DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 7th JUNE 2022
AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr K Badham (Chairman)
Cllr D Toinko
Cllr A Lutley
Cllr C Thompson
Cllr A Snape

Stacie Lockey – Environmental Services Manager
Mike Thorn – Environmental Services officer

992.   APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Chacko, Cllr P Earles and Cllr B Meredith-Shaw.

There were no apologies received from Cllr J Dann.

993.   DECLARATIONS OF INTEREST

(a)   No disclosable pecuniary interests were declared by members

(b)   No Non-Pecuniary interests were declared

994.   CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Cllr C Thompson and Cllr D Toinko for chairing the Community Services Committee for the last year, it was a good year for the committee with lots of work being progressed.

995.   PUBLIC OPEN SESSION

No members of public were present

996.   INVITED SPEAKER

Apologies had been received from PC L Dagley who was unable to attend. The Chair asked for any relevant matters to be forwarded on to PC Dagley.

997.   MEMBERS QUESTIONS

Cllr D Toinko: What is the status of the Working Group for the Country Park?
A meeting is still to be arranged, it was delayed due to officer leave. We had also been waiting for a meeting with CBC to determine S106 funding, this meeting was held today.

Cllr A Snape: Thank you to officers for organising the new signage at the Hub. Graffiti has now appeared nearby, can this be removed?

Cllr A Snape: Regarding laying pipes for a water fountain and cables for lighting, can these be dealt with at the same time to minimise disruption?
It will not be possible to deal with the two services in one trench as the routes will be different.

Cllr A Snape: What can be done to improve the condition of the path between the play area at Millenium Park and Coniston Road?
Officers have been looking into this and the intention will be to make good the path when the trench is dug for services.

Cllr C Thomas: Why do the barriers at the Village Hall car park not run all the way through the car park?
Some of the barriers have been knocked down and therefore removed until they can be refitted more securely.

Cllr K Badham: Is there an update on the application to list the war memorial?
The application is being processed and we wait to hear once a decision is made.

998.   MINUTES

a.   It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 3rd May 2022 with the following amendment:

The resolution for item 988a should read as follows:

*It was **RESOLVED** for Officers to investigate options to develop the area outside Barclays Bank including looking at benches, bins, pop up coffee stalls, notice boards etc. Officers are to look into possible Section 106 funding that can be utilised in this area.*

999.   MATTERS ARISING

a.   **988e:** Is there an update regarding spraying by CBC? Can this be raised at the Joint Committee Meeting with CBC? Cllr Toinko confirmed he is yet to send email to Environmental Services Manager with details and will do so after the meeting.

Cllr A Snape: This is not an agenda item for the Joint Committee but we will try to raise it with CBC.

b.   Is there any update regarding options for Teracycling?

We are currently looking at viability and costs to support schemes.

c.   **989f:** S106 was due to be a rolling item but is not on this agenda.

A meeting with CBC was held earlier today.

- Combined contributions have all been allocated. £274k is for the Country Park but CBC cannot show it as committed until scheme is approved.
- Community Cohesion £7,600, the agreement is not clear and we are working with CBC to find ways to use this fund for the frontage outside Barclays.
- Officers are looking at the best ways to use S106 funds for Dunstable Rd and Hinksley Rd recreation grounds.
- CBC Officers are willing to support projects that meet the requirements of the available S106 funds, as well as looking at options for additional sources of funding for important projects such as the Country Park.

1000. ITEMS FOR CONSIDERATION

a. Barclays Square

At the May Community Services Meeting, Members discussed feedback from the residents survey in relation to Barclays Square and made the following resolution.

> *'It was **RESOLVED** for Officers to investigate options to develop the area outside Barclays Bank including looking at benches, bins, pop up coffee stalls, notice boards etc.'*

Various options for benches, bins and signage had been circulated with the agenda. Options relating to a coffee van will be presented at a future meeting.

Members considered the options presented to them.

It was commented that the options did not allow for a superior quality flagship space and that well designed concrete benches had previously been suggested that may be a good scheme for this space. Also that public art should be featured.

The options presented were based on discussions at the last Community Services meeting.

Members discussed the merits of installing standard items as soon as possible with a view to developing a higher quality flag ship scheme in the future, or alternatively going straight to a higher quality flag ship scheme although this option may result in delays for installation.

Questions were raised about a vision for how the space would be used, which would influence the final layout of a scheme.

Power supply and related infrastructure would need to be resolved. The idea of festoon Christmas lights was suggested.

The scheme would need to be a deterrent for people driving onto the space.

Benches, bins and notice boards were identified as a priority from the resident survey.

It was suggested that it would be better to install some elements now rather than wait for a larger scheme including public art which would take time to develop.

Discussions continued regarding choice of materials, site layout, queries regarding parking by the bank. If a temporary installation then it should be stated that a more long term scheme is being planned.

This item was **DEFERRED** to a future meeting to allow officers time to prepare further information with additional costed options.

b. Allotment Fees

Members considered additional information that had been requested in relation to the allotment fee review, including comparisons with other local Town Councils.

It was **RESOLVED** not to increase allotment fees for the next allotment year.

c. Maulden Road Boundary

Members considered a report and quotation to secure the boundary of land at Maulden Road with a ditch and bund.

It was **RECOMMENDED** to secure the site with a ditch and bund at a cost of £4,900 to be funded from Rolling Capital Fund (RCF).

d.   **Biodiversity Statement**

Members considered the biodiversity statement**.**

It was **RESOLVED** to adopt the Biodiversity Statement with the following amendments:

1) references to 'district council' to be changed to 'unitary authority'.
2) In the final paragraph, final sentence to begin 'The Council endeavour to ensure'.

e.   **Environmental Audit**

Members were asked to consider quotations received to conduct an Environmental Audit.

Members felt that this was not an item for Community Services committee should be tabled for consideration at the next Town Council meeting.

1001.   **ITEMS FOR INFORMATION**

a.   **Marketing & Communications Plan**

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

b.   **Marketing & Communications Forward Promotional Plan**

Members noted the Marketing & Communications Forward Promotional Plan circulated.

c.   **Financial Reports**

Members noted the Financial Reports for Community Committee circulated.

d.   **Delivery Plan & Committee Priorities**

i)   Members noted the Delivery Plan for Community Services.

ii)   Members noted the consolidated list of Committee priorities.

A question was raised regarding the Green Agenda and whether anything was being done to acknowledge the volunteer input in the recent planting schemes.

Officers are requesting quotes for signage for this.

e.   **Officer Update**

Members noted the Officers' update.

Regarding the proposed market, questions were raised about power supply for traders, vans driving onto the 'beach' area and any cost implications for the Council. It was commented that we should be encouraging events. It was also commented that any surplus income should not be allocated to the Mayor's charity fund.

f.   **Gumbles**

Members noted that Gumbles Children's Fun Zone will be attending the Millennium Park from 23rd August – 30th August 2022. The open days will be from 25th August – 29th August 2022. SAG has been obtained.

1002. <u>PUBLIC OPEN SESSION</u>

No members of public were present

1003. <u>EXEMPT ITEMS</u>

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

12a – Millennium Park

Members to receive a verbal report from the Community Services Manager

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

The meeting closed at 9:30pm

FLITWICK TOWN COUNCIL

Report Community Services Committee 5th July 2022
ALC

Implications of recommendations
Corporate Strategy: Takes forward policy objectives directly.
Finance: Nil
Equality: Nil
Environment: Nil

Background

At the annual Statutory Meeting 17th May 2022 members were asked to determine membership of the Allotment Liaison Committee.

A point was raised under the items that it may not be legal for Council to determine membership of the group, the Town Clerk to investigate and bring back a report to next Town Council.

The Town Clerk presented a report to the Town Council meeting held on the 21st June 2021 and the Town Council made the following **RESOLUTION**;

> It was **resolved** for the Community Services Committee to review governance arrangements for an Allotments Working Group to ensure decision making was legal. The Community Services Committee were to look at what this Group would do and what their purpose was.

Introduction

Allotment Liaison Committee

As far as current officers understand, the ALC has been in operation for well over 17 years.

The Committee is made up of Councillors and elected representatives of allotment holders and meets on a monthly basis, meetings last around 1 hour.

Members and officers of the ALC hold site inspections and these are discussed at the ALC meetings, (a duplication of work).
Collectively agree any actions for untidy plots which include Officers issuing untidy letters, notices to quit as well as making phone calls/sending emails to plot holders.
ALC produce the Allotment Strategy every 5 years which is then adopted by the Community Services Committee.
Discuss any other request from plot holders (i.e., a request for a community area was discussed last year).
Staff time spent on allotments is approx. 12 hours per month from April-November
ALC members report any maintenance issues to Officers.

There are a number of issues with this group and no clear understanding of the role of the ALC.

If the ALC are a Committee they have no delegated authority to agree actions, they have no delegated authority to determine if plots are overgrown and if letters or notices to quit should be sent. Some of the work is being duplicated and should be a matter of day-to-day officer operations.

The ALC cannot be a Committee reporting to a Committee, if they are a Committee, they should be reporting to Town Council and on that basis the Town Council should determine the role of the Committee and its membership.

If the Committee is reporting to Community Services, it should become a Sub Committee or Working Group of Community Services and Community Services should determine its membership.

I think an understanding of why the group was formed, the frequency of meetings, its function needs to be considered before its makeup and reporting procedures are determined.

Officer Recommendations:

1. **For Community Services Committee to review governance arrangements for an Allotments Working Group to ensure decision making is legal.**
   For the Community Services Committee to look at what this Group would do and what their purpose would be and elect members to the group if necessary.

Rob McGregor
Town Clerk & CEO

![Flitwick Town Council logo]

Flitwick Town Council

Report to Community Services 5th July 2022:
Village Hall/Hub Car Park Lights

Implications of recommendations
Corporate Strategy: An Engaged Community / A Sustainable Environment
Finance: Application to RCF
Equality: n/a
Environment: n/a

Background

At the April 2022 Community Services Meeting members were presented with a report on the light's columns in the Hub Car Park, an after some discussion the following resolution was made;

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

Introduction

Officers did attempt to get two quotations however the second company did not arrive to quote for the works.

The works will include disconnecting the 2 current flood lights in the Hub car park, moving 1 LED light to the second lamp column, laying a SWA cable in the ground from light column in the car park to light column in Hub compound and installing a timer switch to the front of the building which will activate the lights for a short period of time when required.

Quotation 1 - £2506.00 plus vat.

Additional Matters

Members may wish to consider as an additional option, to look at providing a Feeder Pillar at the Car park end of Millennium Park.

Recommendations
1. To proceed with the above quotation.

Stacie Lockey
Environmental Services Manager

Developing in the Forest of Marston Vale: Design Guidance Supplementary Planning Document

Draft June 2022

**Prepared by Central Bedfordshire Council, Bedford Borough Council and the Forest of Marston Vale Trust**

Contents

1. Purpose of the Guidance

This Development Design Guidance sets out how the planning polices for the Forest of Marston Vale will be implemented, as set out in the Central Bedfordshire Council and Bedford Borough Council Local Plans. It has been produced jointly by the Forest of Marston Vale Trust, Central Bedfordshire Council and Bedford Borough Council and adopted as a Supplementary Planning Document (SPD). The Guidance relates to the Forest of Marston Vale (as designated by Government as one of England's Community Forests) which covers 61 square miles between Bedford and Milton Keynes (see Figure 1 below).

Figure 1: Map showing the extent of the Forest of Marston Vale area
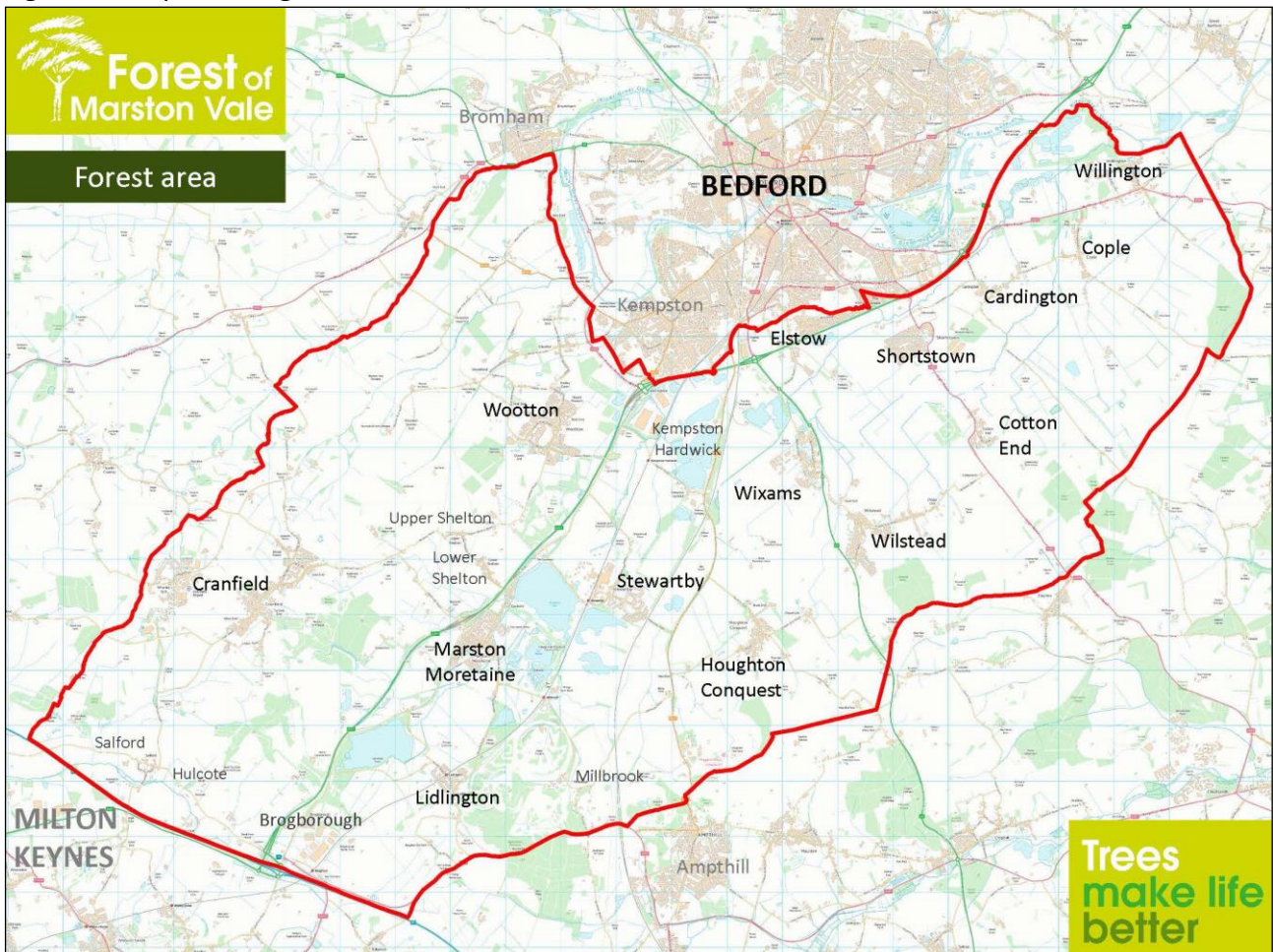
This document provides design guidance on the scale and type of green infrastructure, and built design principles, that are required in the Forest of Marston Vale area. Its purpose is to demonstrate how development can contribute positively to the creation of the Forest – both in creating attractive wooded settings and in its built form, to strongly tie new development with the Forest ethos, and its developing 'sense of place' across the designated Forest area (Forest of Marston Vale - Trees Make Life Better). The document is a Supplementary Planning Document (SPD) and will be a material consideration in the determination of development proposals in the Forest of Marston Vale area.

Reference should still be made to other design guidance for Central Bedfordshire and Bedford Borough, which sets out general principles for the design of new developments, as well as the National Design Guide and National Model Design Code.

2. Background

In 1991, the Government designated 61 square miles between Bedford and Milton Keynes as the Forest of Marston Vale, one of England's Community Forests and part of a bold and pioneering vision to use trees and woodlands to transform the prospects of damaged landscapes around major towns and cities. Together, England's Community Forests form the country's largest environmental regeneration initiative.

The vision for the Forest of Marston Vale is to deliver environmental regeneration through increasing tree cover to 30%, transforming perceptions of the once-degraded area to stimulate social and economic regeneration, whilst providing major landscape, recreation, biodiversity, and quality of life benefits. To drive that vision forward, the Forest of Marston Vale Trust was created by the founding partnership of the Local Authorities, Government agencies and local industry.

The core target for creating the Forest is increasing tree cover to 30% – around a ten-fold increase from the starting position in the early 1990's – as a means to transform the social, economic and environmental prospects of the area. By 2015, the Forest of Marston Vale Trust, working with local communities, landowners, businesses and partners, had already increased tree cover to over 15%.

Development and the planning system has a key role to play in creating the Forest of Marston Vale, as set out in the Forest Plan. The Forest area has long been identified as a key, strategic location for growth. The proposals for the Oxford-Cambridge Arc reiterate the area's potential as a strategic development corridor and are the latest example of the development pressure that has existed throughout the Forest's existence. The agreed, long-term vision for creating the Forest provides a strategic framework for influencing whatever change may come. Creating the Forest is about placemaking; it's about creating a new 'sense of place' and an opportunity to demonstrate how environmental regeneration can redefine an area and transform its prospects.

Across the Forest area significant amounts of new housing and employment development are proposed over the coming decades. Central Bedfordshire Council and Bedford Borough Council strongly support the development of the Forest and their Local Plans recognise the importance of integrating this new development into an enhanced, high quality landscape. Successfully achieved, this can bring substantial benefits to the area in the form of new jobs, a more diverse economy and substantial new wooded greenspace to benefit local people.

Developers who contribute to the Forest have much to gain. They will enhance the value of their development – in terms of quality, aesthetic, sustainability and climate resilience – as well as playing an important role in adding to the Forest's creation. In turn, this will change the look and feel of the area by delivering on the headline tree canopy cover target and help to create and a more attractive environment for future investment.

All new development has the potential to help create the Forest of Marston Vale, by reflecting the Forest context in accompanying woodland planning and landscaping proposals. Through the design of woodland and greenspace schemes developers will also meet broader planning policy requirements and deliver many other objectives of the Forest including: landscape enhancement, biodiversity enhancement and Net Gain; provision of new recreation facilities; health and wellbeing benefits for local people, through access to local greenspace; climate change adaptation; pollution control; and supporting flood mitigation.

Equally, integrating Forest-related features into the design of new developments (see section 4.2) will help to create a new identity that reflects the Forest of Marston Vale as a changing place. This will contribute strongly to sustainable built development that reflects the increasingly wooded local character being established through the creation of the Forest.

This Design Guidance is based upon the successful model for delivering Forest-related green infrastructure and design developed in the National Forest, through planning policy over the past 25 years. It provides a 'bridge' to help translate planning policy for the Forest of Marston Vale into achieving new Forest-related schemes on the ground.

Figure 2: Images depicting the Forest of Marston Vale

3.   Policy context

The policy context for this Guidance is set out in national government policy and local policy:

National Policy:

- The National Planning Policy Framework (July 2021) - HM Govt: [National Planning Policy Framework - GOV.UK (www.gov.uk)](#);

- The National Design Guide (January 2021) – HM Govt: [National design guide - GOV.UK (www.gov.uk)](#)

- Our Green Future: Our 25 Year Plan to Improve the Environment – HM Govt: [25 Year Environment Plan - GOV.UK (www.gov.uk)](#);

Local Policy and Guidance:

- Bedford Borough Council Local Plan 2030 - [Local Plan 2030 · Bedford Borough Council](#);

- Central Bedfordshire Council Local Plan 2035 - [Local Plan | Central Bedfordshire Council](#) ;

- Minerals and Waste Local Plan 2005 - [Microsoft Word - Minerals and Waste Local Plan   2005 with strikethroughs (centralbedfordshire.gov.uk)](#)

- Forest of Marston Vale Forest Plan 2000 - [Development | The Forest of Marston Vale Trust](#) .

- Bedford Borough Council – Sustainable Development and Environmental Efficiency Strategy (SDEES)

- Central Bedfordshire Sustainability Plan (2020) - [Central Bedfordshire Sustainability Plan (2020-2030)](#)

- Central Bedfordshire Design Guide - [Design Guide and Urban design | Central Bedfordshire Council](#)

3.1   National Planning Policy Framework

The National Planning Policy Framework recognises the importance of trees in new developments. Paragraph 131 states that:

Trees make an important contribution to the character and quality of urban environments, and can also help mitigate and adapt to climate change. Planning policies and decisions should ensure that new streets are tree-lined, that opportunities are taken to incorporate trees elsewhere in developments (such as parks and community orchards), that appropriate measures are in place to secure the long-term maintenance of newly-planted trees, and that existing trees are retained wherever possible. Applicants and local planning authorities should work with highways officers and tree officers to ensure that the right trees are planted in the right places, and solutions are found that are compatible with highways standards and the needs of different users.

The Forest of Marston Vale is one of England's nationally designated Community Forests and has Government policy support in the National Planning Policy Framework. Paragraph 146 states that:

"The National Forest and Community Forests offer valuable opportunities for improving the environment around towns and cities, by upgrading the landscape and providing for recreation and wildlife. The National Forest Strategy and an approved Community Forest Plan may be a material consideration in preparing development plans and in deciding planning applications."

3.2   National Design Guide

The National Design Guide emphasises the important contribution that nature makes to the quality of a place and to quality of life. Paragraph 90 states that:

Nature contributes to the quality of a place, and to people's quality of life, and it is a critical component of well-designed places. Natural features are integrated into well-designed development. They include natural and designed landscapes, high quality public open spaces, street trees, and other trees, grass, planting and water.

The National Design Guide also confirms the important role that trees play in the design of new places including:

- Providing screening and privacy;

- Mitigating against the urban heat effect and providing shading to buildings, public spaces and gardens;

- Helping to create different character streets and spaces;

- Softening the visual impact of car parking;

- Improving air quality; and

- Contributing towards Biodiversity (and Biodiversity Net Gain).

3.3   25 Year Plan to Improve the Environment

Complementing the NPPF, the Government's 25 year Environment Plan also explicitly "supports Community Forests so that they can play a leading role in urban tree planting, to bring trees and green infrastructure to towns and cities across England" (page 48).

The benefits of green infrastructure in urban areas are specifically promoted (page 79) and the Plan includes the objective of "embedding an environmental 'net gain' principle for development, including housing and infrastructure" (page 32). The intent of this is to "put the environment at the heart of planning and development, to create better places to live and work" (page 32). This supports the Plan's objective of wanting "high environmental standards for all new builds" (page 35). Mirroring the spirt of this Design Guidance, the Plan also "wants to establish strategic, flexible and locally tailored approaches that recognise the relationship between the quality of the environment and development" (page 33).

The types of woodland and other green infrastructure advocated by the Forest of Marston Vale Trust, Bedford Borough Council and Central Bedfordshire Council (see section 4), are also

supported through the Plan's objectives to "increase woodland cover in England in line with our aspiration of 12% cover by 2060" (page 26) and "to maximise its many benefits" (page 47); and that "current planning policy in the planning system should provide biodiversity net gains where possible" (page 33).

3.4 Adopted Local Plans

Both Central Bedfordshire Council and Bedford Borough Council are long standing partners in the creation of the Forest of Marston Vale. Their administrative areas span, almost equally, the Forest area. Both authorities have included policies in their Local Plans supporting the Forest's creation for over 20 years. Proposals for development will be considered against all relevant policies within the Local Plan. Below are their key planning polices relating to the Forest and this Design Guidance, as set out in their Local Plans to 2030/35.

Bedford Borough Local Plan 2030:

Within the adopted Local Plan, Policy 36S: Forest of Marston Vale, states:

"Bedford Borough Council will continue to support the creation of the Forest of Marston Vale to deliver the environmentally led regeneration of the area. Development proposals within the Forest of Marston Vale area will be required to:

- *Demonstrate how they will deliver 30% tree cover across their development site. This can be achieved through a combination of new planting of trees, woodlands and hedgerows within development sites and;*

- *Contribute to the environmentally led regeneration of the Forest of Marston Vale, in line with the aims of the Forest Plan and;*

- *Demonstrate how their proposals reflect relevant design guidance (supplementary planning document) for development within the Forest of Marston Vale".*

Central Bedfordshire Local Plan 2035:

Within the adopted Local Plan, Policy EE9: Forest of Marston Vale, states:

"Central Bedfordshire Council will continue to support the creation of the Forest of Marston Vale to deliver the environmentally led regeneration of the area. Development proposals within the Forest of Marston Vale will be required to:

1. *Demonstrate how they will deliver 30% tree canopy cover, within the public realm, across their development site. This can be achieved through a combination of retaining and protecting existing trees, woodlands and hedgerows, and the on-site planting of new trees, woodlands and hedgerows; and*

2. *Contribute to the environmentally led regeneration of the Forest of Marston Vale, in line with the aims of the Forest Plan.*

Only where robust evidence agreed by the Council can demonstrate that 30% tree canopy cover cannot be delivered within the public realm on site, will alternative delivery mechanisms be considered."

Minerals and Waste Local Plan 2005:

Policy GE2 of the adopted Minerals and Waste Local Plan states:

All mineral and waste proposals in the Marston Vale should contribute to the improvement of the environment of the Vale. Proposals must demonstrate how they will assist in achieving the aims and objectives of the Forest Plan. In particular:

a) The County Council will ensure that the restoration of clay workings in the brickfields takes place in a reasonable timescale. In respect of already worked out areas the County Council will therefore support proposals that are in general accordance with MWLP policies, will hasten restoration and which will produce significant environmental improvements.

b) Proposals for new, extended or replacement brick manufacturing works will be expected to have an improved appearance, a reduced environmental impact, and in particular a marked reduction in the level of polluting emissions in comparison with the existing works.

3.5   Forest of Marston Vale Forest Plan

The Forest of Marston Vale Trust spearheads the creation of the Forest of Marston Vale. It was specifically established by the founding partnership of Government agencies and Local Authorities as the independent, charitable vehicle for driving forward the creation of the Forest. It works with national and local government, partners and local communities to implement the politically and publicly endorsed Forest Plan. The Plan provides the strategic framework and long-term vision for creating the Forest. The core target is to increase tree cover across the area from 3% to 30%. Since the early 1990s this has increased impressively to over 15%, as determined by an independent study, summarised in the 'Creating the green heart of Bedfordshire' document, which reviewed the progress in creating the Forest of Marston Vale to date[1].

The Forest is about much more than trees. It is about transforming the former despoiled landscape of clay workings, brick manufacturing and landfill, helping to boost the local economy and create a new 'sense of place' for future growth and local communities to enjoy. Independent research has evaluated the socio-economic and environmental benefits of the Forest's creation between 1995-2015 and demonstrates that annual benefits worth £12.83m are already being derived from the achievements to date[1] (see 'Creating the green heart of Bedfordshire' summary document).

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[1] The quantification and valuation of the environmental, social and economic impacts of the Forest of Marston Vale (2017); Natural Capital Solutions

Figure 3: Tree growth within the Forest over 20 years

The Forest Plan highlights the following development-related policies:

"Land use decisions will clearly be important for the future of the Forest and such decisions will be taken by the planning authorities, in the context of the planning framework set out in the statutory development plans. No proposals in the Forest Plan can override the policies contained in these statutory plans. However, the Forest Plan should be:

- *A material consideration used to inform the preparation of statutory development plans;*

- *A material consideration in determining planning applications for development within the Forest boundary; …"*

And further states that:

"The Forest Team will seek to secure meaningful on and off-site landscape gains from development schemes in the Community Forest. These should be appropriate to the scale and location of the development. This will be done by establishing good working relationships with planning officers and, where appropriate, developers and ensuring that Community Forest aims and objectives are fully understood."

The Forest Plan also clearly notes that:

"Development pressures will continue to cause controversy and impact upon communities within the Vale. An aim of the Forest Team will be to encourage landowners, developers and planning authorities to deliver Community Forest objectives and incorporate the principles of sustainability when considering further development."

Supporting these objectives, the Forest of Marston Vale Trust has a long-standing policy regarding development in the Forest area:

"While the Trust will support development that directly meets the objectives of the Forest, it is neutral on individual planning applications that do not directly conflict with the Forest's aims. Where development is planned, the Trust will work with developers and planners to secure a contribution to the Forest that is consistent with the Forest Plan and with the impact of the proposed development on the Vale".

3.6 Other relevant local guidance

In September 2020, Central Bedfordshire Council adopted a Sustainability Plan which sets out how the Council will become carbon neutral by 2030. The Sustainability Plan recognises the importance of planning policy in promoting sustainability and ensuring resilient, sustainable communities are established across the area. It also confirms that design guidance is an important tool in ensuring sustainability is fully embedded within new development. Trees make an important contribution to the character and quality of places and can also help mitigate and adapt to climate change.

Bedford Borough Council declared a climate emergency in March 2019 and pledged to make its own operations carbon neutral by 2030. It has developed a Carbon Reduction Delivery Strategy setting out how it will achieve this aim. As part of this strategy the Council has pledged to incorporate the carbon neutral ambition into all Council strategies, including the Local Plan 2040.

4. Design Guidance for development within the Forest of Marston Vale

Planning and development activities have important roles to play in the creation of the Forest of Marston Vale. As required by national and local planning policies (as summarised in section 3), all development proposals need to demonstrate how they will positively contribute to the creation of the Forest. In particular, applicants will be required to explain how they will deliver against the core 30% tree cover target which is central to creating the Forest. There are also several other ways in which a development proposal should also contribute to the creation of the Forest, including through the approach to design.

Drawing upon experience and precedent established over 20 years of working with planning and development activities within the Forest area, more detailed design guidance is provided in the following sections, which consider guidance on the delivery of the tree cover requirement and built design elements in turn.

4.1 Tree planting and Green Infrastructure requirements

This section presents the tree planting thresholds and quantities required in the Forest of Marston Vale, plus guidance on the options for the types of planting and Forest-related green infrastructure that are acceptable. This sets out how the 30% tree cover requirements in the Bedford Borough and Central Bedfordshire Local Plans should be achieved in the Forest area.

The inclusion of trees and woodland planting should be the default position when delivering green infrastructure as part of all development proposals and masterplans. At an early stage in the planning applications process, applicants should undertake an initial assessment of a site's landscape character, including existing trees, woodlands, hedgerows and other wildlife habitats, historic heritage assets and Public Rights of Way. This should be used as a basis for developing a network of Forest-related green infrastructure through the site. The network should be a combination of existing environmental assets, new tree, woodland and hedgerow planting and other habitat creation, that connects to adjoining ecological networks and footpaths, bridleway and cycleway routes.

Whilst the local policy requirement for tree cover for new development within the Forest of Marston Vale area is 30%, there are some parts of the 61 square mile Forest area that will not be suitable for planting, i.e. existing buildings, lakes, roads, railways and other infrastructure. An original land use study, produced in support of the Forest Plan, revealed that only 77% of the Forest area was available to accommodate the required level of tree planting. As such, in order to achieve the overall target of 30% tree cover across the whole Forest area, levels over and above the 30% requirement for new development will be encouraged and supported.

Whilst the Local Plan policy target is 30%, evidence shows that around 39% tree cover for new residential, commercial and leisure development would offer significant benefits in meeting the overarching 30% target for the whole area. As such, where opportunities exist higher levels of provision will be supported. For transport and minerals and waste schemes, even greater opportunities are available to deliver tree cover due to their strategic nature, and, as such, around 50% cover will be encouraged. The level of additional tree cover that could be achieved will depend on the nature of the scheme and in some circumstances this could be exceeded, particularly in relation to minerals and waste schemes for example.

The following thresholds, quantities and criteria will be applied to new developments:

Table 1: Tree planting requirements for new developments

Development type	Development threshold	Tree cover requirement	Basis of calculation	Maintenance period
Housing development	All schemes	Minimum of 30%; Up to 39% encouraged	Gross development area	5 years
Industrial, commercial and leisure developments	All schemes	Minimum of 30%; Up to 39% encouraged	Gross development area	5 years
Transport schemes	All schemes	Minimum of 30%; Around 50% encouraged	Gross scheme footprint	5 years
Minerals and Waste schemes	All schemes	Minimum of 30%; Around 50% encouraged	Gross site area	5 years

Note to table: The tree cover being achieved by any development proposal will be measured as a percentage of the gross development area, gross scheme footprint or gross site area (depending on the type of development). This typically means the tree cover being achieved within the 'red line' boundary of the development proposal.

The following key principles apply to all development types:

- On-site tree planting is the default requirement and expectation.

- All landscaping, including the provision of the minimum 30% tree cover, should be achieved on-site within the gross development area.

- The local planning authority will expect developers to have considered and provided for the requirement for 30% on-site tree cover in their land budgeting and initial development design processes.

- Developers will need to satisfy the local planning authority in any cases where meeting the on-site requirement is not possible, before considering the alternative approaches. In

circumstances where the 30% tree cover requirement cannot all be accommodated on-site, off-site tree planting will need to be undertaken: either on land to be provided by the developer in the Forest area; or on land controlled by the Forest of Marston Vale Trust or the Councils, subject to the developer securing their agreement.

- In exceptional circumstances, where there is a shortfall of on or off-site tree planting proposed by the developer, a contribution will be sought through a Section 106 Agreement, for tree planting and/or other Forest-related green infrastructure provision elsewhere in the Forest area (and preferably the relevant administrative area), subject to this alternative provision being delivered or approved by the Forest of Marston Vale Trust.

- All planting must be maintained by the developer for 5 years as part of an aftercare agreement with the local authority.

4.1.1 How to meet the 30% tree cover requirement – design options

To create 30% tree cover and attractive wooded settings for new developments, the main emphasis will be on woodland-style planting, of at least 50% of the total landscaped area. However, open space and other landscaping with trees can also be included. On smaller developments, where planting large areas of woodland is limited, individual or small groups of trees can be accommodated in a range of ways.

The range of tree planting options that are acceptable are set out below, together with options to create other green infrastructure elements. When designed together, these will capture the 'spirit of place' that the Forest of Marston Vale Trust and local authorities aspire to for future developments in the Forest area. They highlight the wide range of opportunities for developers to provide varied environmental benefits and thereby play a part in enriching the Marston Vale environment. In practice there are likely to be opportunities to combine several options within one scheme. This will depend upon the character of the site and its surroundings and the overall aims of the scheme, which should be identified through the master planning process. Existing designations or features within a site or its surroundings may influence the type of tree planting that will be acceptable. For example, careful consideration will be needed to ensure tree planting proposals conserve and enhance heritage assets and their settings. For each option, it is important that the species of trees selected are appropriate for the spaces being created.

Woodland planting

Developments should seek to create blocks of woodland planting with a minimum size of 0.5 ha. Woodland planting can take different forms (figure 4) and should provide at least 50% of the total landscaped area of a specific development, where possible.

Figure 4: Woodland planting options

Concentrated Areas of Woodland

Connected Corridors of Woodland

Dispersed Woodland
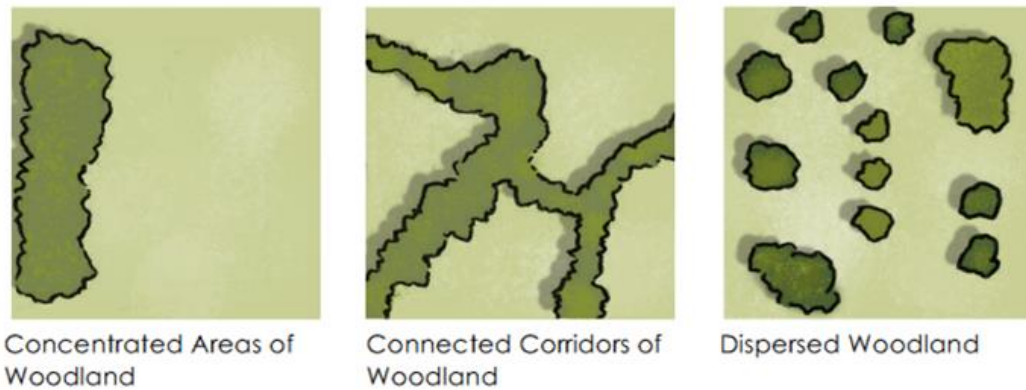
Whilst the creation of the Forest of Marston Vale is rooted in transforming the landscape through increasing tree cover to 30%, consideration needs to be given to landscape character and the relationship with existing features of special value. Any blocks of woodland planting should therefore be sympathetic to its surrounding location, topography and neighbouring land uses.

Figure 5: Woodland planting within the wider landscape

Naturalistic, flowing forms

Create a mosaic of woodland, hedgerows and open space

Woodland Planting to respond to the topography, enhance and create landscape character.

Table 2: Woodland technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
≥0.5ha blocks	Small, medium, large	Native	• ≥ 1600 stems/ hectare; • Up to 25% woody shrubs	Up to 20% perimeter buffer habitat	• Seedlings/forest transplants/whips/cell grown; • Protection as appropriate

Shelterbelts

Shelterbelts should be used at the edge of developments or open spaces to provide shelter to housing and open spaces from prevailing winds. They should fit within, and be sympathetic to, the wider landscape to avoid being visually intrusive, by having a curved, natural edge for example.

Shelterbelts should be designed into developments at the outset to ensure sufficient space is identified to accommodate them, and their form and character should reflect the location within a development.

Shelterbelts can also frame and enclose developments and their linear nature, with low level vegetation, enables them to act as valuable wildlife corridors.

Figure 6: The use of shelterbelts within new developments

Housing/ open space fronting onto shelter belt planting

Woodland shelter belts provide shelter to housing and open spaces from prevailing winds.

Prevailing wind

Closed edge to provide shelter

Open edge allows views in

Housing/ open space fronting onto shelter belt planting
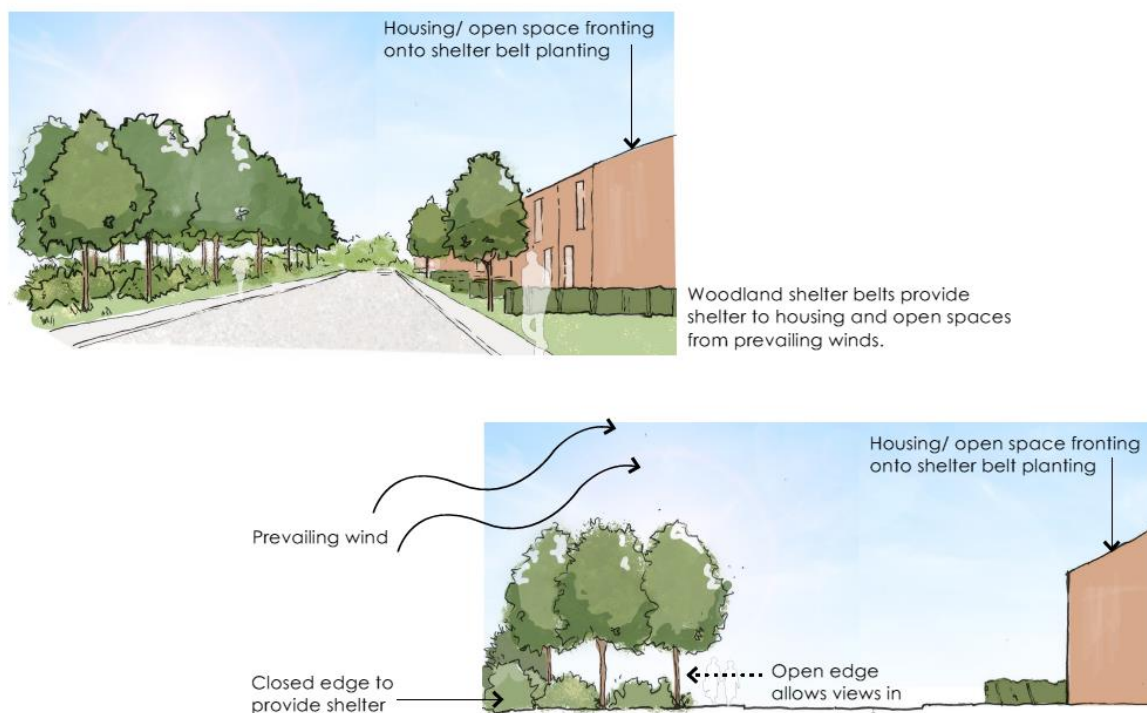
Figure 7: Shelterbelt distances

Table 3: Shelterbelt technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
Minimum width 20m	Small, medium, large	Native	• ≥ 1600 stems/ hectare; • Up to 25% woody shrubs	Up to 20% perimeter buffer habitat	• Seedlings/forest transplants/whips/cell grown; • Protection as appropriate

Spinneys and Copses

Spinneys and copses can be used to create connected pockets of wooded greenspace within developments. They have a more informal, natural character and can provide a transition between urban and rural spaces. They should also include scrub which provides valuable habitat and cover for wildlife.

Figure 8: The use of spinneys and copses within new developments
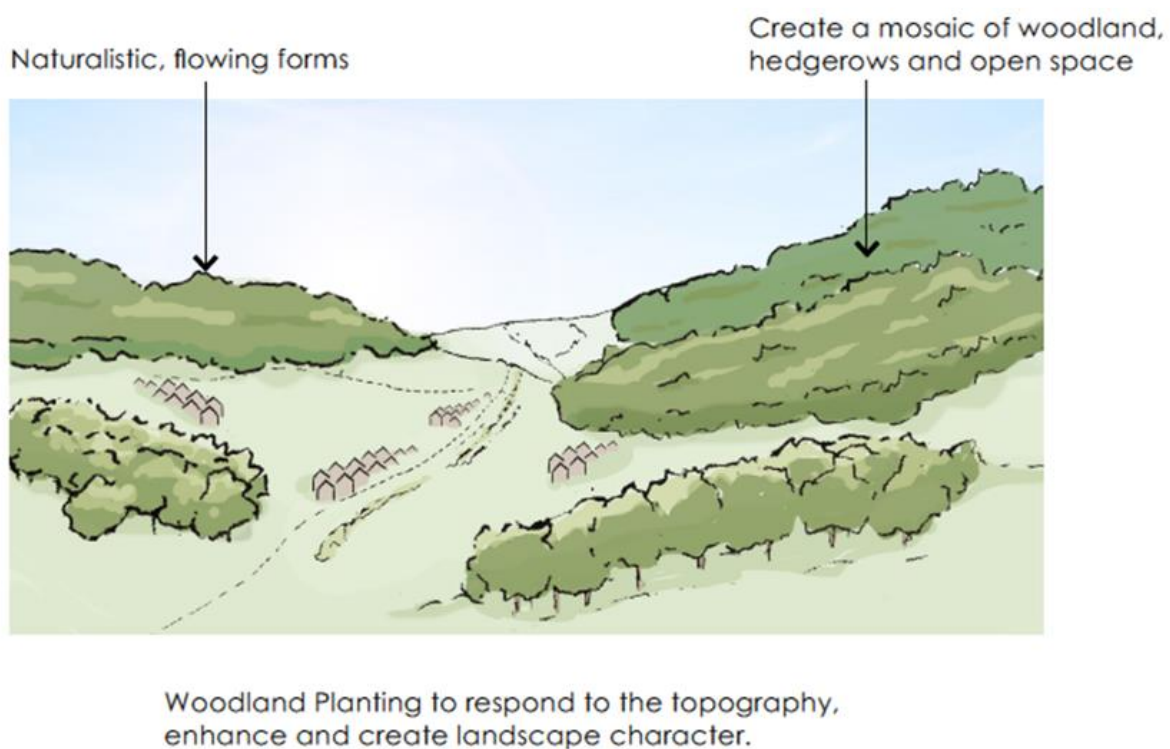

Table 4: Spinneys and copses technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
0.1-0.5 hectare blocks	Small, medium, large	Native	• ≥ 1600 stems/ hectare; • Up to 25% woody shrubs	Up to 20% perimeter buffer habitat	• Seedlings/forest transplants/whips/cell grown; • Protection as appropriate

Parkland

Parkland can be used within a development to provide a central space or feature, or at the edge of a development to provide a transition to the countryside.

Parklands are characterised by groups of trees or feature trees, connected along wildlife and movement corridors and set within grassland. They provide a transition between built development and areas of more substantial natural woodland.

Development should front onto parkland to enable views and enhance natural surveillance.

Parklands can also be used as part of the wider sustainable drainage system, and opportunities should be sought to deliver wet woodland due to its high level of biodiversity value.

Figure 9: Integrating parkland landscapes within new development

Connected pockets of woodland along wildlife + movement corridors.

Housing | Parkland | Woodland

Housing | Parkland | Woodland | Countryside

Housing fronts onto parkland space | Parkland | Woodland

Parkland as a central space/ feature

Housing fronts onto parkland space | Parkland | Woodland | Countryside

Views into parkland

Parkland as edge to countryside.

Table 5: Parkland technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
Individual or clusters of trees	Large	Native, Naturalised	• 10-25 trees/ hectare	Widely spaced, planted to achieve 10-20% canopy cover at maturity	• Whips/ Feathered/Half-standards; • Individual tree protection as appropriate

Orchards

Orchards should be comprised of local varieties of fruit trees and/or nutteries and can be accommodated within a variety of different public open spaces. They can be included as landscape features within areas of more formal open space, and located next to amenity spaces and allotments to provide a natural transition. They can also be included in more informal locations, providing an edge to woodland, spinneys and copses.

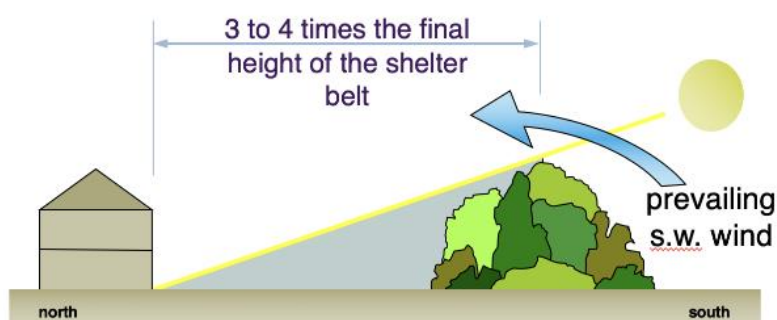Figure 10: Community orchards within the public realm

Table 6: Orchards technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
0.1-0.5 hectare blocks	Small	Native, Locally characteristic	• 100-400 trees/ hectare; • Mix of native fruit trees	Grouped, rows, or grid layout	• Whips/ Feathered/Half-standards; • Individual tree protection as appropriate

Street trees

New developments will be required to create tree-lined avenues, in accordance with paragraph 131 of the National Planning Policy Framework. Consideration needs to be given to the character and function of the street when selecting tree species, particularly in terms of the type and canopy spread. Opportunities should also be sought to integrate canopy forming trees within grass/soft landscape verges and bio-retention areas as part of the sustainable drainage system. Signature trees should be used in appropriate locations to create landmarks and focal points.

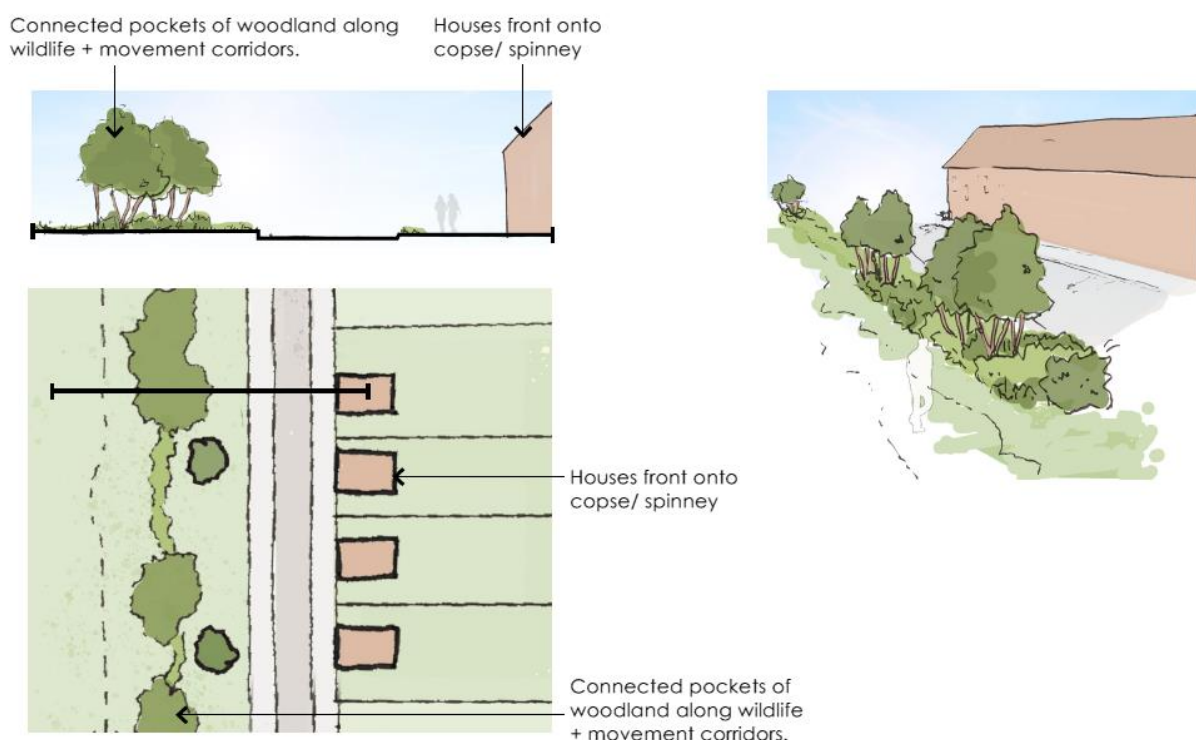Figure 11: Street trees in new developments

Table 7: Street tree technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
Individual or small groups of trees	Small, medium	Native, Naturalised, Non-native	• 10-25 trees/ hectare;	Widely spaced, planted to achieve 10-20% canopy cover at maturity	• Whips/ Feathered/Half-standards; • Individual tree protection as appropriate

Open space

Developments may provide a variety of formal and informal open spaces such as pocket parks, village greens and linear greenways. Open spaces should be connected to provide green corridors that maximise movement and support biodiversity. Trees should be used to punctuate and frame open spaces.

Figure 12: The use of trees within public open spaces

Informal open spaces create village greens/ linear green spaces

Play spaces framed by trees

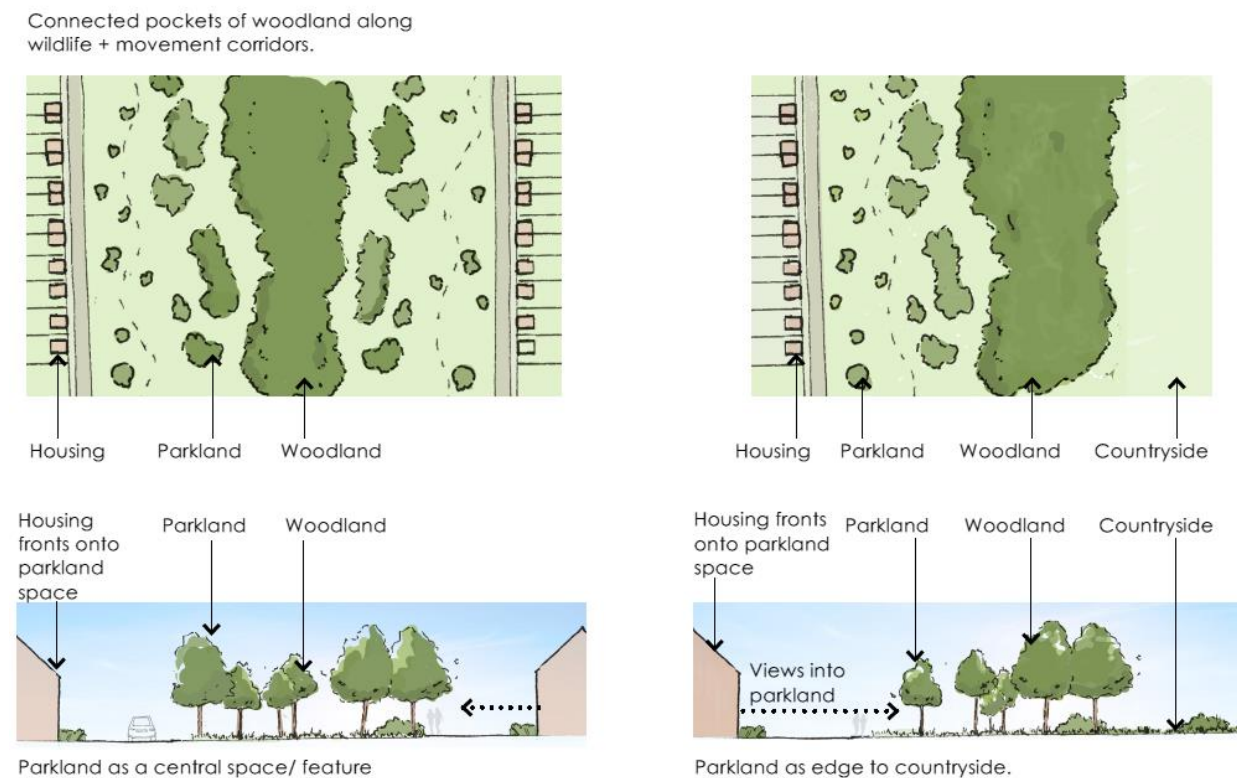Ensure open spaces are connected to maximise movement + biodiversity benefits

Table 8: Open space technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
Individual or small groups of trees	Medium, large	Native, Naturalised, Non-native	• 10-25 trees/ hectare;	Widely spaced, planted to achieve 10-20% canopy cover at maturity	• Whips/ Feathered/Half-standards; • Individual tree protection as appropriate

Hedgerows

Opportunities should be sought to retain and enhance existing hedgerows and plant new hedgerows.

Hedgerows are not just a rural feature and can be integrated within urban and formal environments. They can be used to define spaces, provide visual and audible screening and attenuate surface water. Their linear nature also provides connectivity for biodiversity.
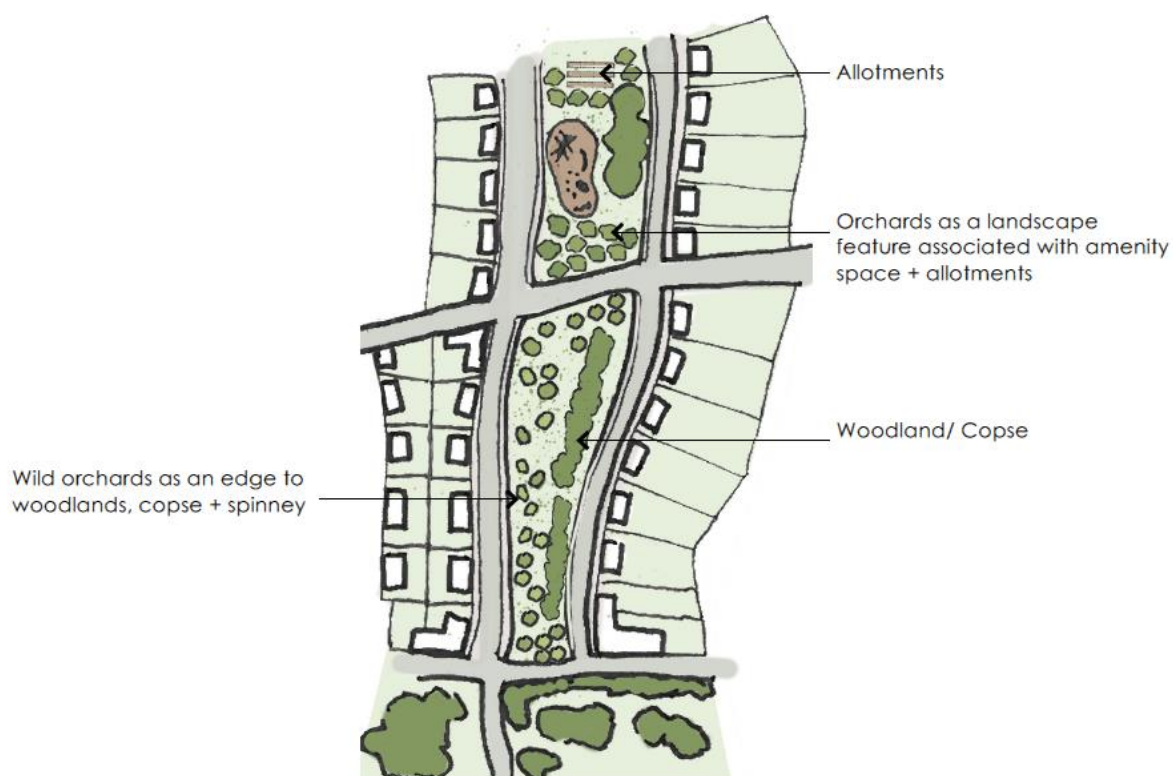
Table 9: Hedgerows technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
Not applicable	Small, medium	Native, Locally characteristic	• ≥ 5 plants per linear metre; • Double-staggered row; • Trees included at 15m average spacing;	Minimum 2m herbaceous buffer strip each side along length	• Seedlings/forest transplants/ whips/ feathered; • Protection as appropriate

Garden trees

Trees within private gardens will not contribute towards the 30% tree cover requirement as their retention and maintenance cannot be guaranteed in the longer term. However, trees and shrubs within private gardens will be encouraged as they are beneficial to wildlife and the health and wellbeing of residents.

Consideration should be given to the design and form of garden spaces to facilitate opportunities for tree planting within rear, front and side boundaries. A coordinated approach will need to be taken to ensure any tree planting takes account of the location of services and building foundations.

Planting can take the form of small trees, native fruit and shrubs, and hedgerows will be encouraged as a form of boundary treatment.

Figure 13: Integrating trees and shrubs within private gardens

Garden trees
+ hedge

Hedges + trees as
prefered boundary
trreatment

Tree planting in co-ordination with
services + building foundations.

Road

Verge

Garden/ drive

Footpath

Trees planted together for
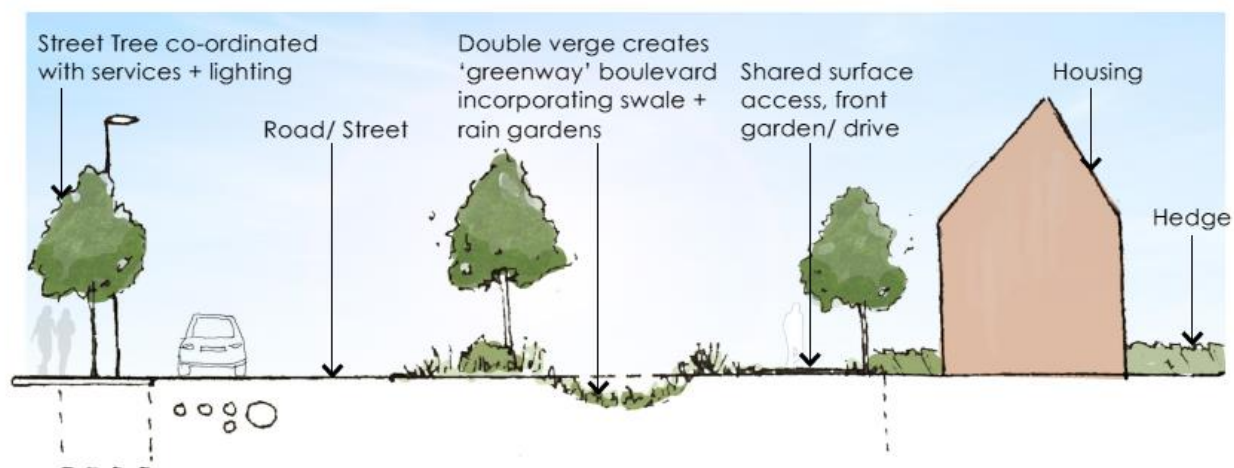greater visual impact.
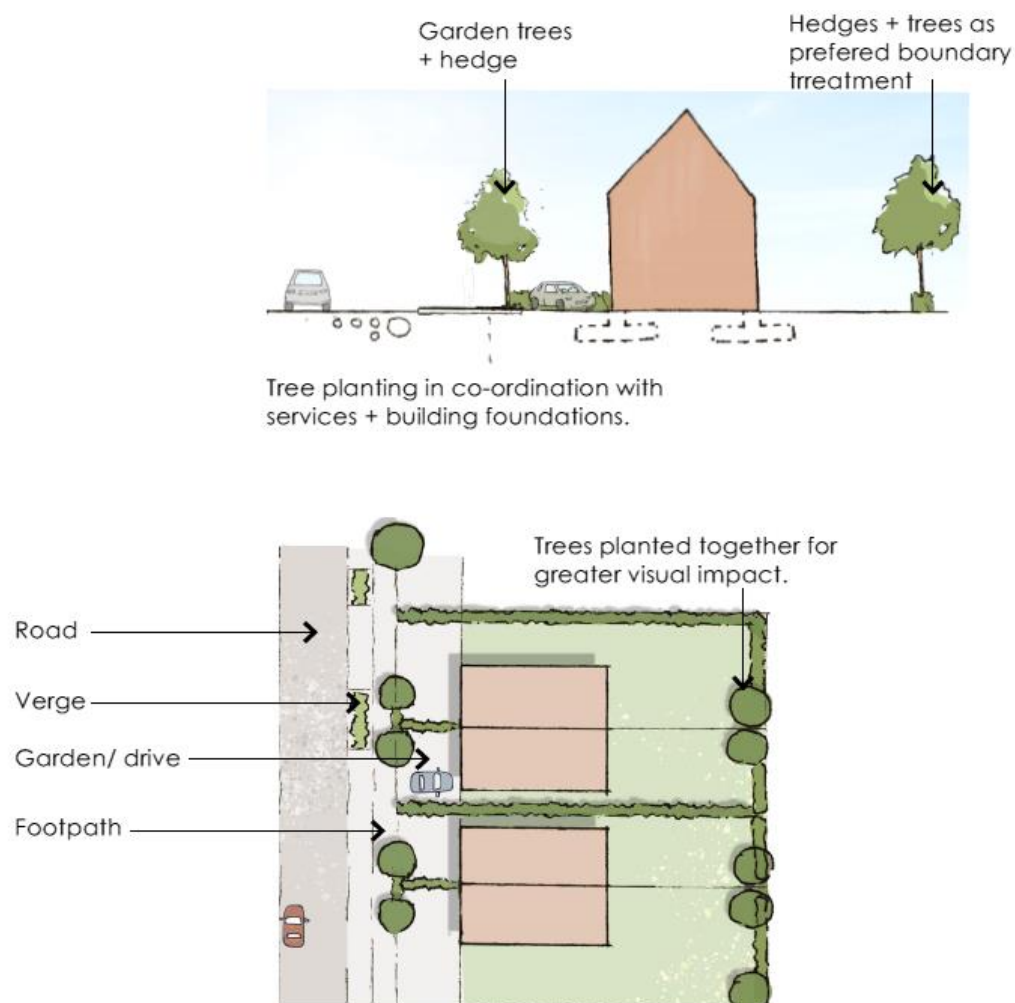
Table 10: Garden trees technical planting requirements

Scale/form	Size of trees	Species palette	Spacing and composition	Open space and layout	Typical planting stock and protection
Individual or small groups of trees	Small	Native, Naturalised, Non-native	• 10-25 trees/ hectare;	Widely spaced, planted to achieve 10-20% canopy cover at maturity	• Whips/ Feathered/ Half-standards; • Individual tree protection as appropriate

4.1.2 How to meet the 30% tree cover requirement – calculating tree cover

Given that there is a wide range of tree planting options which can be deployed within a development to achieve the 30% tree cover requirement, it is important to have clarity on how each type of planting will be measured so as to allow the overall percentage tree cover to be calculated. In addition, there is a need to differentiate between tree planting within the public realm – which can be used to satisfy the minimum 30% tree cover requirement – and options which deliver planting in private spaces – which cannot be used to satisfy the minimum 30% policy requirement but can contribute to the additional 9% tree cover the local authorities will encourage and support, to achieve the Forest of Marston Vale target of 39% tree cover across the area.

The following table provides the details of how options can be used and how the resulting tree cover is quantified.

Table 11: Contributions of design options towards 30% tree cover

Type of planting	Can be used towards 30% requirement	Can be used towards additional cover (over and above 30% target)	Basis of quantifying tree cover achieved
Woodland areas	Yes	Yes	Gross area of tree planting, including up to the 20% buffer of habitat beyond net area of actual tree planting.
Shelterbelts	Yes	Yes	Gross area of tree planting, including up to the 20% buffer of habitat beyond net area of actual tree planting.
Spinneys and copses	Yes	Yes	Gross area of tree planting, including up to the 20% buffer of habitat beyond net area of actual tree planting.
Parkland	Yes	Yes	Tree cover calculated by assuming typical semi-mature canopy diameter of 10m for large 'feature' trees.
Orchards	Yes	Yes	Tree cover calculated by assuming typical semi-mature canopy diameter of 5m for orchard trees.

Type of planting	Can be used towards 30% requirement	Can be used towards additional cover (over and above 30% target)	Basis of quantifying tree cover achieved
Street trees	Yes	Yes	Tree cover calculated by assuming typical semi-mature canopy diameter of 5m for street trees.
Open space	Yes	Yes	Tree cover calculated by assuming typical semi-mature canopy diameter of 10m for large 'feature' trees.
Hedgerows	Yes	Yes	Length of qualifying hedgerow planted to be assumed to be 5m in width once established, then converted to area in hectares.
Garden trees	No	Yes	Tree cover calculated by assuming typical semi-mature canopy diameter of 5m for garden trees.

For the avoidance of doubt, and as noted in section **Error! Reference source not found.**, Table 1, the tree cover being achieved by any development proposal will be measured as a percentage of the gross development area, gross scheme footprint or gross site area (depending on the type of development). In essence, this typically means the tree cover being achieved within the 'red line' boundary of the development proposal.

4.1.3   Forest related green and blue infrastructure

Trees and woodlands should be the default habitat when considering green infrastructure within the Forest of Marston Vale. The ongoing creation of the Forest of Marston Vale, and the delivery of the overall 30% tree cover target, will change the landscape characteristics of the Vale to a mosaic of habitat types, heavily influenced by trees and woodland. Development proposals should reference this emerging 'Forest' character in their selection of forms of green infrastructure, ensuring that it is 'Forest-related' and naturalistic in design. This includes the preferential adoption of nature-based solutions. New developments present the opportunity to deliver green infrastructure that links urban environments to rural environments.

- Wildlife habitats - management of existing wildlife habitats and creation of new habitats should be included in green infrastructure schemes, including wetlands, reedbeds, meadows, hedgerows and woodlands, as appropriate to the site.

- Green Infrastructure and Sustainable Drainage Schemes - these should be ecologically designed - as 'nature-based solutions' - to incorporate wetland habitats (including wet woodland and reedbeds). Appropriate solutions include rain gardens/bio-retention areas,

swales and attenuation features integrated within a natural landscape setting. Opportunities should be sought to integrate and enhance existing water features including ditches and watercourses as part of site wide Green Infrastructure. Natural flood management (NFM) approaches should be favoured and prioritised.

- Public access - well designed and waymarked routes should be included within woodland and green infrastructure schemes, to benefit walkers, cyclists, horse riders and disabled people, as appropriate to the site. The default route type should be bridleway, to maximise the public benefits derived.

- Historic heritage - protection, management and interpretation of heritage features should be incorporated within the open space elements of schemes.

4.1.4 Bedford to Milton Keynes Waterway Park

The Bedford to Milton Keynes Waterway Park is a proposed route that will link the Grand Union Canal in Milton Keynes to the River Great Ouse in Bedford, creating the first major new waterway in a century. It will be 16 miles in length and will establish a blue-green corridor which passes through the heart of the Forest of Marston Vale area, linking communities and creating a unique sense of identity and space.

The waterway channel and land adjacent to it will be set within a parkland green corridor to form the Waterway Park, which should be designed and planted in line with the objectives of the Forest of Marston Vale, contributing to the provision of at least 30% tree cover. The waterway will have an important role in managing water within the area, and the waterway park will also facilitate sustainable movement, recreation and connections between habitats.

This SPD should be used to inform the design of the wider parkland corridor. [Specific guidance on the design and technical specifications of the waterway](#) and land directly adjacent to the channel has been produced by the Bedford and Milton Keynes Waterway Trust.

4.2 Built Design Guidance

Complementing the tree planting and Green Infrastructure guidelines, this section sets out built design principles for the Forest of Marston Vale which can also deliver on Forest objectives, and the Council objectives set out in the respective Local Plans and other guidance, such as CBCs Sustainability Plan.

Developers are encouraged to create sustainable, design-led schemes that reflect local character and the influence of the Forest in creating a new 'sense of place' for the area. With growing concern about climate change, building for sustainability is also a necessity; and there are a variety of ways that developers can reduce a scheme's impact upon the environment. The guidance below sets out a suite of desirable Forest-related elements, which reflect the ethos of the Forest of Marston Vale and how new built design can contribute towards developing 'Forest character' across the area. This will help to 'tie' built development to the natural environment and emphasise a development's setting within the Forest.

4.2.1 Creating a 'Forest identity'

- Timber in design – developments should use and showcase timber in building design and for development site furniture. The preferential use of timber for features such as fencing, site

furniture, and signage infrastructure will reflect and reinforce the emerging Forest character and identity. All timber should be sustainably-sourced, and preferably also sourced locally.

- <u>Wood fuel heating</u> – developments should consider options for incorporating wood fuel heating systems, where appropriate, as part of renewable energy provision. The Governments Clean Air Strategy has resulted in new Eco Design 2022 Regulations that state all new log burners and wood-burning stoves must restrict their emissions to an agreed level. In other words, the old log burners can remain operational, but new ones must be more efficient and less polluting. Key points of the regulations are:

  - By 2022, only the cleanest (restricted emissions) log burner and stoves will be permitted for sale within the UK;

  - Rules will be put in place to restrict the use of unclean solid fuels; and

  - You will be allowed to continue using a log burner in your home. However, only the 'Ready to Burn' logs should be used.

- <u>Green walls and roofs</u> – where possible, developments should incorporate 'living' roofs and walls to benefit urban wildlife, provide localised air quality benefits and climate change mitigation. Naturalistic approaches to such planting schemes should be adopted preferentially.

- <u>Public realm</u> – development design should reflect a 'Forest' theme of trees, woodlands and timber through the approach to landscape design of formal green spaces.

- <u>Sustainable Drainage Systems</u> – these should be ecologically designed and 'Forest themed' (see section **Error! Reference source not found.**3).

- <u>Access and connectivity</u> – networks of greenways, bridleways, cycle routes and footpaths should be designed within developments to link new green spaces with residential neighbourhoods and workplaces, contributing to sustainable transport networks.

- <u>Forest branding and signage</u> – development should ensure the branding of new woodlands and green infrastructure as being part of the wider Forest, with signage provided to allow people to easily navigate their way around and make mental 'links' with the wider Forest landscape.

4.2.2 Building 'Greener'

To reflect the strong environmental credentials of the vision for creating the Forest of Marston Vale, and to help stimulate a local woodland economy, new developments should also incorporate the following broader environmental principles, as part of established good practice of 'building greener':

- <u>Building materials</u> – developments should use local and natural materials associated with the area in design of buildings and green infrastructure. By using timber only or a mixture of timber and brick on buildings reflects the historical land use (brickmaking industry) and the emerging Forest landscape. Using locally sourced timber to generate wood products and materials for use in developments – be it for park benches, fencing or structural grade timber – helps grow a local woodland economy, creating employment opportunities and promoting sustainable woodland management locally.

- <u>Low carbon</u> – developments should adopt low carbon building construction, with least cost to the planet. Using locally sourced timber within developments helps lock in the carbon stored within the wood. Woodland planting can be specifically used to sequester carbon as part of pursuing net zero development.

- <u>Renewable energy</u> - design for low energy use and efficiency, harnessing renewable energy resources wherever possible.

- <u>Water use</u> - design for water efficiency, including rainwater harvesting systems and grey water recycling.

- <u>Building foundations</u> - design foundations and groundworks to positively provide for and accommodate trees, especially long-living species.

- <u>Built design and green infrastructure</u> - must function together, reinforcing one another to create quality of place.

5.   Conclusion - defining the overall contribution to the Forest

All development within the Forest of Marston Vale area should positively contribute to the creation of the Forest in a meaningful and proportionate way. It ensures that any land use change due to development plays its part in creating the Forest.

This Development Design Guidance defines the range of options available to developers to ensure that their development proposals contribute to the creation of the Forest, and so comply with the national and local planning policies requiring this. All development must demonstrate how it delivers the minimum 30% tree cover requirement, incorporating trees in a range of ways across the entire development. Applicants will be encouraged to deliver up to 39% for residential, industrial, commercial and leisure developments and around 50% for transport and minerals and waste schemes, to assist the Forest of Marston Vale Trust in achieving their overall target of 30%. It is important that all parties are clear on how these elements all combine to define the overall contribution to the Forest from any development. The following diagram provides a visual representation of how this works:

Figure 14: Diagram showing the delivery of the Forest of Marston Vale

Further Information

For further information related to this Supplementary Planning Document please contact:

Central Bedfordshire Council

Bedford Borough Council

Forest of Marston Vale Trust

FLITWICK TOWN COUNCIL

Report to Community Services Committee 05.07.22
Station Square Frontage

Implications of recommendations
Corporate Strategy: An engaged community
Finance: S106 Community Cohesion (subject to approval)
Equality: Increases Inclusivity
Environment: Takes forward policy objectives directly

Background

At the Community Services Meeting in May, the following was resolved:

*It was **RESOLVED** for Officers to investigate options to develop the area outside Barclays Bank including looking at benches, bins, pop up coffee stalls, notice boards etc. Officers are to look into possible Section 106 funding that can be utilised in this area.*

At the June Community Services Meeting the following was resolved:

*This item was **DEFERRED** to a future meeting to allow officers time to prepare further information with additional costed options.*

At the June Community Services Meeting, Members discussed the options provided by Officers and agreed layout options and some possible designs. It was agreed for Offices to investigate further and come back with detailed costings and a future vision for the area.

Introduction

Detailed costings are listed below of the various options discussed at the previous Community Services Meeting.

Notice Boards

'Classic Range' (same design as newly installed notice boards around Town)
Size 1500mm x 120mm

Wall Mounted - Total Cost: £915.00 plus vat (Public Realm Team can install)

Ground Mounted – Total Cost: £1,555.00 plus vat (this includes installation as the Public Realm Team would be unable to do this)

Members to note that ground mounted notice boards will involve making good of the resin surface which can be difficult to source in small amounts and can vary in colour slightly.

<u>Benches</u>

<u>Option 1</u>
Litchard Steel Framed Seats
Size 1800mm length
FSC Hardwood
Bench will be base plated (screwed into the ground)

Without arm rests - Total Cost per bench - £691.00 plus vat

With arm rests – Total Cost per bench - £771.00 plus vat

<u>Option 2</u>
Solar Bench
Size 1500mm length x 2700mm height
Dark grey colour
Bench will be bolted down
There will be 2 USB charging points in the middle under the seat, LED spotlight at the top of the bench motion triggered.
Total Cost per bench - £2,860.00 (includes installation) plus vat

Option 3
Solar Bench
Size Length 2040mm x Width 400mm x Height 450mm
Grey
Bench will be fixed down to the concrete
2 x QI wireless device charging, 2x 5v USB ports, LED light strip in cool white, Wifi and 4g router,
Bluetooth speaker
Total Cost per bench - £5,220.00 plus vat

Bin

Option 1
Westleigh Timber Slatted Litter Bin
75L capacity
FSC Hardwood
Surface Mounted

Total Cost per bin: £408.95 plus vat

Delivery for option 1 bench and option 1 bin is approximately £252.00 plus vat.

<u>Option 2</u>
Heavy Duty Recycled Plastic Litter Bin
100L capacity
Recycled Plastic
Bolted to the ground

Total Cost per bin: £525.98 plus vat

Layout

Please see attached appendix 1 to approve the layout as agreed verbally at the June Community Services Meeting.

Additional Information

Officers see the installation of the benches, bins, and notice boards as phase 1 of an overall vision for Station Square.

Officers will present a vision for the development of the area, including all phases, upon completion of the public art brief and consultation. This is to ensure that resident feedback from the public art consultation is taken into consideration when preparing the vision for the area.

Recommendations

1. To approve the location of the benches, bins and notice board as per appendix 1.

2. To consider options above for purchasing 3 benches, 3 bins and 1 notice board to be installed on Station Square.

Bin

Bench

Notice Board (attached to wall of building)

FLITWICK TOWN COUNCIL

**Improving Equality & Inclusivity: Engaging with the
LGBTQ+ Community in Flitwick & Ampthill**

Implications of recommendations

Corporate Strategy: In accordance with the aim to develop the Council's potential.

Finance: Introduction of new services that could lead to pressures on the revenue budget

Equality: Increases equality & inclusivity through direct engagement with the community

Environment: No impact on environment

Introduction

A core commitment of Flitwick Town Council's (FTC) strategy is that 'we will engage residents, organisations, and businesses to understand their needs and wishes'. We also committed to 'champion equality, enhance local democracy, and encourage community involvement and cooperation. Over the past two years, we've changed our services and changed many aspects of the way we deliver services to serve the community better.

After much discussion with members, and colleagues at civic events and at the NALC LGBT+ Network prompted by Pride Month, it is clear that Flitwick Town Council does not offer any services that support or engage the LGBTQ+ community.

What does LGBTQ+ mean?

LGBTQ+ stands for lesbian, gay, bisexual, transgender, queer (or sometimes questioning), and others. The "plus" represents other sexual identities including intersex, asexual and non-binary. The first four letters of the acronym have been used since the 1990s, but in recent years there has been an increased awareness of the need to be inclusive of other sexual identities to offer better representation.

The acronym is used to represent a diverse range of sexualities and gender identities, referring to anyone who is transgender and/or same/similar gender attracted.

What Does Each Letter Mean?

Lesbian
A woman who has a sexual and/or romantic attraction towards women. Some women choose to define themselves as gay instead of lesbian.

Gay
A man who has a sexual and/or romantic attraction towards men. The term can also be used to describe homosexuality in general. Some women also identify as gay.

Bisexual
Someone who has sexual and/or romantic attraction to both women and men. It is often used as an umbrella term which can include any other orientations where there is attraction to more than one gender, whether that be romantic or sexual attraction.

Trans
An umbrella term used to describe any gender identity where the assigned sex at birth does not match a person's present gender identity. Trans* identities can fit within the binary (female or male) or outside of it. There is a whole spectrum of non-binary gender identities.

The additional letters of Q and + were added over time to include:

Queer or Questioning
Queer is often used as an umbrella term for people who are not straight or who don't identify with their assigned sex at birth. People may also identify as queer if they don't feel that the terms lesbian, gay, bisexual or trans fully represent them. The "Q" can also stand for questioning. This is someone who is in the process of exploring their gender or sexual orientation, is unsure or is concerned about applying a social label to themselves.

Intersex
Someone who has a variation in sex characteristics (such as reproductive organs) that may not allow them to be distinctly identified as female or male.

Asexual
Someone who does not experience sexual attraction. They can still be romantically attracted to people, whether that is to the same or a different gender (alternatively, someone who doesn't experience romantic attraction is aromantic). There are many other identities within the asexual spectrum. For example, a demisexual is someone who only experiences sexual attraction when they have a strong emotional connection with another person and a grey-asexual is someone who only rarely experiences sexual attraction and under limited circumstances.

Non-binary
A person who does not feel that their gender identity 'fits' socially constructed gender roles.

How many people in the UK identify as LGBTQ+?

This is a difficult question to answer conclusively because the information is patchy and the results from the 2021 census, the first census to ask about sexuality, are not due to be published until the end of June 2022. The Government and Office for National Statistics (ONS) have published different studies and figures over the past five years allowing us to draw a reasonable conclusion.

The Annual Population Survey run by the Office for National Statistics reveals that the proportion of all adults identifying as LGB in the UK stood at 3.1% in 2020, up from 2.7% in 2019 and nearly double the 1.6% in 2014 when estimates began. The proportion of the UK population aged 16 years and over identifying as heterosexual or straight decreased from 94.6% in 2018 to 93.7% in 2019.

Of all age groups, younger people (aged 16 to 24 years) were most likely to identify as lesbian, gay or bisexual (LGB) in 2019 (an estimated 459,000, or 6.6% of 16 to 24 year olds, an increase from 4.4% in 2018). People aged 16 to 24 years who identify as LGB continue to be more likely to identify as bisexual than as lesbian or gay. However, for other age groups, it is more common to identify as lesbian or gay than bisexual. The proportion of older adults identifying as LGB, while much smaller, is also increasing.

Do we have accurate figures for Flitwick Ward?

It is obviously impossible to accurately know the number of people in our own community who identify themselves as part of the LGBTQ+ community. However, for the purposes of this paper, there is a need to understand how many people *might* be interested in services and events that specifically engage the LGBTQ+ community.

The following calculations give a very rough insight:

- Using a figure of 3.1% for adults of working age (8,907 people) results in a rough estimate of approximately 276 people in this cohort
- Approximately 9.9% of the population of Flitwick Ward are between the ages of 16 and 24 years resulting in a cohort of approximately 1,366. Assuming that 6.6% of this group identify as part of the LBGTQ+ community, means there could be as many as 90 people in this cohort.
- Using a figure of 3.1% for all adults (11,296) results in a rough estimate of 350 people.

Ampthill Ward (including Maulden and Clophill) has a similar population to Flitwick and so similar figures could be assumed.

Are there local services in our area for LBGTQ+ residents?

While there are good services in Luton, Bedford and Milton Keynes, there is very little in the way of services aimed at the LGBTQ+ community in our local area. FTC does not serve this community group.

Why should we look to engage with the LGBTQ+ Community?

As part of our vision, we have committed to the vision that 'Our Town will be vibrant and welcoming, with an inclusive and engaged community, working together to provide an improved, sustainable, and life enhancing environment'. As the tier of local government closest to our communities, Town and Parish Councils are perfectly placed to collaborate with and unite differing community groups to contribute specifically to these aims.

In addition, Data from the Home Office shows that LGBT hate crime based on sexual orientation have risen every year since 2016/17 to 2020/21. More locally, Bedfordshire Police reported that homophobia was behind 10% of reported hate crimes in Bedfordshire, in 2021. We have an opportunity to build and encourage tolerance and community cohesion, as well as contributing to community safety by working with partners and the community.

What work has FTC completed already?

Flitwick Town Council is already taking steps to improve inclusivity:

- The Town Clerk has proposed a new Diversity & Equality Policy
- All staff and some members have attended diversity and equality training.

- We have flown the Pride Flag for the month of June in 2020, and 2021 and have now transitioned to the Progress Pride Flag, demonstrating our commitment to equality and anti-racism.

Proposal for a project to serve the LGBTQ+ Community in Flitwick

Project Aims

I see that the aims of this project can be broken down into two categories:

- Creating awareness within the community, promoting tolerance and understanding, and forging links between different community groups, faith organisations and businesses.
- Bringing together members of the LGBTQ+ community in Flitwick & Ampthill, creating safe spaces for people to connect on a long-term basis.

Could we partner with any local community groups?

Navigating equality and diversity issues can be complex, especially in a community where there hasn't been any past engagement. After discussing with Cllr Mark Smith in his professional role working for CVS Bedfordshire, I approached Ashley Spiers, owner of LGBT Bedfordshire CIC. Ashley lives in Lidlington and works for Bedford College Group as an Inclusivity Manager making him well-placed to assist us.

I also propose that we discuss the proposal with the Reverend Claire Harald from **Flitwick Parish Church**. Flitwick Parish Church is an 'Inclusive Church' and our new Vicar would like to see the church continue to build on past successes.

Ampthill Town Council (ATC) members are interested in collaborating with Flitwick Town Council to deliver a programme of events/services that would serve the residents of Flitwick, Ampthill and the surrounding villages.

Note: It would also appear from a conversation at the High Sheriff's Garden Party that Maulden Parish Council are also interested in joining the project and that it might be possible for this to be a collaboration across our local area.

Assuming Ampthill Town Council wish to participate, we would form a Joint Steering Group to make decisions which would report back to both councils.

What could the service look like?

LGBT Bedfordshire have proposed a launch event and some smaller events that could develop into regular sessions/events:

Launch Event

As there has been nothing like this in the area, they suggest an LGBTQ+ Launch Event, potentially at the Rufus Centre, which would attract some attention within the local community. This would be an evening event (ticketed or by invitation) including local speakers, an introduction to the services LGBT Bedfordshire can offer to local people, refreshments/goodies and networking opportunities. This would cost **£1250.**

Establishing a network

Taking this a step further, alongside the launch event, LGBT Bedfordshire would co-ordinate four subsequent taster/stand-alone events/activities in the weeks following. The cost would be **£2,250** in addition to the launch event. All activities would all take place in Flitwick (and/or Ampthill if ATC choose to join this initiative).

Suggestions made by LGBT Bedfordshire include:

- LGBTQ+ Coffee Morning
- Yoga/ Guided Meditation
- Commercial/Street Dance Classes *(perhaps we could use the Dance Studio?!?)*
- LGBTQ+ Wellbeing Support Group
- Modern families Support Group
- LGBTQ+ Quiz Night
- Walking Group
- LGBTQ+ Awareness Training Session for Local Employers/Educators/Faith groups
- Watch Party/LGBTQ+ Film Screening
- Drag Brunch/Evening Social Event (may be additional costs depending on the performer). *This could be a commercial event at the Rufus Centre*

The idea would be for Council Officers to take over the running/coordination role of future events once we have built up confidence.

Who would we be aiming the project at?

We would aim the project at members of the local LGBTQ+ community, their friends, families and allies. These would be inclusive events aimed at bringing different groups across our community together.

It is not possible to include provision for young people as part of this project due to safeguarding issues, although the group could investigate the feasibility of working with 4YP.

How much would it cost and how would we fund the project?

The support from LGBT Bedfordshire would cost **£3500** which would include advice, project management and the taster events

Ongoing costs would be the responsibility of FTC and ATC (assuming ATC joins the initiative) but I would expect much of the ongoing cost to be covered by service users or from sales at the Rufus Centre.

Both Flitwick and Ampthill Parish have approximately £7,400 each in secured Section 106 Funding available for Community Cohesion. CBC officers have verbally indicated to the Town Clerk that they would support the use of these funds for this project.

There is also the opportunity to bid for funding from the Govia Community Improvement Fund. The closing date is 30th July and it is therefore required for us to apply for funding before the final proposal is presented back to the Community Services Committee.

How do you see the project continuing and what would there need to be continuing involvement from officers?

The idea would be for officers to take over the running/coordination role of future events once we have built up confidence and gained experience. In the longer term, it is hoped that participants would be interested and engaged to take on these roles reducing the impact on officer time.

However, I argue that there is a continuing involvement for FTC on a long-term basis as we continue our work to build relationships with different community groups.

Initial Proposal

1. To agree with the principle of running a project to improve equality & inclusivity by working with the LGBTQ+ community in Flitwick & Ampthill.
2. To agree to work with LGBT Bedfordshire as a community partner to deliver this project.
3. To form a joint working group consisting of three members from FTC and three members from ATC who will develop a detailed proposal for approval by both Councils.
4. To agree to apply to the Govia Community Improvement Fund for funding based on the initial proposal (due to time constraints)
5. To agree to request allocation of £2,000 from S106 Community Cohesion funding from CBC to fund FTCs proportion of the initial project.

Cllr Andy Snape

Town Mayor

![Flitwick Town Council logo]

Flitwick Town Council

Report to Community Services Committee 5th July 2022:
Recycling Schemes for Hard to Recycle items

Implications of recommendations
Corporate Strategy: A Sustainable Environment and An Engaged Community
Finance: Limited impact on staff resource. Costs dependent on scheme choices
Equality: Removes barriers to accessing recycling schemes
Environment: Meets priorities by increasing awareness/ involvement in recycling

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Introduction

Previous work to investigate local recycling schemes was carried out by Cllr Dann in 2020 with input from the 'Flitwick for the Future: Action Against Climate Change' group. This identified a number of local schemes available for items considered to be 'hard to recycle', including Terracycle Schemes.

The need for an update has been identified and at the Community Services Committee Meeting on 3rd May 2022, it was resolved to instruct Officers to investigate the Council becoming a Terracycle public drop off point.

Background

Curbside collections by CBC enable the recycling of a wide range of household waste materials, but there are many day to day household items that cannot be recycled via this route. While complex rubbish is often technically recyclable, many materials are not profitable to recycle. Without easily accessible schemes, materials that are harder to recycle will continue to find their way into landfill or the natural environment.

Information and awareness of the available options for recycling is of prime importance for successful uptake, as is information about items that <u>cannot</u> be recycled via curbside collections or other means.

A number of recycling schemes have been introduced in the UK, some are funded by manufacturers and are free to use, including drop off/collection services. One of the more widely used schemes is operated by Terracycle. Terracycle schemes are either free (funded by manufacturers) or paid for by the user. The free Terracycle schemes do not permit duplicating drop off points within 5 miles of an existing scheme.

Free Terracycle Schemes

Attached to this report is a list of Terracycle drop off schemes that are operating within 5 miles of Flitwick as well as schemes that are not currently subscribed to and therefore could be made available in Flitwick.

The range of available free drop off schemes that could be applied for is limited and some schemes are further restricted to products from a single manufacturer only.

Paid for Schemes – Terracycle Zero Waste Boxes

Zero Waste boxes are available to buy in varying sizes. Costs depend on size of box and type of items to be recycled, with examples given below:

Materials	Small Box 25x25x46cm	Medium Box 30x30x84cm	Large Box 38x38x97cm
All In One	£153.60	£246.00	£374.04
Storage Media	£154.57	£270.49	Not Available
Beauty Products & Packaging	£123.85	£164.33	£232.75
Plastic Packaging	£108.00	£133.20	£162.00
Crisp/Snack Packets	£100.80	£130.80	£153.60

There are specific details of what can and cannot be included for recycling in each of the various Zero Waste Boxes.

For example the Storage Media option is limited to 8-track tapes, Cassette tapes, VHS tapes, CDs, DVDs, Blu-Ray discs, Floppy disks, all excluding cases. The scheme excludes memory sticks and hard drives and any device for playing or accessing storage media.

Practicalities

Operating a drop off point for a Terracycling scheme will require space to accommodate containers and staff resource to maintain the area as well as administer the scheme.

Indoor space in the Rufus Centre reception area may compromise access to the building and a build up excess waste would pose a risk to staff and visitors.

Outdoor space would require a designated area to be set aside that is easily accessible to the public to drive in, drop off and go. It would require weatherproof bins, for example wheelie bins, plus signage, fencing and car park space. This would need to be away from the current commercial waste bins at the Rufus Centre to prevent these being used incorrectly.

Ongoing costs for repeat purchases of Zero Waste Boxes is difficult to determine at this stage.

Recommendations

1) Not to proceed with establishing a Terracycling Scheme at the Rufus Centre.
2) Signpost residents to the wider range of local recycling schemes including existing Terracycling schemes in the area via social media, the Town Council website and Flitwick Papers.

Mike Thorn
Environmental Services Officer

Proposal for Community Services 4 Feb 2020

There is increased attention being given to recycling but many items cannot go into our kerbside collections, or if they are put into green bins, are more likely to end up in landfill.

There is a range of schemes for hard to recycle items. These mostly raise funds for various charities, but most are closed to new applicants.

For example, Westoning Village Hall collects crisp packets, bread bags and confectionary wrappers. These raise funds for the hall. All these schemes (operated by Terracycle https://www.terracycle.co.uk) are fully subscribed (i.e. we cannot approach them to collect ourselves, as the Youth Hub Forum were keen to do) but we can of course still collect items to go to the various schemes to prevent them going to landfill, as long as we are not increasing our carbon footprint by making extra car journeys.

Other examples of schemes:

- Mouth care products and packaging are being collected at the health centre in Flitwick;
- Bic biros and other implements are being collected at Maulden Lower School;
- Willen hospice charity shops take Pringles tubes (they cannot go in our green bins) and some coffee pods.

My proposal is that we offer a collection point at the Rufus Centre, with collected items to be delivered to recycling points by volunteers. (There is a new 'Flitwick for the Future: Action Against Climate Change' group on Facebook- Cllr Toinko and I are members so far, and members have offered to deliver items to recycling points). The collection point could be in a public area, with the risk of misuse and contamination, or behind reception, with the associated use of staff time.

An alternative is to purchase from Terracycle a collection box which can take a range of items that cannot go in kerbside collections. The price includes courier transit to Terracycle and the sorting and recycling of items.

- Small / 25 x 25 x 46 cm / approx. 200 units of waste - £145.33
- Medium 30.5 x 30.5 x 84 cm / approx. 400 units of waste - £236.59
- Large 38 x 38 x 100 cm / approx. 700 units of waste - £396.72

I realise that this is a significant resource burden, and propose that we try to use existing local schemes and volunteers in the first instance.

Leaflet signposting to schemes

I have been working with another member of the 'Flitwick for the Future: Action Against Climate Change' Facebook group to produce the literature at Appendix.... I would welcome suggestions about how we can use this. We could remove the information already readily accessible on existing kerbside collections and concentrate on the 'harder to recycle' schemes.

Hard to recycle items - available schemes			Jun-22
Hard to Recycle Item	**Make**	**Available Drop Off Scheme**	**Accepts Other Makes**
Beauty & Skincare Packaging	L'Occitane	AVAILABLE	NO
Beauty & Skincare Packaging	Garnier	AVAILABLE	YES
Cheese Wrap	Pilgrims Choice	AVAILABLE	YES
Cleaning wipes, cloths, pads	Flash	AVAILABLE	NO
Coffee Eco Caps Composting	Lavazza	AVAILABLE	NO
Coffee pods, pouches	Ueshima Coffee	AVAILABLE	NO
Confectionery Packaging	Kinder	AVAILABLE	NO
Crisp, snack packages	Tayto	AVAILABLE	NO
Disposable Gloves	Marigold	AVAILABLE	NO
Disposable Gloves	Spontex	AVAILABLE	YES
Foil Balloons	Amscan	AVAILABLE	YES
LOL Surprise! Toys	LOL Surprise!	AVAILABLE	NO
Makeup Packaging	Burts Bees	AVAILABLE	YES
Makeup Packaging	Clarins	AVAILABLE	YES
Makeup Packaging	Maybelline	AVAILABLE	YES
Pet food packaging	Lily's kitchen	AVAILABLE	NO
Soap and Lotion Packaging	Bayliss & Harding	AVAILABLE	NO
Toys and Games	Hasbro	AVAILABLE	NO
Water Filters	Aqua Optima	AVAILABLE	NO
Biscuits, Snacks	Pladis	Harlington	YES
Oral Care Product	Colgate	KTB18 Flitwick	YES
Air, Home, Laundry	P&G	Marston Moretaine	YES
Handwash pumps and pouches	Carex	Marston Moretaine	NO
Writing Instruments	BIC	Maulden	YES
Hair Care Packaging	P&G	pending?	NO
Cheese Wrap	Cathedral	Westoning	YES
Cheese Wrap	Babybel	Westoning	NO
Coffee pouches	Taylors	Westoning	YES
Confectionery Wrap	Nestle	Westoning	YES
Crisps, Nuts, Pretzel, Snack	KP	Westoning	YES
Ferrero Pralines	Ferrero	Westoning	NO
Home Hygience	RB Hygiene	Westoning	YES
Philips Dental Care	Philips	Westoning	YES
Pringles Tubes	Pringles	Westoning	NO
Warburton Bread Bags	Warburton	Westoning	YES
Warburton Bread Bags	Warburton	Westoning	NO

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN
Month: **JULY 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
27th June	Community	Last chance to enter the Scarecrow Festival – starting this weekend 3/7	Social media, website
	Community	Explore the Scarecrow Festival at your leisure – interactive map available to download. Images of entries – what's your favourite?	Social media, website, flyers
	Community	FTC stall at Flitwick Market this Friday 1/7	Social media, website
	Community	Feedback from the first Flitwick Sunday Market outside Barclays 26/6	Social media, website
	Community	Big Beds Clean Up – make a date in the diary for 10/7	Social media, website
	Community	Forget Me Not 11/7– CBC Safer Central Team – 'scams against friends'	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 . Summer holiday programme funded by CBC	Social media, website,
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Sunday Breakfast starts this Sunday 3/7 – join us for 'a month of Sundays' – 9-12pm	Social media, website, flyers
	Business	Rendezvous Café - Don't forget to leave a review us a review on Trip Advisor! QR code for scanning	Social media, website, poster
	Business	Recruitment for casual Hospitality Assistants and Bar staff	Social media, website
	Business	Fire Training completed by the team – highlight Rufus Centre as perfect training venue	Social media
	Corporate	Corporate Services Meeting – 28/6 any agenda items of public interest inc. links to agenda and supporting papers	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **JULY 2022**

4ᵗʰ July	Community	Community Services Meeting – 5/7 any agenda of public interest inc. links to agenda and supporting papers	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	Scarecrow Festival – image montage – still time to explore until 10/7	Social media
	Community	Street Food Heroes Event, make a date in the diary Sunday 17/7	Social Media, website, flyers
	Community	Best Shot – call for residents to take part in this year's Flitwick Views Calendar	Social media, website
	Community	Big Beds Clean Up – make a date in the diary for 17/7	Social media, website
	Business	Welcome back to the Blood Donor sessions at The Rufus Centre 8/7	Social media
	Business	Join us for Sunday breakfast – different breakfast options inc children breakfast	Social media, website,
	Business	Hybrid meetings – we have the flexibility and video conferencing equipment for all rooms	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Corporate	Corporate Services Meeting – 28/6 – any outcome highlights of public interest	Social media, website
	Corporate	Flitwick Memories new website – residents interested in joining the working group. Councillors who are members of the working group	Social media, website
11ᵗʰ July	Community	Skate Competition at Millennium Park next month 14/8	Social media, website, flyers
	Community	Flitwick Market this Friday with FTC in attendance 15/7	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **JULY 2022**

	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	Join us for Lunch Club next Tuesday 19/7 Lunch Club new timings – now third Tuesday of the month	Social media, website, flyers, noticeboards
	Community	Stitchers – every Wednesday morning – get crafty and make new friends	Social media, website, flyers,
	Community	Community Services Meeting – 5/7 – any outcome highlights of public interest	Social media, website
	Community	Street Food Heroes Event, this Sunday 17th – who' there this time!	Social media, website
	Community	Comedy Night event – 29th July – line up for Edinburgh preview – have you got your tickets yet?!	Social media website
	Community	Big Beds Clean Up Litter Pick 17/7 - join us this Sunday	Social Media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Last minute wedding availability – images from wedding ceremony and reception on 18/6	Social media
	Business	Join us for Sunday breakfast – food images	Social media, website, flyers
	Business	BI & DB Meeting – 12/7 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Chat to a Councillor session at Flitwick Market 15/7 – once attendees confirmed	Social media, website
18th July	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	Give Us Your Best Shot – don't forget to capture images for year's Flitwick Views Calendar raising funds for Town Mayor's charities – closing date for entries 26/8	Social media, website, flyers

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN
Month: **JULY 2022**

	Community	Final call to book stall pitch inside Village Hall for Flitwick Car Show – all pitch fees donated to Town Mayor's charities	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Rendezvous Café - Don't forget to leave a review us a review on Trip Advisor! QR code for scanning	Social media, website, poster
	Business	Join us for Sunday breakfast – perfect start to your Sunday	Social media, website, flyers
	Business	BI & DB Meeting – 12/7 – any outcome highlights of public interest	Social media, website
	Business	Work passes – full/half day space	Social media, website, flyers
	Town	Town Council Meeting – 19/7 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
25th July	Community	Flitwick Sunday Market this weekend – second one this year – who will be there this month	Social media, website
	Community	Skate Comp – are your ready for the 14/8	Social media, website
	Community	90s night – take a step back in time	Social media, website, Eventbrite, flyers
	Community	It's Big Knit at Flitwick Market next week – 5/8	Social media, website, flyers
	Community	Comedy Night event – 29th July – last tickets available	Social media website
	Business	Join us for Sunday breakfast – last Sunday of the trial. Share your feedback with us!	Social media, website
	Business	Celebrate the start of the school summer holiday – special children's menu inc. breakfast	Social media, website
	Corporate	Corporate Services Committee Meeting - 26/7 any agenda of public interest inc. links to agenda and supporting papers	Social media
	Town	Town Council Meeting – 19/7 – any outcome highlights of public interest	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN
Month: **JULY 2022**

	Town/Community	Final call to book stall pitch inside Village Hall for Flitwick Car Show 21/8 – all pitch fees donated to Town Mayor's charities	Social media, website, Stallfinder
	Town	Nominations open for Civic Reception in October – recognition for people who have made a significant contribution to the Flitwick community	Social media, website

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

Community:
P3 Manor Park Footpath works – nesting season until 1st Sept
Green Wheel
Queen's Green Canopy – resident trees initiative autumn
Country/Nature Park – next steps
Allotments – when spaces become available
Bottle cap rainbow at the Hub – when work starts on the design at the Youth Hub
Meeting Preview in August to include discussion on outline master plan for nature park (land off Maulden Road)
Manor Park Parkland Management Plan (Oct/Nov)
PIWG
Update on recruitment of residents to the new Planning Improving Working Group.
Announcements of FTC responses to CBC on any major planning applications

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

V2

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Community Services Financial Summary YTD

01 April 2022 to 31 May 2022

	Income	22/23 Budget	% Budget Achieved			Expenditure	22/23 Budget	% Budget Spent	
Community Services	£ 19,602	£ 64,728	**30%**	Amber		£ 59,094	£ 583,366	**10%**	Green

Items of note

Supporting reports included alongside this report:

Rialtas Income and Expenditure Report for Community Services

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 = **BLACK**	
	101%+	spent against budget = **RED**	

Community Services: Rolling Capital Fund Balances 2022-23   31 May 2022

RCF Code		Description	Committee	Minute Ref	Budget Committed	Previous Year's Spend	22/23 Spend to Date	Funding Received (1177)	Overspend Funded by Central RCF	RCF Commitment Remaining			
4212	110	RCF - Country Park	Community	None	£ -	£ -	£ -	£ -	£ -	£ -	0%	Black	No amounts have been committed for this project.
4215	110	RCF - Flit Valley Walk	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. 22/23 opening bal £1459
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ -	£ 5,446	27%	Green	
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 2,350	£ 6,198	£ -	£ 31,673	113%	Green	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Opening Bal £34,023
4808	110	RCF - Manor Park Fencing	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 rolled forward to 22/23. 22/23 opening bal £450
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ -	£ -	£ -	£ 4,900	100%	Green	

Please note:

Unspent funds will remain as annual Rolling Capital Programme (5014/110) funds.   Page 2

Accepted RCF budget variance at 5%

Community Services Committee Report

01-31 May 2022

Community Services (SL)

		01-31 May 2022		2022/23 Year to date									Comments
		Income	Expenditure	Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent			
4001/300, 4002/300	**Staff Costs**		£ 29,772					£ 58,247	£ 368,849	**16%**	Green		
4005/300, 4006/300, 4008/300, 4063/300	**Vehicle/Truck Costs**		£ 740					£ 2,025	£ 16,605	**12%**	Green		
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	**Burial Grounds**	£ 19,519	£ 166	£ 19,519	£ 21,000	**93%**	Green	£ 261	£ 1,650	**16%**	Green		
1005/302, 1014/302, 4015/302, 4072/302, 4088/302	**Allotments**	£ -	£ 193	£ 231	£ 10,333	**2%**	Red	£ 487	£ 7,833	**6%**	Green		
1070/303, 1177/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4116/303, 4118/303, 4128/303, 4132/303, 4135/303, 4140/303, 4700/303, 4701/303	**Local Amenities**	£ -	£ 1,954	£ -	£ 2,000	**0%**	Red	£ 3,538	£ 36,700	**10%**	Green		
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	**Play Areas**	£ -	£ -	£ 333	£ 2,350	**14%**	Red	£ 118	£ 10,000	**1%**	Green		
4096/306, 4097/306	**Street Lighting**		£ -					£ -	£ 4,500	**0%**	Green		
4009/300,	**Health & Safety**		£ -					£ 164	£ 400	**41%**	Green		

Narrative

4002/300: Core Services; Uniform purchases for Public Realms Team exceeded budget by £61

4700/303: Local Amenities; Manor Park budget for 22/23 set at £10k. Income and Expenditure reports demonstrate
an accrued spend of £26,058 for The Park Management Plan which will be fully funded in 2022/23.

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 = BLACK
	101%+	spent against budget = RED

Community Services Committee Report

Community Activities (SE)

		01-31 May 2022		2022/23 Year to date										
		Income	Expenditure	Income	Budget	% Budget Achieved			Expenditure	Budget	% Budget Spent		Comments
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	**Youth Hub**	£ -	£ 722	£ 148	£ 50	**296%**	Green		£ 4,507	£ 13,769	**33%**	Green	
1037/311, 1041/311, 4049/311, 4050/311	**Youth Activities**	£ -	£ -	£ 15,000	£ 15,120	**99%**	Green		£ 14,204	£ 42,710	**33%**	Green	
1039/312, 1120/312, 1122/312, 1129/312, 1146/312, 1171/312, 4553/312, 4554/312, 4556/312, 4558/312, 4612/312, 4621/312, 4625/312, 4626/312	**Community Activities (312)**	£ 87	£ 303	£ 598	£ 7,675	**8%**	Red		£ 393	£ 17,300	**2%**	Green	
1040/313, 1072/313, 1127/313, 1130/313, 1142/313, 1145/313, 1164/313, 1165/131, 1167/313, 1170/313, 1172/313 4036/313, 4043/313, 4141/313, 4200/313, 4201/313, 4202/313, 4203/313, 4204/313, 4205/313, 4206/313, 4207/313, 4208/313, 4540/313, 4551/313, 4612/313, 4618/313, 4620/313, 4622/313	**Community Events (313)**	£ 596	£ 354	£ 8,636	£ 6,200	**139%**	Green		£ 610	£ 53,050	**1%**	Green	
4051/300	**Grants**		£ -						£ 2,300	£ 10,000	**23%**	Green	

Narrative

4016/311: The Hub;   Business Rates paid for the year 22/23

1041/311: Youth Activities;   Full CBC Youth Grant Received 21/22

1127/313: Community Events; Flitwick Fun Day Income received last year (21/22) brought forward to this year (22/23).

Full income and expenditure for Flitwick Fun Day 2022 and Jubilee Afternoon Tea will included within June 2022 reports.

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 =	**BLACK**
	101%+	spent against budget =	**RED**

30/06/2022

16:55

Flitwick Town Council

Page 1

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Community Services Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES								
300	CORE SERVICES - Community							
4001	SALARIES AND WAGES	29,211	57,686	368,349	310,663		310,663	15.7%
4002	UNIFORM	561	561	500	(61)		(61)	112.2%
4005	VEHICLE - MAINTENANCE	206	275	1,500	1,225		1,225	18.3%
4006	FUEL	0	0	6,500	6,500		6,500	0.0%
4008	Truck Insurance	0	683	2,200	1,517		1,517	31.1%
4009	HEALTH & SAFETY	0	164	400	236		236	41.0%
4051	GRANTS PERMITTED	0	2,300	10,000	7,700		7,700	23.0%
4063	TRUCK REPAYMENTS	534	1,067	6,405	5,338		5,338	16.7%
	CORE SERVICES - Community :- Indirect Expenditure	**30,512**	**62,736**	**395,854**	**333,118**	**0**	**333,118**	**15.8%**
	Net Expenditure	**(30,512)**	**(62,736)**	**(395,854)**	**(333,118)**			
301	BURIAL GROUNDS - Community							
1004	BURIAL GROUNDS (No VAT)	14,785	14,785	15,000	215			98.6%
1013	CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1119	Burial Grounds Income VATABLE	4,734	4,734	5,000	266			94.7%
	BURIAL GROUNDS - Community :- Income	**19,519**	**19,519**	**21,000**	**1,481**			**92.9%**
4015	UTILITIES	0	0	150	150		150	0.0%
4068	Burial Ground NO VAT	0	95	500	405		405	19.0%
4069	Burial Ground VATABLE	166	166	1,000	834		834	16.6%
	BURIAL GROUNDS - Community :- Indirect Expenditure	**166**	**261**	**1,650**	**1,389**	**0**	**1,389**	**15.8%**
	Net Income over Expenditure	**19,353**	**19,258**	**19,350**	**92**			
302	ALLOTMENTS - Community							
1005	ALLOTMENT RENT	0	231	5,000	4,769			4.6%
1014	PHONE MAST INC (STATION RD)	0	0	5,333	5,333			0.0%
	ALLOTMENTS - Community :- Income	**0**	**231**	**10,333**	**10,102**			**2.2%**
4015	UTILITIES	193	193	350	157		157	55.1%
4072	ALLOTMENTS/MAINTENANCE	0	0	2,000	2,000		2,000	0.0%
4088	PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
5011	Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
	ALLOTMENTS - Community :- Indirect Expenditure	**193**	**487**	**7,833**	**7,346**	**0**	**7,346**	**6.2%**
	Net Income over Expenditure	**(193)**	**(256)**	**2,500**	**2,756**			

30/06/2022

16:55

Flitwick Town Council

Page 2

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1070 MANOR PARK (Rural Paymt Agent)	0	0	2,000	2,000			0.0%
1177 GRANTS RECEIVED	0	(24,863)	0	24,863			0.0%
LOCAL AMENITIES - Community :- Income	**0**	**(24,863)**	**2,000**	**26,863**			**(1243.2**
4078 Planting/Weeding	0	0	3,000	3,000		3,000	0.0%
4084 PLANT & EQUIP-PURCHASE	894	1,644	2,500	856		856	65.8%
4085 PLANT & EQUIP-MAINTENANCE	0	0	2,500	2,500		2,500	0.0%
4110 TREE MAINTENANCE	0	0	3,000	3,000		3,000	0.0%
4111 PITCH MAINTENANCE - Hinksley R	0	0	1,000	1,000		1,000	0.0%
4115 Grass Cutting (Flitwick)	0	0	750	750		750	0.0%
4116 Grass Cutting (CBC Charges)	0	0	4,000	4,000		4,000	0.0%
4118 BINS AND SEATS	0	0	1,000	1,000		1,000	0.0%
4128 WASTE DISPOSAL	878	1,644	6,300	4,656		4,656	26.1%
4132 BUILDING MAINTENANCE	182	250	1,500	1,250		1,250	16.7%
4135 Community Spirit	0	(186)	0	186		186	0.0%
4140 MAINTENANCE CONTRACTS	0	(766)	650	1,416		1,416	(117.9%)
4700 FLITWICK MANOR PARK	0	(26,058)	10,000	36,058		36,058	(260.6%)
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	**1,954**	**(23,471)**	**36,700**	**60,171**	**0**	**60,171**	**(64.0%)**
Net Income over Expenditure	**(1,954)**	**(1,392)**	**(34,700)**	**(33,308)**			
305 PLAY AREAS - Community							
1012 Millennium Park Hire	0	333	1,000	667			33.3%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	**0**	**333**	**2,350**	**2,017**			**14.2%**
4075 PLAY AREA/REPAIRS & MAINT.	0	0	8,000	8,000		8,000	0.0%
4082 Millennium Park (Inc CCTV)	0	336	2,000	1,664		1,664	16.8%
4122 CHANGING ROOMS - HINKSLEY	0	(219)	0	219		219	0.0%
PLAY AREAS - Community :- Indirect Expenditure	**0**	**118**	**10,000**	**9,882**	**0**	**9,882**	**1.2%**
Net Income over Expenditure	**0**	**216**	**(7,650)**	**(7,866)**			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	0	(750)	2,500	3,250		3,250	(30.0%)
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%
STREET LIGHTING - Community :- Indirect Expenditure	**0**	**(750)**	**4,500**	**5,250**	**0**	**5,250**	**(16.7%)**
Net Expenditure	**0**	**750**	**(4,500)**	**(5,250)**			

30/06/2022

16:55

Flitwick Town Council

Page 3

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 YOUTH HUB/ACTIVITIES - Communi							
1035 The Hub Hire	(88)	148	50	(98)			295.0%
1037 Under 18s Skate Competition	0	0	120	120			0.0%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
YOUTH HUB/ACTIVITIES - Communi :- Income	**(88)**	**15,148**	**15,170**	**23**			**99.9%**
4001 SALARIES AND WAGES	255	474	2,000	1,526		1,526	23.7%
4015 UTILITIES	357	719	2,300	1,581		1,581	31.2%
4016 BUSINESS RATES	0	2,395	2,469	74		74	97.0%
4049 YOUTH ACTIVITIES	0	14,204	42,000	27,796		27,796	33.8%
4050 Under 18s Skate Competition	0	0	710	710		710	0.0%
4132 BUILDING MAINTENANCE	0	(642)	4,000	4,642		4,642	(16.1%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	110	1,561	2,000	439		439	78.1%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	**722**	**18,710**	**56,479**	**37,769**	**0**	**37,769**	**33.1%**
Net Income over Expenditure	**(810)**	**(3,563)**	**(41,309)**	**(37,746)**			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	21	71	100	29			70.8%
1120 KEEP FIT / Dance Fitness	63	284	2,800	2,516			10.1%
1122 MENS CLUB	33	90	1,100	1,010			8.2%
1129 Community Bingo	0	12	275	263			4.2%
1146 OLDER PEOPLE - Events	0	0	500	500			0.0%
1171 LUNCH CLUB	(30)	142	2,900	2,758			4.9%
COMMUNITY ACTIVITIES - Communi :- Income	**87**	**598**	**7,675**	**7,077**			**7.8%**
4553 PAINTING CIRCLE	0	0	10	10		10	0.0%
4554 STITCHERS	0	0	140	140		140	0.0%
4556 OLDER PEOPLE - Events	0	0	2,150	2,150		2,150	0.0%
4558 KEEP FIT / Dance Fitness	303	320	2,700	2,380		2,380	11.9%
4612 MENS CLUB	0	0	1,100	1,100		1,100	0.0%
4621 LUNCH CLUB	0	73	4,100	4,028		4,028	1.8%
4625 FORGET ME NOT GROUP	0	0	2,100	2,100		2,100	0.0%
4626 RESIDENT DRIVEN PROJECT	0	0	5,000	5,000		5,000	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	**303**	**393**	**17,300**	**16,908**	**0**	**16,908**	**2.3%**
Net Income over Expenditure	**(215)**	**205**	**(9,625)**	**(9,830)**			

Flitwick Town Council

Detailed Income & Expenditure by Budget Heading 31/05/2022

Community Services Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
313	COMMUNITY EVENTS - Community							
1040	18+ Skate Competition	0	0	200	200			0.0%
1127	Flitwick Fun Day	408	8,148	2,000	(6,148)			407.4%
1130	Christmas Lunch - OLDER People	0	0	1,000	1,000			0.0%
1164	Christmas Market	0	0	200	200			0.0%
1165	Christmas Lights EVENT	0	0	1,000	1,000			0.0%
1167	Christmas Market Trip	0	0	850	850			0.0%
1170	YOUTH PANEL	0	0	200	200			0.0%
1172	JUBILEE Event 2022	188	488	750	263			65.0%
	COMMUNITY EVENTS - Community :- Income	**596**	**8,636**	**6,200**	**(2,436)**			**139.3%**
4043	REMEMBRANCE EVENT	0	0	1,200	1,200		1,200	0.0%
4200	Christmas Lights Installation	0	0	16,500	16,500		16,500	0.0%
4201	Christmas Market	0	0	360	360		360	0.0%
4202	Christmas Market Trip	0	0	520	520		520	0.0%
4203	Festive Fun	0	0	250	250		250	0.0%
4204	Barclays Chritsmas Tree	0	0	1,250	1,250		1,250	0.0%
4205	Front Garden Competition	0	0	220	220		220	0.0%
4206	Scarecrow Festival	0	12	100	88		88	12.5%
4207	Fun Palace	0	0	150	150		150	0.0%
4208	18+ Skate Competition	0	0	900	900		900	0.0%
4540	Christmas Lights EVENT	0	0	5,400	5,400		5,400	0.0%
4551	Flitwick Fun Day	172	172	20,000	19,828		19,828	0.9%
4618	COMMUNITY Events Expense	100	344	2,000	1,656		1,656	17.2%
4620	YOUTH PANEL	0	0	2,200	2,200		2,200	0.0%
4622	JUBILEE Event 2022	82	82	2,000	1,918		1,918	4.1%
	COMMUNITY EVENTS - Community :- Indirect Expenditure	**354**	**610**	**53,050**	**52,440**	**0**	**52,440**	**1.2%**
	Net Income over Expenditure	**242**	**8,026**	**(46,850)**	**(54,876)**			
	COMMUNITY SERVICES :- Income	**20,115**	**19,602**	**64,728**	**45,126**			**30.3%**
	Expenditure	**34,204**	**59,094**	**583,366**	**524,272**	**0**	**524,272**	**10.1%**
	Movement to/(from) Gen Reserve	**(14,089)**	**(39,492)**					
	Grand Totals:- Income	**20,115**	**19,602**	**64,728**	**45,126**			**30.3%**
	Expenditure	**34,204**	**59,094**	**583,366**	**524,272**	**0**	**524,272**	**10.1%**
	Net Income over Expenditure	**(14,089)**	**(39,492)**	**(518,638)**	**(479,146)**			
	Movement to/(from) Gen Reserve	**(14,089)**	**(39,492)**					

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
Revisit maximising town centre for community benefit	Community	CSM/ ESM	2024-25		*Green spaces engagement conducted September 2021. Barclays building and frontage now purchased. Residents satisfaction survey highlighted that residents wanted additonal seating, bins and a notice board on Station Square. A report for phase 1 which includes benches, bins and notice board options to be presented at the July Community Services Meeting. A vision will be completed once the public art brief has been finslised. Sunday markets have been arranged to take place once a month from June 2022.*
Develop plan for the Country Park	Community	ESM	2024-25		*Greensand Trust have been commisioned to develop an outline masterplan (brief) which will be presented to Community Services Committee in August 2022. A working group has also been set up.*
1. Tender planning service for Country Park	Community	ESM	2022		*See above.*
Develop a plan around health, wellbeing and safety needs and actions - 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 coniser: community safety, social isolation & lonliness, 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		*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.*

Look at opportunities to work with CBC to extend CCTV services - and where financially viable, introduce a monitoring service that will deter crime.	Community	ESM / TC	2022	🟧	*Progressing discussions with CBC in line with vision to extend CCTV in the town.*
Develop a prioritised plan for improving arts and cultural provision	Community	CSM	2022	🟩	*Members RESOLVED at the February Community Services Meeting to spend the committed £16k section 106 money on a consultant after Cllr Badham and the CSM sets a brief.*
1. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents in the town.	Community	CSM	2023		
2. Look at working with artist/collective to do community engagement around arts in Flitwick - create draft brief for further discussion at Committee, look at S106 funding to cover costs of engagement and potential outputs, use outputs to inform longer term approach to arts, heritage and culture and build out longer term plan deliverables, reframe public arts Working Group as 'Arts, Heritage & Culture WG'.	Community	CSM	2023		*Cllr Badham is working on a Public Art brief, this will be shared to Community Services Committee once complete.*
Agree approach to sport and leisure responsibilities for FTC and develop appropriate plan	Community	CSM / ESM	2025	🟩	*Gym equipment installed in Millennium Park and Hinksley Road. Currently provide Football Pitch hire at the Rufus Centre and Hinksley Road. Skate Park community is evolving due to the recent Olympics, investigation into improving the facility. We will look to review expansion of all facilities we provide.*
1. Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.	Community	CSM / ESM	2025		
2. Consider possibilities for sport and leisure opportunity and deliver a plan in response to this.	Community	CSM / ESM	2025		
Ensure access to Flitwick's heritage and current contributions via walking trails and online alternatives	Community	CMM / ESM	2022-25		*Flit Valley walk leaflet on the website and printed.*

1. Ensure Flitwick's heritage is accurately recorded and made more accessible to all. Look at online content on the website that caputures 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.*
Develop and publish Public Realm standards - a comprehensive standard covering grounds maintenance, cleaning, litter, graffiti & fouling, including "wilding" some areas.	Community	ESM	2023		
Progress improvements under the Manor Park Historic Parkland Project	Community	ESM	2022-25		*Planning permission obtained. Contractor appointed for new Parkland Management Plan, to be complete by November 2022.*
Produce a Biodiversity Statement - to define how the Council will meet its statutory obligation	Community				*Adopted by the Community Services Committee June 2022.*
Environmental Audit	Community	ESM	2022		*Audit Policy approved at Council 18.1.22. Quotes being sought from independent contractor. Action plan will follow audit process.*
Lobby to ensure homelessness in the town is addressed	Community	CSM	2025		*Set up Street Links and will remain ongoing as and when it becomes an issue.*

Committee Priorities 2022

Tasks	Lead	Target Date	Status (RAG)	Notes
Community Services				
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		Greensand Trust have been commisioned to develop an outline masterplan (brief) which will be presented to Community Services Committee in August 2022. A working group has also been set up.
3. Barclays Frontage	ESM/CSM	2022		Green spaces engagement conducted September 2021. Barclays building and frontage now purchased. Residents satisfaction survey highlighted that residents wanted additonal seating, bins and a notice board on Station Square. A report for phase 1 which includes benches, bins and notice board options to be presented at the July Community Services Meeting. A vision will be completed once the public art brief has been finslised. Sunday markets have been arranged to take place once a month from June 2022.
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.
Business Services				
1. Environmental Audit of the Rufus Centre – sustainability	TC	2022		Item for Council to consider 21.6.22.
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. Issues with a tap, the flush and emergency cord which buider been asked to sort, Officers waiting for a date this will be done. 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.
Corporate				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Policy approved 18.1.22. Quotes have been sought and were circulated as part of Council papers for 21.6.22 - Members decided to defer the item to July Council as the balance of RCF (the identified funding source) was unclear.
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 was considered and approved on 28.4.22. The RCF funding was approved at Council 21.6.22 and Corporate will determine membership on 28.6.22 (3 Cllrs). 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.
4. Finalise local organisation leases	DTC	Apr-22	RED	See full update as part of item 12c report under exempt.
5. Make use of dance studio space	TC/DTC	Apr-22	RED	Officers are continuing to liaise with the owner's son about complying with the lease terms. The building will be inspected at which the owner's son is facilitating, this will check insurances. This is being done later than planned due to Officer sick leave. 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. Keep Fit group would like to move to the Dance Studio and have said they would visit the cafe afterwards which is positive. There were no other existing group that the Community Services Team look after who could move into this space. At the last meeting, Officers were asked to investigate if the Council could sub-let the use of the Dance Studio space*, and the lease does permit this for insurance purposes.
Personnel				
1. Stable Staffing Structure with remaining agreed vacancies filled.	TC	2022		Due to budget restraints the remaining agreed vacancies are on hold. The business team are particularly stretched as the reliability of casuals is changeable.
2. A robust performance management process working across all employees.	TC/DTC	2022		Performance management is used where necessary under the guidance of external HR contractors.
3. Targeted training programs to support personal development.	TC/DTC	2022		Training programs are in place for new staff as part of their induction process. Personal development is thought about by Managers throughout the year with training needs considered at annual appraisals for consideration at Personnel Committee. There is a Training Matrix to refer to.

Officers Update – Community Services 5ᵗʰ July 2022

1. **Family Fun Day**

    The Family Fun Day took place on Millennium Park on Saturday 11ᵗʰ June. The event included a free funfair, free outdoor cinema, free popcorn, live music, stalls, and a food court.

    The community event was very well attended with approx. 2500 people attending throughout the day. Many people spent the whole day and evening on the park with their families and friends, building community spirit and engagement.

    Residents had the opportunity to speak with councillors, with at least two councillors being present on the FTC information stall at all times (12noon – 6pm).

    The event has received many positive comments both on social media and during the day. Residents commented on their appreciation of the investment from FTC to be able to attend an affordable, local day out with their families, while local businesses and organisations appreciated being able to speak with residents and promote their services.

2. **Skate 'Jam' Competition**

    FTC will be working in partnership with 4YP and Rollback World to deliver a Skate Competition on Millenium Park on Sunday 14ᵗʰ August, 12noon – 4pm.

    The competition is open to all ages, the event will be judged in a Skate 'Jam' style, with skate boarders, scooters and bikes being welcomed to take part.

3. **Sunday Market – Station Square**

    The first Flitwick Sunday Market took place on Station Square on Sunday 26ᵗʰ June.

    The market will be held on Station Square on the last Sunday of every month, 12 months a year.

    The first market was well recived by residents, people commented on how nice it was to see the area outside Barclays being used by the community and to support local traders.

4. **<u>Training</u>**

    The Community Services Manager has completed three different training courses this month:

    - Engaging with Perpetrators
    - Designated Safeguarding Lead Refresher (DSL)
    - Fire Warden training

    The Community Services Officer has also completed Fire Warden training and is booked onto a Safeguarding course in July.

5. **<u>Manor Park Parkland Management Plan</u>**

    The management plan is well underway, we have received completed survey reports undertaken to date with a scheduled completion for November 2022.

6. **<u>Maulden Road – Bund</u>**

    Work has started to create a bund around the boundary of land at Maulden Road to secure the site. This should be complete by the date of the meeting.

    The Public Realm Team will be installing a gate for FTC access.