly. Something more earthy, natural woods and a living wall would be wonderful to see.
48	anonymous	More planting and seating. For most of the time it is just one big empty space and not providing any use to the community
49	anonymous	Still the space more with more events.
50	anonymous	Utilise better for craft fairs. Holiday fun things for kids. Action days for residents
51	anonymous	Bring back the benches outside and maybe a tree or 2
52	anonymous	Use for functions. Too small for much else
53	anonymous	It's hideous. Turn it i to a green space.
54	anonymous	Permanent hole for Xmas tree. Planting and benches. Make a feature of the beach - electric car charging points and lighting that actually works
55	anonymous	Not sure but it needs to be developed. It is an eyesore.
56	anonymous	Starting all over again....with paving and regular local business stalls etc. Similar to event at Christmas.
57	anonymous	Weekly food markets, outdoor craft stalls, Farmers markets for local produce etc
58	anonymous	Seating areas ,rubbish bins, water fountains digital notice boards
59	anonymous	Put the original paving back how it was but please don't spend any more money. Put the money to other more important causes.

ID	Name	Responses
60	anonymous	Waste of money
61	anonymous	It looks OK to me
62	anonymous	Seats and trees
63	anonymous	Starting to use it as a public space like at Christmas
64	anonymous	More planting of shrubs etc
65	anonymous	Not sure if this is possible, but could multiple banks operate out of the building to spread cost and make it more sustainable? If not, could part of the building be used for community building initiatives (e.g. board game cafe, cinema showings, gift shop of local goods)
66	anonymous	It would be good to develop the towns identity by opening a museum/ art gallery/ performance arena and cafe on this central spot to bring out the heritage & talents that must be lurking among our citizens
67	anonymous	Benches and trees
68	anonymous	Serious consideration to use it effectively due to the cost to residents of Flitwick. This should of been something considered prior to purchase. Surely this formed part of the review and requirements prior to purchase!
69	anonymous	Firstly the building needs to remain as a bank we have lost far too many banks in the area over the years. Secondly the area in front of the bank needs to be much much greener and softer it needs planting with trees and greenery to make it a pleasant place to stop and rest or meet a friend for a chat .This area is the centre of our town but it lacks any sort of warmth or sole in comparison to the Center of Ampthill which although not particularly green does have nice buildings and is a lovely place to sit for a moment and just take a break in your day.
70	anonymous	Invite food trucks from local areas to attend on a frequent basis
71	anonymous	By purchasing it before you spent God knows how much improving it. Council tax payers are definitely paying the price now.
72	anonymous	It's sparse, bland, characterless... underutilised Some extra, much needed parking could have been provided here, market stalls or pop up shops in the daytime .. something to connect the two sides of Flitwick
73	anonymous	The quality of workmanship on the paths and 'beach' is woeful. Who checks this? Within months a power trench was cut across the new gravel for Xmas

ID	Name	Responses
		tree lights. Who 'plans this work ? The raised speed tables are useless and ineffective and falling apart.
74	anonymous	Looks great as it is
75	anonymous	More planting, better landscaping, trees, plants. Remove and replace the terrible paving that has been used. Make it a nice community area to compliment war memorial
76	anonymous	As it is the only bank left servicing the community it's a must. Like the post office this is the hub of the community. Remove anyone of those it will create a problem.
77	anonymous	Firstly, what a waste of money the work that has already been done is, it changed from a concrete area, to a concrete area at huge cost. Then with the waste of money currently happening with the transport hub at the station I wouldn't trust FTC with any funds to improve anything.
78	anonymous	More landscaping
79	anonymous	You need to keep the bank or we won't have one. The front area could be great for events.
80	anonymous	Seats Try to change it so it doesn't look like a beach Use the front as a car park for the shops 30 mins restrictions
81	anonymous	More use of the Community space outside the bank for Community events-raise money/support for ALL refugees local charities & raise awareness for existing groups.
82	anonymous	More seating
83	anonymous	More seating and some nice prominent large local artist made statues or art.
84	anonymous	Don't know
85	anonymous	It's fine as it is at present, just a shame about removing the tree.
86	anonymous	Front it fine, external appearance of building could improved and future use of site should be planned to provide facilites/services needed by residents
87	anonymous	Get rid of the yellow stuff on the floor and put nice paving in. Don't make it into more houses. You could put a nice restaurant in there if the bank is going- not an Indian restaurant or a barber
88	anonymous	By using it wisely, make it more of a hub for the local area.

ID	Name	Responses
89	anonymous	Less concrete
90	anonymous	More greenery and seating! It should be a community hub - somewhere people would like to sit with a friend and have a chat and where events can also be held
91	anonymous	Improved? Why was it necessary to purchase it in the first place? It hasn't improved the town whatsoever. I can see no benefit from it at all.
92	anonymous	By making it into something more useful like car park spaces.
93	anonymous	Better plan if the usage of sape, already after the work being done, it has been worked on several times and is beginign to look badly maintained due to poor tidy up.
94	anonymous	Perhaps have a community market here, or have public notice boards so people of flitwick can be kept informed about what is going on in the town instead of going into tescos or walking to the rufus centre.
95	anonymous	It needs to be more useable, what about lots of planting and benches in and around the plants a decent seating area
96	anonymous	Not to have had a waste of money creating what is there now! There is No seating area which would be great for elderly considering the walk to the bank. (as there was a seat there previously). Cars use the side of the bank off kings road as a parking area, and only yesterday a lady with her pushchair had to wait some time for a car that had been on there, being able to get off onto the road. Its already a mess where path and on the the beach have been dug up. Its an embarrassment. I am please however it has been purchased.
97	anonymous	Use the money elsewhere. For example litter picking and planting in more public recreational outdoor spaces.
98	anonymous	Reintroducing greenery and trees. Preventing people parking on it. A lovely cafe kiosk with outdoor seating would be lovely.
99	anonymous	More parking
100	anonymous	Add seating
101	anonymous	None. Leaving it open for multiple uses as present is good.
102	anonymous	Make it more of a communal space during the summer months. Maybe tables and chairs for coffees and people to sit and chat.



ID	Name	Responses
103	anonymous	Trees - not too big, maybe blossom or nice greenery, some nice benches eg. remembrance style with poppies, maybe floor water fountains. Mobile coffee stall/ice cream in the summer?
104	anonymous	Community Garden area rather than concrete
105	anonymous	Space for local businesses. Perhaps a craft market like Ampthill. Also opportunities to provide activities for children in summer, similar perhaps to the beach at hitchin in the summer. There are limited events and activities for children and with lockdowns it's become harder to meet other parents. Absolutely loved the Christmas light switch on, more community events like that would be great too!
106	anonymous	Outdoor cafe
107	anonymous	More services/banks located in the building Utilising the front area for more community activities throughout the year
108	anonymous	More trees, plants, less "beach".
109	anonymous	More flowers and greenery
110	anonymous	Provide mental health services and community activities in there for local residents - perhaps a choir if there's space (I know this isn't outside)!
111	anonymous	Excellent move . Now money to develop it into a community square is key . Encourage weekend stalls with food , drink all through the year. Have music playing and benches. ( Coffee , bakery, pizzas, BBQ, brewers, world food. ) Anything we can to get a bit of buzz in town. Just trilled over summer and Xmas would be a good start. - weekend music or community events at the site ,
112	anonymous	Consider changing use of building to community shopping hub including cafe, deli, fresh seasonal local produce, books, crafts, etc and weekly market with bank as a mobile offering one or two days a week (possibly in Tesco car park or Rufus Centre). Make it more of a "destination".
113	anonymous	Some decent benches to sit on
114	anonymous	A garden
115	anonymous	Small business stands during the weekend
116	anonymous	It could be used more. Christmas Tree light turn on shows how popular events like this are. Let's utilise it and get the yellow toned down.

ID	Name	Responses
117	anonymous	Why on earth spend money on it?
118	anonymous	Stop cars being able to get on it!
119	anonymous	Keep as a bank - the town is loosing all its amenities. Difficult for older people to access important services to keep them independent
120	anonymous	Have seating Make it into a community area
121	anonymous	Didn't know you had bought this, but the Christmas Tree was very good and much better than some in larger towns.
122	anonymous	make it a community space for local schools and groups to perform in the summer. nice benches so people can mix and enjoy the space
123	anonymous	Fix the slippery gravel that clogs up all the drains. More community use of the space, like the Christmas lights switch-on.
124	anonymous	Regular events
125	anonymous	Community information board
126	anonymous	I did not know that the Town Council has purchased the Barclays Bank Building. The area in front of Barclays Bank has been great improved and provides a useful central space for public gatherings.
127	anonymous	Better planting, seating
128	anonymous	Very good purchase. Possible Sunday market.
129	anonymous	Building looks the same. Area in the front is horrid.
130	anonymous	Please do not close the bank.
131	anonymous	I think is should have been used for car parking.
132	anonymous	Seating
133	anonymous	Needs more character , a focal point for the town, perhaps more planting / greening
134	anonymous	I didn't even know that FYC had purchased Barclays bank
135	anonymous	I would love to see more community outreach being host from this space. Can the building be used to host different banks on a rota so people with different banks can do in person banking?

<b>ID</b>	<b>Name</b>	<b>Responses</b>
136	anonymous	N/a
137	anonymous	NA
138	anonymous	Seating
139	anonymous	decide if it is resedenial not an empty office block,
140	anonymous	A couple of benches.
141	anonymous	A comfortable meeting place (building) Cosy chairs- Light refreshments etc. Each day (weekday) a different local organisations to have information support and a place to share in times of need.
142	anonymous	Dk
143	anonymous	Dug up and relayed into a more attractive setting. It now looks like patch. It has completely ruined what was a Town Centre.
144	anonymous	Leave it alone. Keep it a bank.
145	anonymous	Have multiple use ages for it - drug rehab counselling would be good a couple of days a week - drugs and young children being targeted is a HUGE problem that needs some money thrown at it in Flitwick.
146	anonymous	Bakery and/or street food type restaurant
147	anonymous	Parking
148	anonymous	Perhaps create a trading area for stalls for local businesses
149	anonymous	Some seating , bins, lighting , better planting, public art and more use for events. Keep the bank, if you can.
150	anonymous	By making more car parking space, will then/might make station road + other roads more safe. Wont be people overtaking cars parked on the side of roads, this would also help to avoid accidents.
151	anonymous	Flitwick lacks any sort of centre with amneties, to just pave over an area using so much money did not make sense to me
152	anonymous	Large water fountain, and more seating.This will attract people go outside and eat lunch, with the sound of the water fountain hopefully masking the noise of the trains.

<b>ID</b>	<b>Name</b>	<b>Responses</b>
153	anonymous	I am not sure what purpose it serves. Certainly, the 'beach' seems a waste of omeny. I liked the cobbles
154	anonymous	Spend money elsewhere. What is the area used for?
155	anonymous	Benches
156	anonymous	Dedicated market stalls, refreshment area,
157	anonymous	By leaving the Bank open & maybe a fenced off play area just for little ones. Not build flats on it
158	anonymous	Provision of seating and more interesting planting scheme
159	anonymous	Seating
160	anonymous	Replanting trees. Making it somewhere to meet, chat and have coffee.
161	anonymous	Sunday Farmers Market. Occasional displays of dance, martial arts, arts exhibitions etc
162	anonymous	Benches - more please
163	anonymous	I think that the area of the front of Barclays could be used more for local events, specialist markets etc. I also hope that in the future there will be some form of Bank in the existing building as Barclays is always very well used and much needed as not everyone wishes to use internet banking. Elderly people especially would find it difficult to have to go into Luton, Bedford or Milton Keynes to access banking facilities.
164	anonymous	Didn't know they had purchased the Barclays Bank Building
165	anonymous	Flattened absolute eyesore of an area
166	anonymous	Used for car parking
167	anonymous	Put fixed tables and chairs and umbrellas on it for people to sit and chat.
168	anonymous	Anything would be better than the way it looks now, the cobbles were fair more attractive.
169	anonymous	No idea
170	anonymous	Please ensure that at least part of the building operates as a bank that opens for customers. Add one or two benches.

<b>ID</b>	<b>Name</b>	<b>Responses</b>
171	anonymous	More benches and a litter bin could be added outside
172	anonymous	Provide decent seating, planting.
173	anonymous	Carpark
174	anonymous	Palm Trees and Coconut Tress but unfortunately we don't have the correct climate for them.
175	anonymous	Make more use of it for events
176	anonymous	It should become a community hub with a community cafe. Market days should be outside
177	anonymous	Pop up market or food stalls on a weekend.
178	anonymous	Seating areas. Trees.
179	anonymous	seating
180	anonymous	Clock Tower - Central Point
181	anonymous	External area good but depends what the use of building will be when Bank leaves as they surely will if present climate regarding banking ensues. Building should then be converted to a community hub.



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

### Status – May 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 design showing FTC v CBC responsibilities included in Spring edition of Flitwick Papers and Annual Report 2021-22
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. Proposal for Flitwick Heritage website going to Corporate committee 28/4/22



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	Residents	CMM	Annual/6 monthly		Annual Residents' Survey completed. Results presented at Annual Assembly 26/4/22, and included on FTC and in Annual Report 2021-22.

		events for gathering views from people who might not engage with us via the more traditional channels.					
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: **May 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
<b>2<sup>nd</sup> May</b>	Community	Stitchers and friends May Day display in town centre	Social media, website
	Community	Flitwick Family Fun Day – first film reveal	Social media, website, notice boards
	Community	Round up of FTC Platinum Jubilee events	Social media, website, flyers, notice boards
	Community	Come and see us at Flitwick Market this Friday 6/5	Social media, website,
	Community	Jubilee Laser Light Show -make a date in the diary for 2/6	Social media, website, notice boards
	Community	Flitwick Street Food Heroes – first event 8/5	Social media, website, flyer
	Community	Community Committee Meeting 2 <sup>nd</sup> May – any agenda highlights of public interest	
	Community	Forget Me Not – next session 9 <sup>th</sup> May – Cake, chat and relax	Social media, website, notice boards
	Community	Over 60s Lunch Club 10/5 – book by Thursday	Social media, website, notice boards
	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	Weddings at The Rufus - all inclusive package	Social media, website,
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media and website
<b>9<sup>th</sup> May</b>	Community	Jubilee Quiz Packs – now available	Social media, website, flyers, notice board
	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	Flitwick Family Fun Day – second film reveal	Social media, website, notice boards
	Planning	Planning Committee Meeting – 10/5– any agenda of public interest	Social media
	Business	Business Committee Meeting 12/5 – any agenda highlights of public interest	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media and website

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **May 2022**

	Business	Friday Nights@Rendezvous evening next week – still time to book 27/5	Social media, website, notice board, Eventbrite, What's on Listings
<b>16<sup>th</sup> May</b>	Community	Men's Club - new members welcome	Social media, website, flyers, notice board
	Community	Murder in the Chamber Dinner event – ticket push for two weeks time	Social media
	Community	Flitwick Family Fun Day – music line up	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, website,
	Community	Flitwick Family Fun Day – evening film -the people's choice	Social media, website, notice boards
	Planning	Planning Committee Meeting 10/5 – any outcome highlights of public interest	Social media
	Business	Business Committee Meeting – 12/5 – any outcome highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media and website
	Business	Friday Nights@Rendezvous evening next week – still time to book 27/5	Social media, website, notice board, Eventbrite, What's on Listings
	Town	Annual Statutory Meeting 17/5	Social media, website
	Town	Mayor and chairs announcement following meeting on 17/5	Social media, website
<b>23<sup>rd</sup> May</b>	Community	Jubilee Afternoon Tea – final ticket push	Social media, website, flyer
	Community	Flitwick Family Fun Day – sponsors thank you	Social media, website
	Community	Jubilee Quiz Packs – test your royal knowledge	Social media, website, flyers, notice board
	Community	Looking forward to the Murder Mystery events this weekend 28 <sup>th</sup> May	Social media, website
	Community	MacMillan Coffee Morning at Flitwick Market 27 <sup>th</sup> May	Social media, website, flyers, notice board
	Community	Big Beds Clean Up Litter Pick 29 <sup>th</sup> May	Social media, website
	Community	Stitchers – red/white/blue Jubilee displays	
	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,

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **May 2022**

	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Lockyer Suite – great versatile venue for children’s birthday parties	Social media, website, flyers, notice board
<b>30<sup>th</sup> May</b>	Community	Let the Platinum Jubilee celebrations begin!	Social media, website
	Community	Laser Light Show 2/6	Social media, website, flyers, notice board
	Community	How much we raised at Macmillan Coffee Morning – thank you for your support	Social media, website
	Community	Scarecrow Festival Jubilee theme for July – get planning your display 2-10/7	Social media, website, flyers, notice board
	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	Social media, website
	Business	Outdoor space – team building events	Social media, website

### **Note:**

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

### **Community:**

P3 Manor Park Footpath works – nesting season until 1<sup>st</sup> Sept

Green Wheel

Queen’s Green Canopy – resident trees initiative autumn

Country/Nature Park

Allotments – when spaces become available

Wildflower areas – watch for growth

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

Month: **May 2022**

Resident Driven Projects – applications outcomes

Bottle cap rainbow at the Hub

### **Planning:**

New planning approach

### **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**

## Community Services Financial Summary YTD

01 April 2021 to 31 March 2022

	Income to 31/03/22	Budget Set for 21/22	% Budget Achieved			Expenditure to 31/03/22	Budget Set for 21/22	% Budget Spent	
Community Services	£ 102,784	£ 47,850	215%	GREEN		£ 450,671	£ 431,085	105%	RED

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>



**Rolling Capital Fund Balances 2021-22**

31 March 2022

RCF Code		Description	Committee	Minute Ref	Budget Committed	Spend to date	Funding Received (1177)	Overspend Funded by Central RCF	RCF Commitment Remaining			2022/23 RCF Actions	
4212	110	PROJ - Country Park RCF	Community	None	£ -	£ -	£ -	£ -	£ -	0%		No amounts have been committed for this project.	Roll over RCF balance of £0
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ 2,000	£ 2,946	£ 2,405	£ -	£ 1,459	73%	Green	Greensands grant of £2,405 received (1177/110) in addition to stated budget	Roll over RCF balance of £1,459
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ 5,446	27%	Green		Roll Over RCF balance of £5446
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ 175	£ 6,198	£ -	£ 34,023	122%	Green	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697)	Roll over RCF balance of £27,825 Roll Over Funding Rec'd of £6,198
4804	110	PROJ - Gym Equipment RCF	Community	None	£ -	£ -	£ -	£ -	£ -	0%		NO LONGER ACTIVE - match funded so RCF not required	RCF Complete - Close
4806	110	PROJ - Wildflower Meadows RCF	Community	821f	£ 1,240	£ 1,465	£ -	£ 225	£ -	0%		18% overspend to be addressed by Business Services. Spend relates to single invoice. Original budget under estimated. DECISION REQUIRED	RCF Complete - Close & cover overspend from RCP
4808	110	PROJ - Manor Park Fencing RCF	Community	730e	£ 3,950	£ 3,500	£ -	£ -	£ 450	11%	Green	21/22 RCF 'rolled forward' budget set at original level of £15,450 without subtracting previous year's spending. Budget adjusted to reflect 21/22 spending only and true balance remaining.	Roll Over RCF balance of £450
4810	110	PROJ - Play Equip Repairs 21/22	Community	892e 5150i	£ 15,907	£ 15,907	£ -	£ -	£ -	0%	Green	RCF COMPLETE	RCF Complete - Close
4812	110	PROJ - War Memorial Clean 21/22	Community	5152b	£ 858	£ 858	£ -	£ -	£ -	0%		RCF COMPLETE	RCF Complete - Close
4813	110	PROJ - Xmas Tree & Works 21/22	Community	5164 a i	£ 5,926	£ 5,104	£ -	£ -	£ 822	14%	Green		RCF Complete - Close & return unspent funds to RCP
4815	110	PROJ - Xmas Lights Event	Community	5164 a l	£ 1,100	£ -	£ -	£ -	£ 1,100	100%	Green		To close BUT FURTHER WORK REQUIRED
4816	110	PROJ - Manor Park Gates RCF	Community	708c 5091b	£ 19,472	£ 17,753	£ -	£ -	£ 1,719	9%	Green		RCF Complete - Close & return unspent funds to RCP
4817	110	PROJ - Village Hall Barriers RCF	Community	928g	£ 600	£ 1,861	£ 1,261	£ -	£ -	0%		RCF to be confirmed (+ £357 S106 from CBC & £904.02 from Village Hall Comm Funds)	RCF Complete - Close
4818	110	PROJ - Electric Fencing 21/22	Community	856b	£ 442	£ 446	£ -	£ 4	£ -	0%		1% overspend within accepted 5% variance in according with Standing Orders.	RCF Complete - Close

**Please note:**

All RCF spending should be in line with RCF resolution. Unspent funds will remain as annual Rolling Capital Programme (5014/110) funds.

Full review of RCF completed in March 2022 to ensure all spending captured. Part-completed RCFs will have balance only carried forward as budget set for 22/23.

Community Services Committee Report

01-31 March 2022

		01-31 March 2022	
		Income	Expenditure
1178/300, 4001/300, 4002/300	Staff Costs	£ -	£ 26,094
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs	£ -	£ 2,726
1004/301, 1013/301, 1033/301, 1119/301, 4015/301, 4068/301, 4069/301, 4088/301	Burial Grounds	£ 11,473	£ 725
1005/302, 1014/302, 1191/302, 4015/302, 4072/302, 4088/302	Allotments	£ 100	£ 875
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>	£ 26,613	£ 8,849
1010/305, 1012/305, 1177/305, 1180/305, 1191/305, 4075/305, 4082/305, 4091/305, 4122/305,	Play Areas	£ 750	£ 354
4096/306, 4097/306	Street Lighting	£ -	£ 832
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 13	£ 2,144
1041/311, 4049/311	Youth Activities	£ -	£ -
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)	£ 186	£ 1,080
1042/313, 1051/313, 1052/313, 1072/313, 1127/313, 1128/313, 1130/313, 1142/313, 1145/313, 1164/313, 1165/131, 1166/313, 1169/313, 1172/313, 4000/313, 4036/313, 4040/313, 4043/313, 4138/313, 4141/313, 4200/313, 4201/313, 4203/313, 4204/313, 4206/313, 4211/313, 4503/313, 4530/313, 4533/313, 4540/313, 4550/313, 4551/313, 4612/313, 4618/313, 4619/313, 4622/313	Community Events (313)	£ 6,061	£ 577
4009/300, 4103/313, 4135/303	Other Costs <sup>2</sup>	£ -	£ 350

<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

2021/22 Year to date								Comments
Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent		
£ 4,204	£ -	N/A		£ 267,348	£ 266,255	100%	Red	
£ -	£ -	N/A		£ 15,375	£ 17,958	86%	Amber	
£ 27,365	£ 18,000	152%	Green	£ 3,377	£ 7,700	44%	Green	
£ 9,578	£ 8,000	120%	Green	£ 3,689	£ 5,850	63%	Green	
£ 49,612	£ 2,000	2481%	Green	£ 30,114	£ 27,050	111%	Red	Income exceeded by Manor Park Rural Payments Agency
£ 4,121	£ 1,850	223%	Green	£ 4,438	£ 7,500	59%	Green	
£ -	£ -	N/A		£ 4,529	£ 3,500	129%	Red	Exceeded budget 4097/306 for purchase of new street light on the Ridgeway
£ 248	£ 500	50%	Amber	£ 12,854	£ 12,572	102%	Red	
£ 127	£ 15,000	1%	Red	£ 46,437	£ 41,200	113%	RED	Exceeded budget 4049/311 activities (4YP)
£ 4,196	£ -	N/A		£ 2,769	£ -	N/A		
£ 1,984	£ 2,500	79%	Green	£ 24,968	£ 30,000	83%	Amber	NOTE: Income received for Jubilee event and Flitwick Fun Day 22 will be 'rolled forward' at year end.
£ -	£ -	N/A		£ 630	£ 11,500	5%	Green	

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

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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	26,035	266,937	265,755	(1,182)		(1,182)	100.4%
4002 UNIFORM	59	411	500	89		89	82.3%
4005 VEHICLE - MAINTENANCE	(21)	564	2,000	1,436		1,436	28.2%
4006 FUEL	34	5,205	6,500	1,295		1,295	80.1%
4008 Truck Insurance	1,646	3,666	2,100	(1,566)		(1,566)	174.6%
4009 HEALTH & SAFETY	(164)	444	500	56		56	88.8%
4013 PROJ Library Office RCF	0	(808)	0	808		808	0.0%
4063 TRUCK REPAYMENTS	1,067	5,940	7,358	1,418		1,418	80.7%
<b>CORE SERVICES - Community :- Indirect Expenditure</b>	<b>28,657</b>	<b>282,359</b>	<b>284,713</b>	<b>2,354</b>	<b>0</b>	<b>2,354</b>	<b>99.2%</b>
<b>Net Income over Expenditure</b>	<b>(28,657)</b>	<b>(278,156)</b>	<b>(284,713)</b>	<b>(6,557)</b>			
<b>301 BURIAL GROUNDS - Community</b>							
1004 BURIAL GROUNDS (No VAT)	6,691	18,486	15,000	(3,486)			123.2%
1013 CBC-CLOSED BURIAL GROUND	2,000	2,000	1,000	(1,000)			200.0%
1033 DONATIONS RECEIVED	0	300	0	(300)			0.0%
1119 Burial Grounds Income VATABLE	2,782	6,579	2,000	(4,579)			328.9%
<b>BURIAL GROUNDS - Community :- Income</b>	<b>11,473</b>	<b>27,365</b>	<b>18,000</b>	<b>(9,365)</b>			<b>152.0%</b>
4015 UTILITIES	14	78	150	72		72	51.7%
4068 Burial Ground NO VAT	0	170	1,000	830		830	17.0%
4069 Burial Ground VATABLE	444	1,108	4,000	2,892		2,892	27.7%
4088 PORTALOO HIRE	267	2,022	2,550	528		528	79.3%
<b>BURIAL GROUNDS - Community :- Indirect Expenditure</b>	<b>725</b>	<b>3,377</b>	<b>7,700</b>	<b>4,323</b>	<b>0</b>	<b>4,323</b>	<b>43.9%</b>
<b>Net Income over Expenditure</b>	<b>10,748</b>	<b>23,988</b>	<b>10,300</b>	<b>(13,688)</b>			
<b>302 ALLOTMENTS - Community</b>							
1005 ALLOTMENT RENT	100	4,202	3,500	(702)			120.1%
1014 PHONE MAST INC (STATION RD)	0	5,333	4,500	(833)			118.5%
1191 MISC INCOME	0	43	0	(43)			0.0%
<b>ALLOTMENTS - Community :- Income</b>	<b>100</b>	<b>9,578</b>	<b>8,000</b>	<b>(1,578)</b>			<b>119.7%</b>
4015 UTILITIES	151	354	600	246		246	59.1%
4072 ALLOTMENTS/MAINTENANCE	470	1,047	2,700	1,653		1,653	38.8%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4088 PORTALOO HIRE	254	2,287	2,550	263		263	89.7%
ALLOTMENTS - Community :- Indirect Expenditure	<b>875</b>	<b>3,689</b>	<b>5,850</b>	<b>2,161</b>	<b>0</b>	<b>2,161</b>	<b>63.1%</b>
<b>Net Income over Expenditure</b>	<b>(775)</b>	<b>5,889</b>	<b>2,150</b>	<b>(3,739)</b>			
<b>303 LOCAL AMENITIES - Community</b>							
1070 MANOR PARK (Rural Paymt Agent)	0	6,639	2,000	(4,639)			331.9%
1177 GRANTS RECEIVED	26,613	42,973	0	(42,973)			0.0%
LOCAL AMENITIES - Community :- Income	<b>26,613</b>	<b>49,612</b>	<b>2,000</b>	<b>(47,612)</b>			<b>2480.6%</b>
4078 Planting/Weeding/Trees Maint	100	3,994	3,000	(994)		(994)	133.1%
4084 PLANT & EQUIP-PURCHASE	1,319	2,894	2,500	(394)		(394)	115.8%
4085 PLANT & EQUIP-MAINTENANCE	1,173	2,039	4,000	1,961		1,961	51.0%
4110 TREE MAINTENANCE	0	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)	3,668	3,668	4,000	332		332	91.7%
4118 BINS AND SEATS	0	5,225	500	(4,725)		(4,725)	1045.0%
4128 WASTE DISPOSAL	1,364	3,012	6,300	3,288		3,288	47.8%
4132 BUILDING MAINTENANCE	633	2,326	2,500	174		174	93.0%
4135 PROJ - Community Spirit RCF	186	186	0	(186)		(186)	0.0%
4140 MAINTENANCE CONTRACTS	0	1,897	0	(1,897)		(1,897)	0.0%
4700 FLITWICK MANOR PARK	27,205	29,047	0	(29,047)		(29,047)	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	<b>35,648</b>	<b>56,913</b>	<b>27,050</b>	<b>(29,863)</b>	<b>0</b>	<b>(29,863)</b>	<b>210.4%</b>
<b>Net Income over Expenditure</b>	<b>(9,035)</b>	<b>(7,301)</b>	<b>(25,050)</b>	<b>(17,749)</b>			
<b>305 PLAY AREAS - Community</b>							
1010 Rufus Centre Field Hire	0	1,227	500	(727)			245.4%
1012 Millennium Park Hire	750	1,167	0	(1,167)			0.0%
1177 GRANTS RECEIVED	0	1,727	0	(1,727)			0.0%
1180 COMMUTED SUMS RELEASED TO	1,350	1,350	1,350	0			100.0%
1191 MISC INCOME	0	1	0	(1)			0.0%
PLAY AREAS - Community :- Income	<b>2,100</b>	<b>5,471</b>	<b>1,850</b>	<b>(3,621)</b>			<b>295.7%</b>
4075 PLAY AREA/REPAIRS & MAINT.	5	2,892	4,500	1,608		1,608	64.3%
4082 Millennium Park (Inc CCTV)	8,003	8,463	0	(8,463)		(8,463)	0.0%
4122 CHANGING ROOMS - HINKSLEY	685	1,422	3,000	1,578		1,578	47.4%
PLAY AREAS - Community :- Indirect Expenditure	<b>8,693</b>	<b>12,777</b>	<b>7,500</b>	<b>(5,277)</b>	<b>0</b>	<b>(5,277)</b>	<b>170.4%</b>
<b>Net Income over Expenditure</b>	<b>(6,593)</b>	<b>(7,306)</b>	<b>(5,650)</b>	<b>1,656</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>306 STREET LIGHTING - Community</b>							
4096 Electricity - Street Lights	750	2,573	2,500	(73)		(73)	102.9%
4097 Street Lighting Maintenance	82	1,956	1,000	(956)		(956)	195.6%
STREET LIGHTING - Community :- Indirect Expenditure	<b>832</b>	<b>4,529</b>	<b>3,500</b>	<b>(1,029)</b>	<b>0</b>	<b>(1,029)</b>	<b>129.4%</b>
<b>Net Expenditure</b>	<b>(832)</b>	<b>(4,529)</b>	<b>(3,500)</b>	<b>1,029</b>			
<b>311 YOUTH HUB/ACTIVITIES - Communi</b>							
1035 The Hub Hire	13	248	500	253			49.5%
1041 YOUTH ACTIVITIES	0	127	15,000	14,873			0.8%
YOUTH HUB/ACTIVITIES - Communi :- Income	<b>13</b>	<b>375</b>	<b>15,500</b>	<b>15,125</b>			<b>2.4%</b>
4001 SALARIES AND WAGES	247	2,160	2,000	(160)		(160)	108.0%
4015 UTILITIES	799	3,221	2,300	(921)		(921)	140.1%
4016 BUSINESS RATES	0	2,395	2,422	27		27	98.9%
4049 YOUTH ACTIVITIES	0	46,437	41,200	(5,237)		(5,237)	112.7%
4132 BUILDING MAINTENANCE	2,439	3,373	4,000	627		627	84.3%
4138 EQUIPMENT	0	11	1,000	989		989	1.1%
4140 MAINTENANCE CONTRACTS	(1,341)	1,695	850	(845)		(845)	199.5%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	<b>2,144</b>	<b>59,291</b>	<b>53,772</b>	<b>(5,519)</b>	<b>0</b>	<b>(5,519)</b>	<b>110.3%</b>
<b>Net Income over Expenditure</b>	<b>(2,132)</b>	<b>(58,916)</b>	<b>(38,272)</b>	<b>20,644</b>			
<b>312 COMMUNITY ACTIVITIES - Communi</b>							
1039 PAINTING CIRCLE	73	352	0	(352)			0.0%
1120 KEEP FIT / Dance Fitness	33	1,569	0	(1,569)			0.0%
1122 MENS CLUB	103	471	0	(471)			0.0%
1129 Community Bingo	25	137	0	(137)			0.0%
1146 OLDER PEOPLE - Events	0	279	0	(279)			0.0%
1171 LUNCH CLUB	(48)	1,387	0	(1,387)			0.0%
COMMUNITY ACTIVITIES - Communi :- Income	<b>186</b>	<b>4,196</b>	<b>0</b>	<b>(4,196)</b>			
4556 OLDER PEOPLE - Events	0	199	0	(199)		(199)	0.0%
4558 KEEP FIT / Dance Fitness	774	1,462	0	(1,462)		(1,462)	0.0%
4611 Community Bingo	247	567	0	(567)		(567)	0.0%
4612 MENS CLUB	0	181	0	(181)		(181)	0.0%
4621 LUNCH CLUB	60	325	0	(325)		(325)	0.0%
4625 FORGET ME NOT GROUP	0	34	0	(34)		(34)	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	<b>1,080</b>	<b>2,769</b>	<b>0</b>	<b>(2,769)</b>	<b>0</b>	<b>(2,769)</b>	
<b>Net Income over Expenditure</b>	<b>(894)</b>	<b>1,427</b>	<b>0</b>	<b>(1,427)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	(6,748)	0	0	0			0.0%
1128 CARNIVAL - Income	0	(393)	0	393			0.0%
1130 Christmas Lunch - OLDER People	0	507	0	(507)			0.0%
1142 Easter Egg Trail	0	207	0	(207)			0.0%
1164 Christmas Market	0	333	0	(333)			0.0%
1165 Christmas Lights EVENT	0	(100)	2,500	2,600			(4.0%)
1172 JUBILEE Event 2022	688	763	0	(763)			0.0%
<b>COMMUNITY EVENTS - Community :- Income</b>	<b>(6,061)</b>	<b>1,984</b>	<b>2,500</b>	<b>516</b>			<b>79.4%</b>
4000 COMMUNITY EVENTS BUDGET	0	0	10,000	10,000		10,000	0.0%
4043 REMEMBRANCE EVENT	20	270	0	(270)		(270)	0.0%
4103 FTC Internal Hire	0	0	11,000	11,000		11,000	0.0%
4200 Christmas Lights Installation	0	15,241	20,000	4,759		4,759	76.2%
4201 Christmas Market	0	210	0	(210)		(210)	0.0%
4203 Festive Fun	0	183	0	(183)		(183)	0.0%
4204 Barclays Christsmas Tree	0	1,205	0	(1,205)		(1,205)	0.0%
4206 Scarecrow Festival	12	12	0	(12)		(12)	0.0%
4211 Easter Egg Trail	207	207	0	(207)		(207)	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	20	1,565	0	(1,565)		(1,565)	0.0%
4551 Flitwick Fun Day	5	4,136	0	(4,136)		(4,136)	0.0%
4618 COMMUNITY Events Expense	34	1,044	0	(1,044)		(1,044)	0.0%
4622 JUBILEE Event 2022	280	304	0	(304)		(304)	0.0%
<b>COMMUNITY EVENTS - Community :- Indirect Expenditure</b>	<b>577</b>	<b>24,968</b>	<b>41,000</b>	<b>16,032</b>	<b>0</b>	<b>16,032</b>	<b>60.9%</b>
<b>Net Income over Expenditure</b>	<b>(6,638)</b>	<b>(22,984)</b>	<b>(38,500)</b>	<b>(15,516)</b>			
<b>COMMUNITY SERVICES :- Income</b>	<b>34,424</b>	<b>102,784</b>	<b>47,850</b>	<b>(54,934)</b>			<b>214.8%</b>
<b>Expenditure</b>	<b>79,232</b>	<b>450,671</b>	<b>431,085</b>	<b>(19,586)</b>	<b>0</b>	<b>(19,586)</b>	<b>104.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(44,808)</b>	<b>(347,887)</b>					
<b>Grand Totals:- Income</b>	<b>34,424</b>	<b>102,784</b>	<b>47,850</b>	<b>(54,934)</b>			<b>214.8%</b>
<b>Expenditure</b>	<b>79,232</b>	<b>450,671</b>	<b>431,085</b>	<b>(19,586)</b>	<b>0</b>	<b>(19,586)</b>	<b>104.5%</b>
<b>Net Income over Expenditure</b>	<b>(44,808)</b>	<b>(347,887)</b>	<b>(383,235)</b>	<b>(35,348)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(44,808)</b>	<b>(347,887)</b>					

## 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		<i>Cllr Badham is working on a Public Art brief, this will be shared to Community Services once complete.</i>
<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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# Committee Priorities 2022

Tasks	Lead	Target Date	Status (RAG)	Notes
<b>Community Services</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. Updated priorities to be considered at May Community Service Meeting.
3. Barclays Frontage	ESM/CSM	2022		Community engagement included within the resident satisfaction 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>Business Services</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 6.4.22: waiting on a tap which needs replacing (initial one faulty). Snagging to do. Mike Ashton will be invited to test the facility when appropriate.
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>Corporate</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 Blazeby to 'create an online window on Flitwick's Heritage'. Initial scoping of this project has been completed by Cllr Blazeby and a proposal is due to be considered on 28.4.22. The website copy about Flitwick heritage will be built on.
3. Business continuity plan to be tested through scenarios	DTC	2022		Committee discussed this at January meeting. DTC has made contact with Cllr Badham who is happy to assist with scenarios for testing. Plan to be updated before DTC and Cllr Badham meet. The DTC has not had time to update the plan at the moment but this will be done in the next month.
4. Finalise local organisation leases	DTC	Apr-22		Draft leases sent to RBL, Guides, Sea Cadets and FGA. Officers waiting for a response from these groups. Officers have re-contacted the original three 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 met with Officers and were happy with the terms of the lease but requested a longer term which Council rejected. RBL are reporting this to their next Branch Meeting and will contact Officers following this. Scouts made a proposal to Council in Feb for a revised extension plan which was agreed in principle and solicitor working on a 25 year lease.
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. The building will be inspected at the beginning of May which the owner's son is facilitating, this will check insurances. SMT have discussed using the space at length and it is difficult because the owner uses the hall in school holidays throughout the week but there are opportunities in term time. Officers are in the process of liaising with Keep Fit class users that the Council run from the Village Hall, to see if there would be loss of members if we moved the group to the dance studio. The Community Services Manager temporarily moved this group to the sea cadet hall once before and members decided not to continue because it was 'too far out of town'. Officers will keep members updated on this.

## Personnel



## Flitwick Town Council

### Officers Update – Community Services 3<sup>rd</sup> May

#### 1. **Easter Egg Trail**

The Easter Egg Trail took place on Thursday 14<sup>th</sup> April in Flitwick Woods.

Many children and families enjoyed finding the clues to solve a puzzle, collecting an Easter Egg at the end of the trail.

We gave out 210 eggs on the day, with the remaining 87 left over eggs being donated to 4YP to share with some of the young people who access The Hub on a Thursday evening and to Autism Bedfordshire for their session at The Hub on a Friday evening.

Prior to the Easter Egg Trail, 18 Easter Eggs were donated to the Children's Centre and 36 Easter Eggs to the young people accessing the HAF programme during half term.

#### 2. **Community Safety Plan**

The Community Safety plan has been approved by Central Bedfordshire Council and a summary document has been produced to share with residents.

The Community Safety Plan is now live on the Flitwick Town Council website and information about the plan has been shared on social media.

The plan will be reviewed quarterly by Flitwick Town Council, Central Bedfordshire Council and other agencies named on the plan.

#### 3. **BDAP Safe Space Link**

The BDAP Safe Space link has been added to the Flitwick Town Council website.

The link will take resident directly to the BDAP Safe Space website where they will be able to find a range of information, support numbers, organisations, and advice.

Many services are available 24 hours a day, 7 days a week.

The BDAP website is supported by Stepping Stones, Home Start Central Bedfordshire, Central Bedfordshire Council, ACCM UK and NHS Bedfordshire, Luton and Milton Keynes.

#### **4. May Day Display**

The Community Services Officer and The Stitchers and Big Knit groups have been working hard on a May Day display for the Tesco roundabout, lampposts, and Barclays frontage.

The display consists of a May pole on the Tesco roundabout, with knitted flowers decorating the pole and roundabout.

The lampposts in the centre of Flitwick and the planters on the front of Barclays will be decorated with knitted flower wreaths.

#### **5. Litter Pick**

Flitwick Town Council and The Big Beds Clean Up will be working together to hold a litter pick on Sunday 29<sup>th</sup> May.

#### **6. Friends of Manor Park Group**

Offices have discussed the idea of a Friends of Manor Park group and feel the best time to set this up would be once the new Parkland Management Plan is finished. This is on schedule for a November 2022 completion.

## Uncommitted Section 106 - Updated 26.4.22

Application Number	S106 Contribution Type	Amount Secured	Amount Received	Amount Available	Spend By Date
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£374.50	£374.50	£374.50	01/06/2026
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£374.50	£374.50	£320.63	01/06/2026
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£203.00	£203.00	£203.00	28/09/2028
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£203.00	£203.00	£203.00	01/05/2029
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£122.50	£122.50	£122.50	01/10/2029
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£122.50	£122.50	£122.50	17/07/2030
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£255.50	£255.50	£255.50	28/11/2026
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£255.50	£255.50	£255.50	23/12/2029
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£168.00	£168.00	£168.00	28/11/2026
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£168.00	£168.00	£168.00	07/07/2027
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£276.50	£276.50	£276.50	24/11/2027
CB/13/00728/OUT	CFS - Cemeteries & Burial Grounds	£276.50	£276.50	£276.50	24/08/2028
				<b>£2,746.13</b>	
CB/13/00728/OUT	Combined Contribution	£90,567.00	£102,100.96	£102,100.96	28/09/2028
CB/13/00728/OUT	Combined Contribution	£90,567.00	£102,645.02	£102,645.02	01/05/2029
CB/13/00728/OUT	Combined Contribution	£54,652.50	£63,297.97	£63,297.97	01/10/2029
CB/13/00728/OUT	Combined Contribution	£54,652.50	£63,560.62	£63,560.62	17/07/2030
CB/13/00728/OUT	Combined Contribution	£113,989.50	£132,569.29	£132,569.29	23/12/2029
CB/13/00728/OUT	Combined Contribution	£74,952.00	£80,835.30	£80,835.30	07/07/2027
CB/13/00728/OUT	Combined Contribution	£123,358.50	£139,068.55	£100,490.76	24/08/2028
				<b>£645,499.92</b>	
CB/13/00728/OUT	Community Cohesion	£1,016.50	£1,016.50	£1,016.50	01/06/2026
CB/13/00728/OUT	Community Cohesion	£1,016.50	£1,016.50	£1,016.50	27/04/2027
CB/13/00728/OUT	Community Cohesion	£551.00	£551.00	£551.00	28/09/2028
CB/13/00728/OUT	Community Cohesion	£551.00	£551.00	£551.00	01/05/2029
CB/13/00728/OUT	Community Cohesion	£332.50	£332.50	£332.50	01/10/2029
CB/13/00728/OUT	Community Cohesion	£332.50	£332.50	£332.50	17/07/2030
CB/13/00728/OUT	Community Cohesion	£693.50	£693.50	£693.50	28/11/2026
CB/13/00728/OUT	Community Cohesion	£693.50	£693.50	£693.50	23/12/2029
CB/13/00728/OUT	Community Cohesion	£456.00	£456.00	£456.00	28/11/2026

CB/13/00728/OUT	Community Cohesion	£456.00	£456.00	£456.00	07/07/2027
CB/13/00728/OUT	Community Cohesion	£750.50	£750.50	£750.50	24/11/2027
CB/13/00728/OUT	Community Cohesion	£750.50	£750.50	£750.50	24/08/2028
				<b>£7,600.00</b>	
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£11,818.15	£12,063.46	£8,436.91	01/06/2026
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£11,818.15	£12,315.60	£12,315.60	27/04/2027
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£6,406.10	£7,063.90	£7,063.90	28/09/2028
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£6,406.10	£8,946.45	£8,946.45	01/05/2029
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£3,865.75	£5,448.71	£5,448.71	01/10/2029
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£3,865.75	£5,448.71	£5,448.71	17/07/2030
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£8,062.85	£11,364.49	£11,364.49	23/12/2029
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£5,301.60	£6,581.30	£6,581.30	07/07/2027
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£8,725.55	£10,380.40	£10,380.40	24/11/2027
CB/13/00728/OUT	PRCS - Maintaining/Renewing Public Realm	£8,725.55	£12,034.83	£12,034.83	24/08/2028
				<b>£88,021.30</b>	
CB/15/04675/FULL	Pitches Dunstable Rd/Hinksley RdFlitwick	£14,600.00	£14,600.00	£4,268.38	06/06/2027
				<b>£4,268.38</b>	
<b>No Entries - money not yet available but has been secured</b>					
CB/15/04675/FULL	Pitches Dunstable Rd/Hinksley RdFlitwick	£14,600.00			
CB/15/04675/FULL	Imp/ new equip Dunstable Rd Rec Flitwick	£24,250.00			

# **FLITWICK MANOR PARK PARKLAND MANAGEMENT PLAN.**

## **Interim Progress Report April 2022.**

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Progress on gathering information across the following topics has been made since the initial start up meeting on 28<sup>th</sup> March

**Task A1 Ownership , Physical Character and usage.** Ongoing using and updating existing reports

### **Task A2 Documentary Research**

We have assembled and acquired the Ordnance Survey Maps for Flitwick Manor from the first edition of 1887 onward to allow analysis of how the extent of the estate, organisation of access and tree cover has changed up to the present day and how the current extent of Manor Park fits within the earlier wider ownership area of Flitwick Manor Estate.

We have reviewed some published sources on the history of the estate to further understand the context of the area now managed by the Town Council.

We made a preliminary visit to the park and met with Town Council officers with the aim of understanding the visual relationships of its parts and relationships between the house, original designed park, parts lost to post war development and in the division of the estate between various owners as well as the agricultural area west of the current Flitwick Manor Park, included in this plan. This also provided an opportunity for us to see the area in its contemporary setting, meet those directly involved with management of the park and hear views and issues on access and use today and proposals already agreed to be implemented under previous plans.

We have arranged to visit Bedfordshire Records Office and Archives to study their holdings that relate to the estate landscape, particularly to look at the originals of documents, the early maps of the estate they hold and their collection of historical images of the estate. This visit will be on May 10<sup>th</sup>. This should prove particularly valuable in understanding the layout and establish information about the elements which define the current composition of Flitwick Manor Park.

Next steps will be to prepare a chronology of the development of the area and write an analytical history of the park landscape.

**A2.2 Field Survey.** Ongoing but the tree, woodland and veteran tree survey has been completed with the existing tree survey updated and a survey and location of all notable, historic specimens in the arboretum noted on map and database form.

**Hydrology.** Site survey with hydrologist Peter Worrall planned for 26<sup>th</sup> April

**Habitat survey.** A Phase 1 habitat survey will be carried out by Stephen Halton on 13<sup>th</sup> May

**Built Structures.** An assessment of the built structures will be made by John Ruddy of Capstone Consulting Engineers on 21<sup>st</sup> May

We remain track to deliver survey and evaluation reports on all of the above as part of the PMP by the end of June in accordance with our agreed revised programme attached.

**Chris Burnett Associates 26 04 22**



## Chris Burnett Associates 15 03 22

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