



**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 Share 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 SSSI 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*