



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 5<sup>th</sup> JULY 2022  
AT 7:45 PM AT THE RUFUS CENTRE**

**Present:**

Cllr Badham (Chairman)  
Cllr Toinko  
Cllr Dann  
Cllr Lutley  
Cllr Thompson  
Cllr Earles  
Cllr Meredith- Shaw  
Cllr Snape

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

**1004. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

The longstanding apology from Councillor Chacko was approved by Council at a previous meeting.

**1005. DECLARATIONS OF INTEREST**

- (a) Disclosable pecuniary interests – None were declared.
- (b) Non-Pecuniary interests – None were declared.

**1006. CHAIRMAN'S ANNOUNCEMENTS**

The chairman had no announcements except to inform members of an apology on behalf of Officers that the combined paperwork for the meeting was not sent out due to staff shortage.

**1007. PUBLIC OPEN SESSION**

No members of the public attended the meeting.

**1008. INVITED SPEAKER**

PCSO Carne was invited to speak to the committee in relation to Community Policing priorities within Flitwick. Unfortunately, they were not available to attend.

**1009. MEMBERS QUESTIONS**

Members raised no questions at this time.

**1010. MINUTES**

It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 7<sup>th</sup> June 2022 with the following amendments. Cllr Dann did send apologies for not attending the meeting and in section 997 Councillor Thomas be corrected to Councillor Thompson.

**1011. MATTERS ARISING**

Members raised that the ability of the public realm installation of the car park barriers in the Hub car park were raised at a previous un-minuted meeting at the location. At the time assurances at the ability of the Public Realm team to complete the project was confirmed. With the damage to the barriers since installation clarity was sought as to if the installation was correctly completed.

The Environmental Services Manager informed members that the barriers had been damaged due to being driven into, but installation was substantial. It was mentioned that the barriers are hard to see and that the design would be investigated.

Members raised questions at to 988E in relation to the weed spraying around the town by CBC. Concerns about the dead grass patches were discussed along with the £4000 payment made to CBC for grass cutting.

The Environmental Services Manager confirmed that they had a meeting planned with a member of CBC for August looking at alternative management of the weeds and reduced mowing.

Members raised concerns as to the time that it has taken to progress and asked what would happen if CBC were given notice to stop the cutting. The Town Clerk confirmed that the land grass cutting would revert to FTC.

Members requested that the financial aspect of the CBC payment be put on the next Community Service Agenda to allow for clarification.

Members mentioned conversations with an Officer at CBC about using wildflowers and bulbs instead of weed killer around lampposts. Also, comments were made about the approach in Ampthill Climate Change group and an Ampthill Town Councillor, suggesting that CBC would like to have a uniformed approach to land management over the borough.

**1012. ITEMS FOR CONSIDERATION**

**a. Allotment Holders Group**

Members considered the circulated report from the Town Clerk regarding the Allotment Liaison Committee.

Clarity was sought around the current process regarding the Committee and officer participation and roles also around feeding back to Community Service

It was acknowledged that having elected members of the ALC being involved creates benefits as representatives both to the allotment members and Officers, It was also confirmed that a committee cannot report to another committee.

It was acknowledged by the Town Clerk that a working group could provide recommendations to the Community Services committee, but the final decision on actions around overgrown allotments would be an Officer decision.

Members raised questions around why the ASC had been allowed to proceed as they have done to date. This was identified as an oversight.

The Environmental Services Manager was requested to look into the ALC Constitution to ensure that there was no conflict with any proposal the Committee might make.

It was **RESOLVED** to change the name of the Allotment Liaison Committee to The Allotments Working Group, reporting back to the Community Services Committee. Any member of the Council can be on the working group with members being elected to the working group by the Community Services Committee.

**b. Hub Lights (including Car Park)**

Members considered a report from the Environmental Services Manager and consider recommendations within the report.

Members raised concerns around how the previous lighting was terminated due to the requirements of a local business and that using public funds to rectify the issue may not be the best use of taxpayer's money.

It was also requested that Officers investigate any other sites that may require power from a third party and ensure that an SLA is in place.

It was confirmed that a funding request to the Rolling Capital Fund would be required.

The Environmental Services Manager informed members that the location of the lights was in the Millennium Park boundaries and not in the carpark so that if in the future the Town Council did not lease the car park the lights remain on Town Council property.

The reason for the limited quotes was clarified as being due to the lack of interested tradesmen and not because of limited requests to quote.

It was **RECOMMENDED** to proceed with Quotation 1 at the cost of £2506 plus Vat to complete the works detailed in the report. The funding will be requested from RCF.

It was requested that as an addition to the above recommendation, Officers investigate the cost to provide an additional feeder pillar at the car park end of Millennium Park.

**c. CBC Consultation - Developing in the Forest of Marston Vale: Design Guidance SPD**

Members considered a response to the supplementary planning document.

Members identified that it was positive to talk about green roofs and wooden constructions but questioned the actual fulfilment of these in the project.

Concerns were raised on page 27 of the consultation, where Solid wood fuel heating is identified. Members raised concern around the impact that this would have on pollution and lack of efficiency. Using diesel machinery to convert trees and produce carbon dioxide locally leading to potential breathing difficulties.

The mention of UK manufacturers association was also raised as a concern as was the lack of mention of ground Heat pumps, site water or solar energy.

The one line pertaining to renewable energy saying that it will be harnessed, when possible, needed more clarity as it is possible to source, and would this mean a wind turbine? It was identified that also there was no mention of solar roofs or passive house, installation standards.

The lack of mention of the incinerator was also raised with the impact of carbon dioxide and other pollutants being at the centre of the site. Not to mention the transport trucks impacting the location. The lack of mention of the incinerator also would impact the integrity of the net 0 discussion of the site.

Members also suggested that the initial application for the incinerator included district heating which is a very effective source and that is much more efficient than having separate boilers. This was withdrawn due to logistics and wondered if the possibility that CBC would include district heating from the incinerator as part of the report.

Other members mentioned that CBC's Green Agenda doesn't seem to be reflected in the project and that the plans seem contradictory.

Members also raised that developers would look after trees for 5 years and questions were raised regarding what happens after that point as new trees will need to be maintained after that period.

It was **RESOLVED** to send a response based on members findings, with the addition of the comments surrounding trees.

**d. Manor Park Bench Request**

Members considered a request for a bench to be located within Manor Park.

The subject of previous applications for memorial benches in various locations was raised along with the availability of space.

It was suggested that a policy around memorial benches would help to establish location, maintenance, and funding. Alongside the uniformity of benches.

Alternative commemorative options such as stones, trees or multi plaques were also suggested.

The nature park was provided as a possible new location for benches in the future.

The Environmental Services Manager also commented that the Management plan of Manor Park is currently being processed and it may be advisory to hold off placing benches in the park at this time.

It was **RESOLVED** that the Town Clerk write a policy on memorial benches.

It was **RESOLVED** to delay the decision on the bench request until the finalisation of the Management Plan.

It was requested that a policy on memorial items be added to the next agenda.

**e. Maulden Road**

Members were asked to consider renaming the land off Maulden Road (formerly known as Country Park) to '**Flitwick Nature Park**'.

This had been previously discussed and recommended by the working group.

It was **RESOLVED** to rename the Country Park the Flitwick Nature Park.

**f. 3 Station Road**

Members considered a report from Officers and the recommendations within the report.

Members were informed by the chair that the art policy had been sent to Officers on the day of the meeting and would be expected to be raised at the committee at a future date.

The need for a working group was raised which allow for communication between members and officers around members expectations for the site.

It was **RESOLVED** to set up a working group to discuss further the expectations for 3 Station Road.

The following members registered an interest in being part of the working group.

Cllr Badham, Cllr Toinko, Cllr Dann.

Cllr Thompson, Cllr Chacko, Cllr Earles, Cllr Meredith- Shaw and Cllr Snape with the addition of the Town Clerk.

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

Members considered a report from The Town Mayor and the recommendations within the report.

The members shared positive comments in relation to the report and that it was great to work formally with Ampthill.

Clarification was asked as to the inclusivity to all aspects of the community at the proposed events. This was clarified as being open to all and an idea to reach a wide cross section of the community and to create cohesion.

It was suggested that the Wellbeing and support aspect of the proposal to be the priority at the beginning of the project.

The Mayor confirmed with the members that section 4 of the proposal for consideration would take place before the next committee and so would not be able to return before progressing due to the restricted availability of the grant.

It was **RESOLVED** to accept the following proposals –

- 1 To agree with the principle of running a project to improve equality & inclusivity by working with the LGBTQ+ community in Flitwick and Ampthill.
- 2 To agree to work with LGBT Bedfordshire as a community partner to deliver the project.
- 3 To join a joint working group consisting of three members from FTC and three members from ATC who will develop a detailed proposal for 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 FTC's proportion of the initial project.

Members were asked to identify if they wanted to take part in a working group. The following councillors registered an interest in being part of the working group. Cllr Badham, Cllr Thompson, Cllr Lutley, Cllr Earles, Cllr Meredith- Shaw and Cllr Snape

#### **h. Terracycle Schemes for Hard to Recycle Items**

Members were asked to consider a report and recommendations from Officers regarding the practicalities of operating a Terracycle Scheme in Flitwick for Hard to Recycle Items.

Discussions took place as to the availability locally of recycling schemes and the disadvantages of recycling further afield. Logistics as to locations of places to deposit recyclable items and balance or driving in relation to recycling benefits were also mentioned. The Rufus Centre as a Business and Community building was also discussed.

Members discussed the need for the document to be reviewed to make the information clear if the intention was to share with the public. They also identified that a leaflet would have to be updated regularly to ensure that the correct information was being shared.

It was also requested that when information is shared as well as the signposting to local Flitwick sites the information includes information on the plastic free refill shop and other environmental schemes based around reducing and reusing waste in addition.

It was **RESOLVED** to not proceed with the Teracycle Schemes at the Rufus Centre.

It was **RESOLVED** to sign post residents to the wider range of waste reduction, reuse and recycling schemes within Flitwick and the surrounded area using social media, the website and Flitwick papers.

**1013. ITEMS FOR INFORMATION**

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

Members noted the Marketing & Communications Forward Plan circulated.

**b. Financial Reports**

Members noted the budget for Community Committee circulated.

**c. Delivery Plan & Committee Priorities**

- i) Members noted the Delivery Plan for Community Services.
- ii) Members were asked to note the consolidated list of Committee priorities and raised the following

An update was requested for point 5 in relation to the CCTV as the same comment had been present for an extended period. The Environmental Services Manager commented that no progress had been made. As such it was requested by members that the status be changed due to the long-time scale.

It was also suggested that other local towns had made progress with CBC around ANPR and that this is a conversation needs to be pushed forward with CBC.

**d. Officers Update**

Members noted the officer's update with the following comments.

Two skate competitions had been previously signed off and members asked to be informed if both were still being actioned. The Community Services Manager informed the committee that due to logistics and reliance on specific members of the public that were no longer available the younger competitions would no longer take place. However, the Skate Competition that was being undertaken would be open to all ages.

Feedback on the Sunday Market was given in relation to the event, thanking the Town Clerk and Community Services Manager for the hard work on the well-run event that was received well by the traders and public.

Feedback on the family Funday in relation to the soft play was given as positive to allow children to get out of the sun during the event.

**e. John Lawson Circus**

Members noted that John Lawson Circus will be at the Millennium Park from Monday 5<sup>th</sup> September – Sunday 11<sup>th</sup> September (performances from Thursday - Sunday). Subject to SAG approval.

**1014. PUBLIC OPEN SESSION**

No members of the public attended the meeting.

**1015. EXEMPT ITEMS**

Members were asked to move the following items into Exempt.

**12a – Youth Provision**

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

There was a Recommendations made under Exempt Items.

It was **RESOLVED** to except the Officers recommendation on the report.

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





## **FLITWICK TOWN COUNCIL**

**Report to Community Services 2<sup>nd</sup> August:**

### **Public Art Strategy & Plan**

**Flitwick Town Council: Draft Public Art Strategy & Plan**

**Prepared by Cllr Keith Badham**

#### **1. Background**

Flitwick has been awarded Public Arts Funding through Section 106 agreements in light of new building developments around town.

#### **2. Definition of public art**

Planning Policy Guidelines state "Public art and sculpture can play an important role in making interesting and exciting places that people enjoy using". The National Planning Policy Framework definition of Public Art is that it should "Take Account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs".

While public art can include the more traditional idea of a sculpture it can also encompass a wide range of features, for example:

- Specialist treatment of some aspects of a building - stained glasswork, mosaics, floor/wall design, lighting or timberwork
- Provision of hard or soft landscaping, paving, gates, arches, seating, play areas and bridges
- Interpretation of a specific site or place
- Provision of space for artistic use
- Major landmark or urban design features

Where Public Art is physical in nature, it must always be publicly visible and, be made by a professional artist, is bespoke and of high quality'.

Public art can be temporary or permanent in nature and, as part of an overall programme, consideration can be given to extend the definition of Public Art to include temporary events festivals and activities or temporary installations.

### **3. The value of public art**

When considering Public Art in Flitwick the following values are to be upheld.

All public Art in Flitwick should:

- Enrich Flitwick's identity
- Create a sense of place for both residents and visitors to Flitwick
- Develop the physical environment by adding interest, quality and distinctiveness
- Provide a source of pride among the community
- Add to the enjoyment and interest of local people and visitors
- Make existing public spaces more comfortable, relaxing, meaningful and attractive to meet in

Individual pieces of art may also:

- Integrate new developments into the existing townscape, creating bonds within the area and developing a sense of belonging
- Celebrate our local communities creativity, and empower the evolution of this existing creative community
- Get the local community involved in art, helping to stimulate debate, ignite passion and discussion and generate excitement
- Provide a legacy for the future - creating tomorrow's heritage
- Celebrate Flitwick's heritage: raising awareness of our history
- Aid in local orientation through landmarks or through being part of a Wayfinding solution
- Improve the Economy by providing employment for artists and craftspeople, and increasing tourism by acting as a landmark or attraction.
- Contribute to individual personal development, imagination and vision, enabling personal development and encouraging well-being, aspirations and equality
- Provide employment for local artists and craftspeople

### **4. Aims of the Strategy**

This Strategy aims to ensure that the potential benefits of increased public art activity are maximised for Flitwick and its population by

- Enabling a coordinated approach to the use of this money across the Town
- Ensuring that all projects are integrated into the development of the town as a whole
- Working in partnership with the community, public and private sectors
- Creating work of high quality: work which is durable and easy to maintain and which integrates with the functional requirements of the immediate area.
- Promoting a role for local, regional, national and international artists

- Maximising resources for the commissioning of artists
- Identifying and implementing good commissioning practices

## **5. Current resources**

5.1. Central Bedfordshire Council

5.2. FTC Public Art Working Group

The current roles of the group are to:

- Develop this Public Arts Strategy
- Identify locations and opportunities
- Write artistic briefs
- Shortlist appropriate artists
- Connect and engage the community in the process where appropriate
- Help to promote and celebrate the works of art
- Identifying resources for future development of Public Art, outside of Section 106 and CIL funding (such as Arts Council funding)

## **5. Funding available**

There is currently approximately £88,000 available for Public Art in S106 funds.

The Working group will need to make a recommendation to the Community Services Committee with regard any possible future regular funding.

There will be possible additional funds from future developments with regards S106, however, other income streams need to be investigated.

## **6. Current public art in Flitwick**

### ***War Memorial***

This memorial was established in 1920 and commemorates the residents of Flitwick who were killed or missing in the First World War and the Second World War

### ***Memorial Gardens***

Located next to the war memorial we have a metal sculptured fence, which surrounds the memorial garden.

### ***Wood Carvings***

We have a number of carved wooden animals throughout Manor Park. These were commissioned by local artists and FTC staff. Some of these have disappeared, but a few remain

### ***Carved benches***

We have some carved benches in Manor Park, which were commissioned as part of a resident driven project. Local Artist Luke Wesley was responsible for the work.

### ***Skate Park***

Our Youth Service providers 4YP worked with a visual artist and along with users of the skate park and their parents, created murals.

### **Arts Activities in Flitwick**

We have a watercolour group

### **Flitwick Arts & Literature**

Flitwick is home to bestselling crime writer Adam Croft, who together with Ampthill based writer and Actor Robert Dawes produce a very popular crime fiction podcast.

Our Library, which is run by Central Bedfordshire Council holds regular arts-based activity

## **7. Flitwick's Characteristics & potential themes**

Flitwick has an historic Park (Manor Park) which could be a focus for future art works and themes

Flitwick has a history of Orchards and apples, which could also form part of the theme

Since the acquisition of Station Square, a number of ideas for public art to be placed there have come forward. This needs to be a priority when using the S106 money.

## **8. Community involvement & Partnerships**

It is important that the community is included in the creation of Public Art. This could range from votes on designs, community events to help celebrate and unveil the works of art, to participatory activities with the selected artist/s or simply meeting and inspiring the artist with stories and local knowledge. The working group should guide each project appropriately through the development of details briefs for each piece of work, being sure not to consult too much too early as some projects take years before results are seen. Where developments seek to commission public works of art before communities have moved in, post creation publicity will be important to enable greater understanding of the Public Art for new inhabitants.

It will also be important to build on relationships with developers of new estates as well as other relevant private and public sector parties, in addition to arts funding and development

agencies. It is intended that the proposals for key projects outlined below will facilitate partnership work.

Following the successful installation of new pieces of Public Art around Flitwick, consideration could be given to the creation of an 'Art Trail' leaflet that encourages people to explore the art contained within the town.

## **9. Commissioning**

### ***9.1. Commissioning practice***

There are a range of commissioning practices that can be adopted, and the scale and location of the commission will be factors in determining the most appropriate process. However, there are some principles of good practice which should be considered when commissioning pieces of Public Art for Flitwick. These are:

- Each commission, however small, should be accompanied by an artist's brief which gives information on the aims of commission, site, budget, timescale and selection process
- The artist's brief should not be prescriptive, and should aim to foster rather than restrict the creativity and imagination of artists
- Where appropriate, artists should be commissioned at an early stage so that they are able to consider appropriate ways of involving the public, whether through consultation, exhibitions, education programmes, workshops, presentation or talks
- For each piece of work, a selection panel will be convened, the make up of which should be decided by the Working Group
- Locally based artists working in the appropriate medium and with the appropriate experience should be considered as part of any selection process
- Commissioned artists should be issued with contractual agreements

### ***9.2. Artists Briefs***

All commissions, however small, should be accompanied by an artist's brief which should aim to foster, rather than restrict, the creativity and imagination of the artist. The artist's brief should include the following information:

- General description of the project
- Aims and objectives of the commission
- Description of the artist's role
- Appointment procedure
- Scope for the work; any themes, preferred materials or locations (and the implication

- on the need for lighting in relation to these locations)
- Planning requirements
- Consideration of risk and impact on local community and amenities
- Management arrangements/systems for the project, ensuring the implementation process is clear in each case
- Plans for community consultation and involvement
- Maintenance and durability, including maintenance processes and responsibilities beyond implementation
- Timetable
- Budget including contingency funds
- Artists copyright position and clarifications of ownership

### ***9.3.Commissioning process***

For each brief the following process will be followed:

- Advertise for artist nationally and locally
- Artists to be shortlisted by the Public Art Working Group (research for the artist based on the site, location and any local contacts)
- Artists to be interviewed and commissioned for design phase by an appropriate selection panel convened by the working Group
- Artists might start to involve the community in the design stage and introduce their work and the project
- Artist to present design options - often between one and four ideas to the selection panel. This will include a design statement, scale drawing and/ or models of proposals, timescale, fully costed budget and installation statement with suggested maintenance schedule
- Sometimes at this stage (depending on how many designs are proposed) it is good to advertise and exhibit the proposals for public feedback.
- Seek approvals such as planning permission

## **10. Identification of key projects**

The Public Art Working Group should identify a number of projects like Station Square, that can be delivered over the course of the next five years, ensuring that S106 funds are not recalled. Each project is subject to funding availability, restrictions, terms & conditions and agreement from all relevant parties.



## FLITWICK TOWN COUNCIL

### Report to Community Services 2<sup>nd</sup> August 2022: Community Event

#### Implications of recommendations

**Corporate Strategy:** Promote and support events that build community cohesiveness or promote the Town

**Finance:** Family Fun Day 2022

**Equality:** Increases inclusivity.

#### Background

In 2021, Central Bedfordshire Council offered all Parish/Town Councils the opportunity to apply for a grant titled 'The Welcome Back Fund'. The Welcome Back Fund was aimed at encouraging people back to the High Street, enhancing business to local shops and the economy, and bringing the community back together.

Flitwick Town Council used their 'Welcome Back Fund' to host a community event on Millennium Park. The event consisted of a free traditional fun fair, free outdoor cinema, free popcorn, stalls, and a food court and was known as a 'Family Fun Day'

The event was well attended by residents, with many people talking to Officers and Councillors on the day to express their thanks for such a positive, community focused event. Residents also used social media platforms to comment on the event, with most comments being positive and residents asking for the event to be repeated next year.

Flitwick Town Council resolved to repeat the Family Fun Day in June 2022, setting a budget of £20,000 to include additional activities on the day such as live music for four hours, additional sound and stage and fun fair operating until 8pm.

#### Introduction

The Community Services Team worked hard to gain support from local businesses for the Family Fun Day 2022.

After the success of the 2021 event, we were able to secure a high amount of sponsorship for the event, with this additional income added to the high up take on stall spaces and food vender bookings, we were able to deliver the event with additional income.

With the additional income from sponsorship this year and finance rolled forward from 2021, there is approx. £7,700 left within the Family Fun Day budget.

The Community Services team would suggest spending the additional income on the following;

## Extending the Christmas Lights Switch On event

This would enhance the event from 2021, offering more entertainment for families and young children.

After speaking with other suppliers of Christmas events, it was suggested that snow globes and stilt walkers were very popular with families and children. People can enter the globe in a small group of up to 8 people. The 'snow' would be blowing around, as if it was a shaken snow globe for people to enjoy and have a 'snowball fight'.

The snow globe would come with two qualified members of staff who would supervise the snow globe at all times during the event.

Stilt walkers would interact with residents during the event, talking to children, handing out sweets and spreading Christmas cheer.

Snow Globe, six hours - £1,850 (excluding VAT)

Two Stilt Walkers, four hours - £900 (excluding VAT)

To allow the 2022 Christmas Lights Switch On Event to have the same look as the Switch On Event in 2021, there will be additional costs for:

- Festoon Lighting around 3 Station Road
- Flooding Lighting are the area
- 4 x Microphones for Town Band

These items were either supplied for free last year or an additional item for this year.





## Popcorn Machine

We currently hire a small popcorn machine from Ellievison for the Family Fun Day and Christmas Lights Switch On Event. With the growing popularity of the events, this machine is becoming too small and is not able to keep up with demand. FTC could purchase a large commercial popcorn machine, this would be able to hold more popcorn and could also be hired out for parties and weddings.

16oz Super PopMaxx Popcorn Machine - £1,495 (excluding VAT)



## Logistical Event Equipment

Due to annual events becoming more popular with the community, it has become apparent more event equipment is needed. This includes logistical items such as black plastic bins, litter pickers, litter hoops, gazebo weights and other practical equipment.

Up to - £500

## Options

1. To consider allocating the £5,705 income from the Family Fun Day to extend the Christmas Lights Switch on Event 2022.
2. To consider spending up to £1,495 (excluding VAT) on a commercial popcorn machine to be utilised at Family Fun Day, Christmas Lights Switch On Event and other events throughout the year.
3. To consider spending up to £500 on logistical event equipment such as bins, litter picking equipment and gazebos weights.

## Recommendations

1. To approve options one, two and three, totalling expenditure of £7,700

Susan Eldred  
Community Services Manager



The Greensand Trust

## Masterplan for Flitwick Nature Park, Flitwick, Central Bedfordshire

July 2022

Produced on behalf of Flitwick Town Council by

The Greensand Trust

The Greensand Trust

Rushmere Country Park, Stockgrove Visitor Centre, Brickhill Road, Heath and Reach, Leighton Buzzard, LU7

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## 1. INTRODUCTION

The Greensand Trust is an independent environmental charity that works with local communities and landowners to conserve, enhance and promote the distinctive landscape, wildlife and history of the Greensand Ridge and wider area.

At the heart of everything we do is the belief that the best results are brought about by empowering local people and working in partnership for a more sustainable future. Our work includes:

- Conservation management of important habitats and species;
- Promoting the local distinctiveness of the Greensand Ridge;
- Managing open spaces, country parks and nature reserves for the benefit of wildlife and visitors;
- Advising and assisting landowners to improve the wildlife and/or heritage value of their land;
- Promoting and delivering environmental education;
- Helping local communities access their local outdoor space and enabling them to improve their environment;
- Thinking strategically and working with partners on Green Infrastructure planning and delivery.

### 1.1 Proposed Works

It is intended that the land will be managed by Flitwick Town Council as a Nature Park to be managed to provide informal recreation opportunities and enhance its value for biodiversity. The masterplan includes biodiversity enhancements including establishment methods and maintenance of proposed habitats created.

### 1.2 Description

The proposed Flitwick Nature Park is located on the west side of Maulden Road near the northeast edge of Flitwick centred at Grid Reference TL040362. The c. 27ha application site consists of a 23.5ha Nature Park and 4.2ha cemetery. The underlying geology is Lower Greensand and the Ampthill Clay partly overlain by head deposits, alluvium and river terrace sands and gravels.

The site consists of an area of former arable farmland that has been left fallow for some time and has become colonised by a range of grassland, ruderal and weed vegetation that is not of significant botanical interest but does support nesting skylarks. There are few trees and no hedgerows on the site apart from a mature oak and numerous younger trees of various on the eastern roadside boundary.

The land rises to the south providing good views towards the Greensand Ridge and the Flit Valley.

A public bridleway runs along the southern edge of the site, there are various unofficial footpaths crossing it, with people accessing it via an informal path from the west (from A5120 Ampthill Road), and cars can drive into the site from Maulden Road and park along the surfaced track.

The Greensand Trust

Rushmere Country Park, Stockgrove Visitor Centre, Brickhill Road, Heath and Reach, Leighton Buzzard, LU7

Tel: 01525 237760

E-mail: [phil.irving@greensandtrust.org](mailto:phil.irving@greensandtrust.org)

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## 2. MASTERPLAN

### 2.1 General Aim

The general aim is to manage the site as a nature park for informal access by local people on foot and by cycle, and to maintain, create and enhance a range of habitats including lowland meadow, hedgerows, mature trees, woodland and ponds. The initial masterplan will identify how the site can be laid out in terms of access, recreational areas and habitats, in order for FTC to put its development out to tender. The 'zoning' on the Masterplan could be used to inform a Management Plan for the site, helping ensure its future management can be clearly directed and sustained in line with objectives.

### 2.2 Specific Objectives

- 1.) To establish and manage the majority of the site as lowland meadow managed by hay cutting and/or grazing.
- 2.) To plant new hedgerows, trees and woodland (including wet woodland) to enhance the landscape setting and reduce the impact of the adjacent water treatment works and the A507 while not restricting important views.
- 3.) To create new ponds, both for wildlife and to provide opportunities for pond dipping.
- 4.) To provide appropriate infrastructure such as fencing, gates, path surfacing and seating locations
- 5.) To maintain and enhance populations of rare and uncommon species, and maintain suitable conditions for other species not presently found but which might naturally be encouraged at the site.
- 6.) To reduce the impact of introduced species where appropriate.
- 7.) To encourage walking and cycling as the main modes of accessing the site, and supporting the development of the Amptill-Flitwick Green Wheel with a small area for disabled parking.
- 8.) To provide open access areas and restricted areas to protect wildlife such as ground nesting birds.
- 9.) To liaise with Central Bedfordshire Council for a Dogs on Leads order to cover the site and protect current and future wildlife.
- 10.) To raise public awareness of the sites importance for nature conservation.
- 11.) To encourage the use of the site as an educational resource.
- 12.) To involve the local community and volunteers in the management of the site.
- 13.) To maintain a hierarchy of paths, with surfaced multi-user routes to support access to and through the site as part of the Amptill-Flitwick Green Wheel, but otherwise utilising mown paths for walking access.
- 14.) To prevent unauthorised vehicular access.

The Greensand Trust

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## 2.3 Rationale

### Lowland Meadow

Grasslands are traditionally maintained by the removal of grass and seedling bushes through grazing and/or cutting. The removal of plant material and nutrients as animal bodies or hay is important in restricting the growth of tall and robust plants. These thrive on high nutrient levels and can reduce species diversity by shading out plants of smaller stature that can tolerate cutting and grazing and persist under low nutrient and more open conditions. Reducing the build-up of nutrients in the soil at this site is difficult due to its location in a river floodplain. Grazing may not be an option in an urban fringe site such as this but managing the vegetation by hay cutting will help to continue the removal of nutrients and maintain open vegetation to further encourage the spread of finer grassland plant species.

The western section of the meadow area will be separated from the remainder of the site by a new hedgerow and fencing, and will be maintained as a restricted access area to provide undisturbed conditions for ground nesting birds such as skylarks and other wildlife.

### Hedgerows

Hedgerows would traditionally have been managed by laying or coppicing to maintain a dense structure and keep them stock proof. There are no remaining sections of hedgerows and they will need to be restored by replanting. In the longer term will require some form of management such as laying or coppicing to ensure they retain their structure, though this would be best carried out by working on short lengths in rotation to maintain the continuity of dense hedgerow habitat.

The new hedgerows will help to link up the existing hedgerow network on the adjacent areas of farmland and enhance existing wildlife corridors.

### Mature trees

There are currently few trees on the site apart from along the eastern roadside boundary, and no woodland. Mature trees provide special features not present in younger trees such as fissured bark, sap runs, dead wood and hollow stems. These trees are especially important for fungi, bryophytes, lichens, beetles and other characteristic invertebrates. Species such as woodpeckers and birds use them for roosting or feeding and the hollow bases can be used as lying up places by otters. Fallen timber left around mature trees provides important additional habitat, especially for invertebrates.

The new area of woodland will provide an additional habitat for wildlife, provide a screen to the adjacent water treatment works, and will act as a link between wet woodland and other habitats elsewhere in the Flit valley.

### Ponds

Ponds provide habitats for a range of wetland plant and animal species. Ponds are subject to successional change as they gradually fill up with vegetation and dry out. Some management to maintain open water in the ponds will need to be planned every few years.

One of the ponds will be in the open access area to use for educational purposes such as pond dipping, with the other in the restricted access area to provide undisturbed conditions for wildlife.

## 2.4 Management Prescriptions

The following prescriptions could be used and expanded upon in the Management Plan for the site.

- Approximately 20ha of new meadow grassland will be established on the site by cultivating it and sowing in the autumn with a meadow wildflower mix such as the EM2 Standard Meadow Mixture from Emorsgate Seeds <https://wildseed.co.uk/mixtures/view/3>. It is recommended that soil testing is carried out prior to seeding to ensure that a seed mix is used that is most appropriate for the soil conditions. Seed rich hay from a local species-rich meadow site could also be scattered over the fields to introduce additional species of local provenance. In the first year the new meadow areas will be cut regularly through the summer to encourage the sward to develop and prevent the spread of weed species, and in following years it will be hay cut once in late summer/early autumn and the cut material removed and taken off site, though the grazing at least part of the area should be considered.
- Mown paths will be maintained across the site during the summer by regular mowing to maintain easy access for the public and allow them to better appreciate the meadowland and other habitats.
- Approximately 2000m of new hedgerow will be planted as shown on page 9 using a mixture of native species of local provenance, including a selection of the following – hawthorn (*Crataegus monogyna*), blackthorn (*Prunus spinosa*), field maple (*Acer campestre*), hazel (*Corylus avellana*), goat willow (*Salix caprea*), wayfaring tree (*Viburnum lantana*), guelder rose (*Viburnum opulus*), crab apple (*Malus sylvestris*), holly (*Ilex aquifolium*), dogwood (*Cornus sanguinea*) and spindle (*Euonymus europaeus*). Once established, the hedgerows will be maintained by rotational trimming in late winter to maintain a source of berries for birds over the autumn and winter. In the longer term, sections of the hedgerows will also be layed or coppiced in rotation in autumn/winter as required to maintain a dense structure.
- A number of young standard native trees such as pedunculate oak (*Quercus robur*) will be planted in the new hedgerows, and in other scattered locations across the site, with c. 3ha of new broad-leaved woodland planting in the northwest to screen the adjacent water treatment works. As the woodland is near the base of a small valley, it will mainly be planted with wet woodland species such as common alder (*Alnus glutinosa*) and willow sp. (*Salix* sp.), with other native tree and shrub species on the higher edges such as pedunculate oak, hornbeam (*Carpinus betulus*), small-leaved lime (*Tilia cordata*), field maple, hazel and holly. One of the access paths will go through the eastern section of the woodland and will be managed as a woodland ride with annual rotational hay cutting of each side of the ride, and maintenance of a scrub edge by rotational coppicing of sections of the adjacent woody vegetation.
- Two new ponds will be created on the site and planted with a range of native aquatic and emergent vegetation such as pondweed sp. (*Potamogeton* sp.), yellow iris (*Iris pseudacorus*) and purple loosestrife (*Lythrum salicaria*), avoiding invasive species such as reedmace (*Typha latifolia*).

- New nesting and roosting opportunities for birds and bats could be provided by installing a range of bird and bat boxes on some of the larger trees on the eastern boundary such as the mature oak. Woodcrete bird and bat boxes such as Schwegler 1B nest boxes [1B Schwegler Nest Box | NHBS Practical Conservation Equipment](#), Vivara Pro Seville 32mm WoodStone nest boxes [Woodstone® Seville Nest Box 32mm \(Green\) | Vivara Pro](#) and Schwegler 1FF boxes [Flat Bat Box 1FF » Schwegler Natur \(schwegler-natur.de\)](#) will last longer than wooden ones.
- Other wildlife features that could be provided in quiet areas of the site such as in the new areas of woodland or around the new ponds include one or more hedgehog boxes <https://www.rspb.org.uk/get-involved/activities/give-nature-a-home-in-your-garden/garden-activities/giveahogahome/>, insect hotels such as a Schwegler Clay and Reed Insect Nest <https://www.nhbs.com/schwegler-clay-and-reed-insect-nest> and log and brash heaps to provide refuge and hibernation features for hedgehogs, invertebrates and reptiles and amphibians. When constructing the log and brash heaps for reptiles and amphibians, the logs should be at the base of the heap with the brash stacked on top.
- Install c. 800 m of fencing around the restricted access area. A ditch and bund around the perimeter of the site should mostly negate the need for boundary fencing, though appropriate gates will be required at the four access points to prevent use of the site by vehicles as shown on the plan on page 9.
- Provide a small disabled parking area at the northeast entrance.
- Install c. 1000m of surfaced multi-user path as shown on the plan on page 9.
- Install six benches along the surfaced multi-user path and on the higher south edge of the site as shown on the plan on page 9.

## 2.5 Survey, Monitoring and Review

### Photography

Before and after photographs should be taken whenever establishment and management work is undertaken at the site. Fixed-point photographs are very useful when recording changes in vegetation structure and communities, and to assess recreational impacts such as erosion.

### Survey and Monitoring

- Monitor plant communities in the developing meadow grassland, woodland and ponds.
- Carry out detailed surveys of mammals, breeding birds, invertebrates, reptiles and amphibians and monitor populations of notable species.
- Ensure all entrances and paths are in a safe and usable condition.



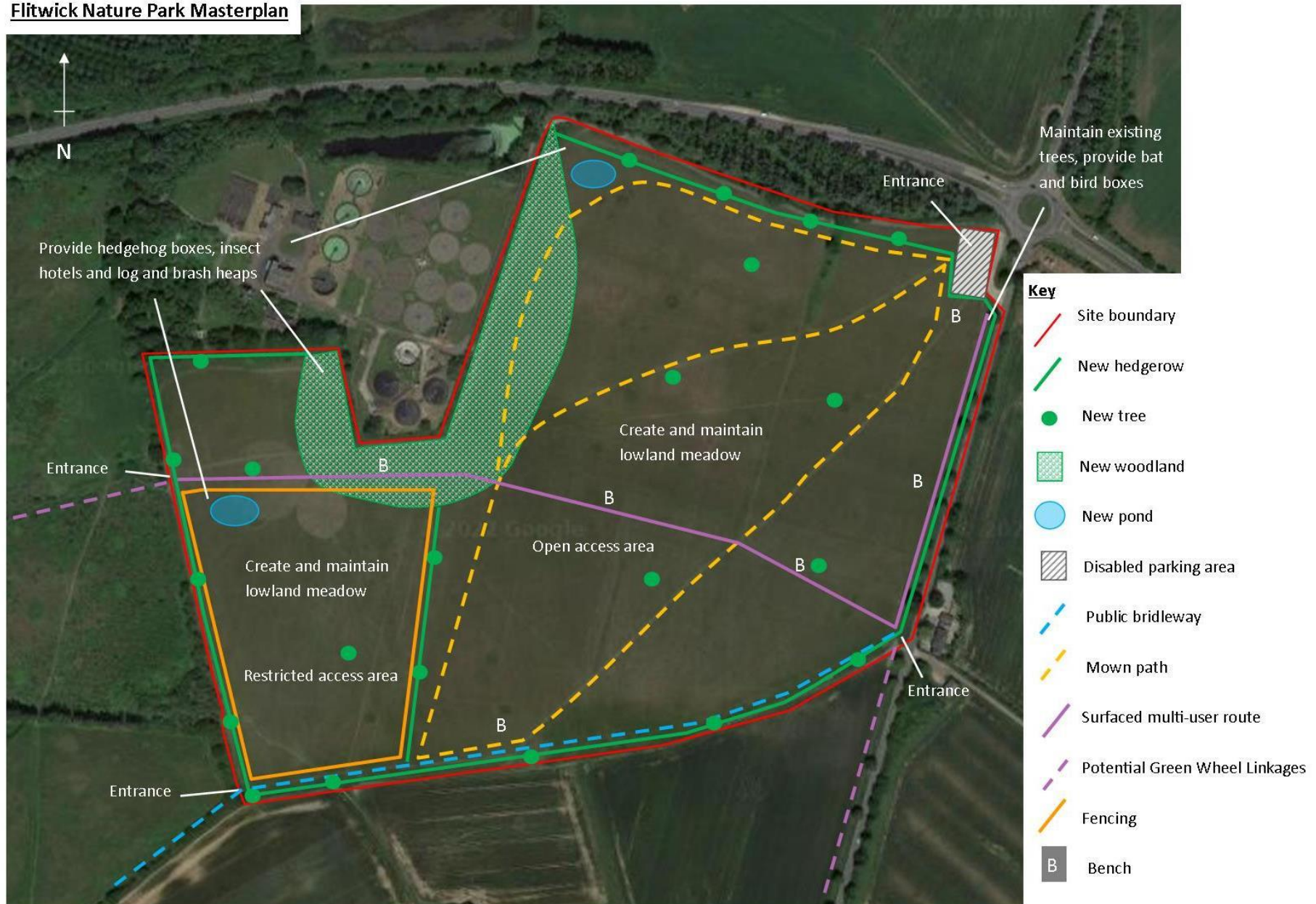
## Review

- Review and update management plan after five years.

## **2.6 Community involvement, awareness raising and education**

- Erect and update interpretation boards on the four entrances to the site, and produce a leaflet for the site and update as necessary.
- Investigate ways of providing a wardening service for the site.
- Organise walks and other interpretative events for the local community.
- Draw up a set of byelaws for the site and ensure these are enforced.
- Involve local people in volunteer work parties, species monitoring and general site wardening.
- Monitor visitor levels and take any measures necessary to maintain special interest where this may be under threat.
- Develop the site as an educational resource by involving local schools, colleges, community groups etc.
- Liaise with Central Bedfordshire Council for a Dogs on Leads order to cover the site and protect current and future wildlife.
- Include the site within the Ampthill-Flitwick Green Wheel using the existing public bridleway along the south edge of the site with a potential route corridor on the eastern edge of the site alongside Maulden Road.

# Flitwick Nature Park Masterplan



The Greensand Trust

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## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
<b>1<sup>st</sup> August</b>	Community	Community Services Meeting – 2/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Community	90s night 17/9– book your tickets for a step back in time!	Social media, website, Eventbrite, flyers
	Community	Flitwick Market this Friday 5/8 (FTC stall not in attendance – now will be there once a month on the last Friday of the month (CBC no longer supplying bags to TC – share CBC contact info for orders). Will be running coffee morning.	Social media, website,
	Community	Forget Me Not next Monday 8/8 Everyone welcome Guest speaker: Tibbs Dementia Foundation - Introduction to Tibbs	Social media, website, flyers
	Community	It's Big Knit at Flitwick Market this week – 5/8 – drop off any wool donations	Social media, website, flyers
	Community	Join us for our Coffee Morning this Friday 5/8 raising funds for Town Mayor's charities	Social media, website
	Community	Love Parks Week until 5/8 – explore Flitwick parks and open spaces	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café & Bank Holiday Closure	Social media, website
	Business	'Month of Sundays' Breakfast at the Rendezvous Café – trial over what did you think? Share your feedback with us!	Social media, website
	Business	Hybrid meetings – we have the flexibility and video conferencing equipment for all rooms	Social media, website, flyers
<b>8th August</b>	Community	Join us for Lunch Club next Tuesday 16/8 book your place Lunch Club new timings reminder – now third Tuesday of the month	Social media, website, flyers
	Community	Total amount raised at Coffee Morning on Friday 5/8 for Town Mayor's charities – thank you for support	Social media, website

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

## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

	Community	Community Grants round now open – don't forget to apply by 16/9 link to website	Social media, website, flyers
	Community	Skate Comp this weekend - come and take part or spectate and see the amazing talent	Social media, website, flyers
	Community	Community Services Meeting – 2/8 – any outcome highlights of public interest	Social media
	Community	What's On Calendar – if you are looking for something to do check out the calendar on our website. If you are organising an event simply upload your event and we will include it.	Social media, website
	Community	Join us at the Big Beds Clean Up 14/8	Social media, website
	Business	BI & DB Meeting – 9/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Business	Rendezvous Café – great outdoor spot for breakfast, lunch or sweet treats during the summer holidays. Special children's menu. New summer activity sheet.	Social media, website
	Business	Flexible work passes full/half day space now available	Social media, website, flyers
	PIWG	Share link to new planning pages on website which includes simple guide to how to object to a planning application	Social media, website
<b>15th August</b>	Community	Looking forward to Flitwick Car Show this weekend (share organiser links)	Social media, website
	Community	Men's Club is still on during the summer – come along, first meeting free	Social media, website, flyers
	Community	Do you have a skill to share for Flitwick Fun Palace on 1/10 – 'A Taste of Flitwick'	Social media, website, flyers
	Community	Street Food Heroes back this Sunday 21 <sup>st</sup> – combine with visit to Flitwick Car Show	Social media, website, flyers
	Community	Skate Comp 14/8 round up of event	Social media, website

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## MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	BI & DB Meeting – 9/8 – any outcome highlights of public interest	Social media, website
	Town	Reminder to Vote for us! -Town Council of the Year	Social media, website
<b>22nd August</b>	Community	Give Us Your Best Shot – Flitwick Views Calendar raising funds for Town Mayor’s charities – final day for sending entries this Friday	Social media, website, flyers
	Community	Flitwick Memories website – still time to get involved with this exciting new project	Social media, website
	Community	Flitwick Market this Friday – 26/8 FTC at market this week – reminder FTC now monthly attendance – last Friday of the month	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
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Rendezvous Café – Have you left a review on Trip Advisor!	Social media, website
	Business	Party Season – are you looking ahead to Christmas already – perfect venue for big event or private dinner -choice of rooms	Social media, website
<b>29th August</b>	Community	Third Flitwick Sunday Market this weekend – who will be there this month with links to stall holders	Social media, website, flyers
	Community	Community Grants round now open – don’t forget to apply by 16/9 link to website	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Lockyer Suite perfect venue for exhibitions and shows – link to Antiques Fair on 10/11 Sept	Social media, website
	Corporate	Corporate Committee Meeting - 30/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website

### Note:

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

Month: **AUGUST 2022**

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

### **Community:**

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

Green Wheel

Queen's Green Canopy – resident trees initiative autumn

Country/Nature Park – next steps

Allotments – when spaces become available

Bottle cap rainbow at the Hub – when work starts on the design at the Youth Hub

Include 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)

Environmental Audit

### **Corporate:**

Next steps with Flitwick Memories website

### **Town**

Nominations open for Civic Reception in October – recognition for people who have made a significant contribution to the Flitwick community  
– check deadlines

### **PIWG**

Announcements of FTC responses to CBC on any major planning applications when they happen and link to website page

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

**V2**

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## Community Services Financial Summary YTD

01 April 2022 to 30 June 2022

	YTD Income	22/23 Budget	% Budget Achieved		YTD Expenditure	22/23 Budget	% Budget Spent	
Community Services	£ 34,272	£ 64,728	53%	Amber	£ 110,842	£ 583,366	19%	Green

### Contents of Report

- Page 1 Community Services Financial Summary YTD
- Page 2 Community RCF Summary 2022/23
- Page 3 Community Services Report - SL
- Page 4 Community Activates Report - SE

### Supporting reports included alongside this report:

Rialtas Income and Expenditure Report for Community Services

<b><u>TOLERANCES:</u></b> spend against budget		
<b>Income</b>	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
<b>Expenditure</b>	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

# Community Services Committee Report

Community Services (SL)

01-30 June 2022

		01-30 June 2022	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 29,990
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 1,094
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds	£ 6,840	£ 13
1005/302, 4015/302, 4072/302, 4088/302	Allotments	£ -	£ 98
1014/302, 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	£ 6,222	£ 2,012
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	Play Areas	£ -	£ 104
4096/306, 4097/306	Street Lighting		£ -
4009/300, 4102/300	Other Costs		£ 158

2022/23 Year to date									
Income	Budget	% Budget Achieved			Expenditure	Budget	% Budget Spent		Comments
					£ 88,237	£ 368,849	24%	Green	
					£ 2,367	£ 16,605	14%	Green	
£ 26,360	£ 21,000	126%	Green		£ 274	£ 1,650	17%	Green	
£ 231	£ 5,000	5%	Red		£ 585	£ 7,833	7%	Green	
£ 18,641	£ 7,333	254%	Green		£ 21,969	£ 36,700	60%	Green	
£ 333	£ 2,350	14%	Red		£ 115	£ 10,000	1%	Green	
					£ -	£ 4,500	0%	Green	
					£ 158	£ 400	40%	Green	

## Narrative

- Core Services; 4002/300:

Uniform purchases for Public Realms Team exceeded budget by £158
- Local Amenities; 4700/303:

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.
- Street Lighting; 4096/306:

Street Lighting; Eon Business taken over by N Power in January 2022. No bills have been received for street lighting since this date. Under review.

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED



# Community Services Committee Report

Community Activities (SE)

		01-30 June 2022	
		Income	Expenditure
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ -	£ 386
1037/311, 1041/311, 4049/311, 4050/311	Youth Activities	£ -	£ -
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)	£ 524	£ 590
1040/313, 1072/313, 1127/313, 1130/313, 1142/313, 1145/313, 1164/313, 1165/313, 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)	£ 1,083	£ 22,368
4051/300	Grants		£ 850

01-30 June 2022

2022/23 Year to date											
Income	Budget	% Budget Achieved			Expenditure	Budget	% Budget Spent			Comments	
£ 148	£ 50	296%	Green		£ 4,584	£ 13,769	33%	Green			
£ 15,000	£ 15,120	99%	Green		£ 14,204	£ 42,710	33%	Green			
£ 1,122	£ 7,675	15%	Red		£ 982	£ 17,300	6%	Green			
£ 9,719	£ 6,200	157%	Green		£ 22,978	£ 53,050	43%	Green			
					£ 3,150	£ 10,000	32%	Green			

## Narrative

- The Hub; 4016/311:

Business Rates paid for the year 22/23
- Youth Activities; 1041/311:

Full CBC Youth Grant Received 21/22
- Community Events; 1127/313:

Flitwick Fun Day Income received last year (21/22) brought forward to this year (22/23).

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

## Rolling Capital Fund Balances 2022-23

Last reviewed: 22 July 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	Actions and purchases from original proposal still outstanding.
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 2,350	£ 6,198	£ -	£ 31,673	113%	Green	\$106 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	£ -	£ 2,333	£ -	£ 2,783	70%	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. * June 22 refund received from RA Cutler for cancelled works added back into RCF.
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ -	£ -	£ -	£ 4,900	100%	Green	
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,506	£ -	£ -	£ -	£ -	£ 2,506	100%	Green	

### Please note:

Unspent 22/23 funds will remain in Rolling Capital Programme

Accepted RCF budget variance at 5%

Rolling Capital Fund (RCF) is the amount as yet unspent (Balance Sheet Account 315)

Rolling Capital Fund available is Balance Sheet Account 315 less remaining approved Commitments (N/L 5014 Variance)

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Community Services Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>COMMUNITY SERVICES</b>							
<b>300 CORE SERVICES - Community</b>							
4001 SALARIES AND WAGES	29,893	87,579	368,349	280,770		280,770	23.8%
4002 UNIFORM	97	658	500	(158)		(158)	131.6%
4005 VEHICLE - MAINTENANCE	0	206	1,500	1,294		1,294	13.7%
4006 FUEL	560	560	6,500	5,940		5,940	8.6%
4008 Truck Insurance	0	(2,330)	2,200	4,530		4,530	(105.9%)
4009 HEALTH & SAFETY	0	0	400	400		400	0.0%
4051 GRANTS PERMITTED	850	3,150	10,000	6,850		6,850	31.5%
4063 TRUCK REPAYMENTS	534	1,601	6,405	4,804		4,804	25.0%
4102 FTC Internal Rent	158	158	0	(158)		(158)	0.0%
CORE SERVICES - Community :- Indirect Expenditure	<b>32,092</b>	<b>91,582</b>	<b>395,854</b>	<b>304,272</b>	<b>0</b>	<b>304,272</b>	<b>23.1%</b>
<b>Net Expenditure</b>	<b>(32,092)</b>	<b>(91,582)</b>	<b>(395,854)</b>	<b>(304,272)</b>			
<b>301 BURIAL GROUNDS - Community</b>							
1004 BURIAL GROUNDS (No VAT)	5,758	20,543	15,000	(5,543)			137.0%
1013 CBC-CLOSED BURIAL GROUND	1,000	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	82	4,816	5,000	184			96.3%
BURIAL GROUNDS - Community :- Income	<b>6,840</b>	<b>26,360</b>	<b>21,000</b>	<b>(5,360)</b>			<b>125.5%</b>
4015 UTILITIES	13	13	150	137		137	8.5%
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%
4069 Burial Ground VATABLE	0	166	1,000	834		834	16.6%
BURIAL GROUNDS - Community :- Indirect Expenditure	<b>13</b>	<b>274</b>	<b>1,650</b>	<b>1,376</b>	<b>0</b>	<b>1,376</b>	<b>16.6%</b>
<b>Net Income over Expenditure</b>	<b>6,827</b>	<b>26,086</b>	<b>19,350</b>	<b>(6,736)</b>			
<b>302 ALLOTMENTS - Community</b>							
1005 ALLOTMENT RENT	0	231	5,000	4,769			4.6%
ALLOTMENTS - Community :- Income	<b>0</b>	<b>231</b>	<b>5,000</b>	<b>4,769</b>			<b>4.6%</b>
4015 UTILITIES	0	193	350	157		157	55.1%
4072 ALLOTMENTS/MAINTENANCE	20	20	2,000	1,980		1,980	1.0%
4088 PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
4102 FTC Internal Rent	78	78	0	(78)		(78)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS - Community :- Indirect Expenditure	<b>98</b>	<b>585</b>	<b>7,833</b>	<b>7,248</b>	<b>0</b>	<b>7,248</b>	<b>7.5%</b>
<b>Net Income over Expenditure</b>	<b>(98)</b>	<b>(354)</b>	<b>(2,833)</b>	<b>(2,479)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Community Services Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>303 LOCAL AMENITIES - Community</b>							
1014 PHONE MAST INC (STATION RD)	4,500	4,500	5,333	833			84.4%
1070 MANOR PARK (Rural Paymt Agent)	0	0	2,000	2,000			0.0%
1177 GRANTS RECEIVED	1,722	(23,141)	0	23,141			0.0%
LOCAL AMENITIES - Community :- Income	<b>6,222</b>	<b>(18,641)</b>	<b>7,333</b>	<b>25,974</b>			<b>(254.2%)</b>
4078 Planting/Weeding	1,373	1,373	3,000	1,627		1,627	45.8%
4084 PLANT & EQUIP-PURCHASE	(318)	1,326	2,500	1,174		1,174	53.0%
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	520	2,164	6,300	4,136		4,136	34.4%
4132 BUILDING MAINTENANCE	395	645	1,500	855		855	43.0%
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	42	(26,526)	10,000	36,526		36,526	(265.3%)
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	<b>2,012</b>	<b>(21,969)</b>	<b>36,700</b>	<b>58,669</b>	<b>0</b>	<b>58,669</b>	<b>(59.9%)</b>
<b>Net Income over Expenditure</b>	<b>4,210</b>	<b>3,328</b>	<b>(29,367)</b>	<b>(32,695)</b>			
<b>305 PLAY AREAS - Community</b>							
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	<b>0</b>	<b>333</b>	<b>2,350</b>	<b>2,017</b>			<b>14.2%</b>
4075 PLAY AREA/REPAIRS & MAINT.	41	41	8,000	7,959		7,959	0.5%
4082 Millennium Park (Inc CCTV)	0	0	2,000	2,000		2,000	0.0%
4122 CHANGING ROOMS - HINKSLEY	63	(156)	0	156		156	0.0%
PLAY AREAS - Community :- Indirect Expenditure	<b>104</b>	<b>(115)</b>	<b>10,000</b>	<b>10,115</b>	<b>0</b>	<b>10,115</b>	<b>(1.2%)</b>
<b>Net Income over Expenditure</b>	<b>(104)</b>	<b>449</b>	<b>(7,650)</b>	<b>(8,099)</b>			
<b>306 STREET LIGHTING - Community</b>							
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	<b>0</b>	<b>(750)</b>	<b>4,500</b>	<b>5,250</b>	<b>0</b>	<b>5,250</b>	<b>(16.7%)</b>
<b>Net Expenditure</b>	<b>0</b>	<b>750</b>	<b>(4,500)</b>	<b>(5,250)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Community Services Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>311 YOUTH HUB/ACTIVITIES - Communi</b>							
1035 The Hub Hire	0	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%
<b>YOUTH HUB/ACTIVITIES - Communi :- Income</b>	<b>0</b>	<b>15,148</b>	<b>15,170</b>	<b>23</b>			<b>99.9%</b>
4001 SALARIES AND WAGES	100	574	2,000	1,426		1,426	28.7%
4015 UTILITIES	140	858	2,300	1,442		1,442	37.3%
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	35	(607)	4,000	4,607		4,607	(15.2%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	111	(150)	2,000	2,150		2,150	(7.5%)
<b>YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure</b>	<b>386</b>	<b>17,274</b>	<b>56,479</b>	<b>39,205</b>	<b>0</b>	<b>39,205</b>	<b>30.6%</b>
<b>Net Income over Expenditure</b>	<b>(386)</b>	<b>(2,127)</b>	<b>(41,309)</b>	<b>(39,182)</b>			
<b>312 COMMUNITY ACTIVITIES - Communi</b>							
1039 PAINTING CIRCLE	58	129	100	(29)			129.2%
1120 KEEP FIT / Dance Fitness	172	456	2,800	2,344			16.3%
1122 MENS CLUB	72	162	1,100	938			14.7%
1129 Community Bingo	0	12	275	263			4.2%
1146 OLDER PEOPLE - Events	0	0	500	500			0.0%
1171 LUNCH CLUB	222	364	2,900	2,536			12.5%
<b>COMMUNITY ACTIVITIES - Communi :- Income</b>	<b>524</b>	<b>1,122</b>	<b>7,675</b>	<b>6,553</b>			<b>14.6%</b>
4102 FTC Internal Rent	472	472	0	(472)		(472)	0.0%
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	118	438	2,700	2,262		2,262	16.2%
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%
<b>COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure</b>	<b>590</b>	<b>982</b>	<b>17,300</b>	<b>16,318</b>	<b>0</b>	<b>16,318</b>	<b>5.7%</b>
<b>Net Income over Expenditure</b>	<b>(65)</b>	<b>140</b>	<b>(9,625)</b>	<b>(9,765)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Community Services Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>313 COMMUNITY EVENTS - Community</b>							
1040 18+ Skate Competition	0	0	200	200			0.0%
1127 Flitwick Fun Day	1,058	9,207	2,000	(7,207)			460.3%
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	25	513	750	238			68.3%
<b>COMMUNITY EVENTS - Community :- Income</b>	<b>1,083</b>	<b>9,719</b>	<b>6,200</b>	<b>(3,519)</b>			<b>156.8%</b>
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 Christsmas 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	(9)	4	100	97		97	3.5%
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	19,838	20,010	20,000	(10)		(10)	100.1%
4618 COMMUNITY Events Expense	(17)	327	2,000	1,673		1,673	16.3%
4620 YOUTH PANEL	0	0	2,200	2,200		2,200	0.0%
4622 JUBILEE Event 2022	2,556	2,638	2,000	(638)		(638)	131.9%
<b>COMMUNITY EVENTS - Community :- Indirect Expenditure</b>	<b>22,368</b>	<b>22,978</b>	<b>53,050</b>	<b>30,072</b>	<b>0</b>	<b>30,072</b>	<b>43.3%</b>
<b>Net Income over Expenditure</b>	<b>(21,285)</b>	<b>(13,259)</b>	<b>(46,850)</b>	<b>(33,591)</b>			
<b>COMMUNITY SERVICES :- Income</b>	<b>14,670</b>	<b>34,272</b>	<b>64,728</b>	<b>30,456</b>			<b>52.9%</b>
<b>Expenditure</b>	<b>57,662</b>	<b>110,842</b>	<b>583,366</b>	<b>472,524</b>	<b>0</b>	<b>472,524</b>	<b>19.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(42,992)</b>	<b>(76,570)</b>					
<b>Grand Totals:- Income</b>	<b>14,670</b>	<b>34,272</b>	<b>64,728</b>	<b>30,456</b>			<b>52.9%</b>
<b>Expenditure</b>	<b>57,662</b>	<b>110,842</b>	<b>583,366</b>	<b>472,524</b>	<b>0</b>	<b>472,524</b>	<b>19.0%</b>
<b>Net Income over Expenditure</b>	<b>(42,992)</b>	<b>(76,570)</b>	<b>(518,638)</b>	<b>(442,068)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(42,992)</b>	<b>(76,570)</b>					

## Delivery Plan 2021-22 - Strategy Deliverables

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

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
<b>Revisit maximising town centre for community benefit</b>	Community	CSM/ ESM	2024-25		<i>Green spaces engagement conducted September 2021. Residents satisfaction survey highlighted that residents wanted additional seating, bins and a notice board on Station Square. A vision will be completed once the public art brief has been finalised. Sunday markets have been arranged to take place once a month from June 2022.</i>
<b>Develop plan for the Country Park</b>	Community	ESM	2024-25		<i>Greensand Trust have been commissioned 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.</i>
<i>1. Tender planning service for Country Park</i>	Community	ESM	2022		<i>See above.</i>
<b>Develop a plan around health, wellbeing and safety needs and actions</b> - explore current challenges and gaps around health (e.g. healthy eating NOT service provision), wellbeing and safety for residents, look at existing solution and promote/work with providers and understand any remaining gaps for FTC to plug and develop a plan to do so. Include consideration of risks to most vulnerable groups and depth of impact not purely scale. To consider: community safety, social isolation & loneliness, healthier lifestyles & food poverty, home safety (incl. water & fire safety). Look to utilise the Council's assets and resources to benefit the most vulnerable.	Community	CSM	2025		<i>Investigation into Period Poverty has taken place and has been fed back to Committee. Support around increased energy costs will be made available to residents. Ongoing research will be completed as and when needed.</i>

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



2. Look at possibility of tree trail and / or environmental trail.	Community	ESM	2023		No resolution for this.
3. Use the Map template on the FTC website to create an online trail around town that would feature many elements of local history.	Community	CMM	2022		Proposal approved at Corporate Dec 2021 - the scope being investigated and Cllr Blazeby bringing a proposal to Corporate in Spring 2022. Link to Phil Thompson's book on website.
4. Use the Map template on the FTC website to create an online tree trail that would feature many and different types of trees across the town. Consideration to be given to audio clips of a 'tree authority' providing a description.	Community	CMM			No resolution for this.
<b>Develop and publish Public Realm standards</b> - a comprehensive standard covering grounds maintenance, cleaning, litter, graffiti & fouling, including "wilding" some areas.	Community	ESM	2023		
<b>Progress improvements under the Manor Park Historic Parkland Project</b>	Community	ESM	2022-25		Planning permission obtained. Contractor appointed for new Parkland Management Plan, to be complete by November 2022.
<b>Produce a Biodiversity Statement</b> - to define how the Council will meet its statutory obligation	Community				Adopted by the Community Services Committee June 2022.
<b>Environmental Audit</b>	Community	ESM	2022		July 2022 - Harmony EQ commissioned to carry out the Environmental Audit. Works will start in September.
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
<b>Community Services</b>				
1. Manor Park Plan	ESM	2022		To complete heritage work (Planning Permission granted 25.1.22) and to get new Parkland Management plan finalised. Contractors have started work on the new Management Plan, this will be complete by November 2022.
2. Country Park	ESM/TC	2024-25		Greensand Trust have been commissioned 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. 3 Station Square Frontage	ESM/CSM	2022		Working group has been set up to discuss the vision for the space. A report with designs will be taken to Community Services in September for Members to consider.
4. Green Agenda	ESM	2023		Green canopy - delivered with local organisations volunteering. Remaining trees to be planted by the PR Team. Wildflowers work begin later in the year.
5. Community Services work including CCTV in line with interchange work.	ESM/CSM	2022		Progressing discussions with CBC in line with vision to extend CCTV in the town.
<b>Business Services</b>				
1. Environmental Audit of the Rufus Centre – sustainability	TC	2022		Item for Council to consider at July meeting.
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	DTC/TC	2022		Works complete. Mike Ashton will be invited to test the facility.
4. Investigate options and viability for an online booking system	CMM/DTC	Apr-22		Meeting held between Officers and Cllrs IB/AS 6.1.22. Further investigations being done and meeting will reconvene.
<b>Corporate</b>				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Contractor for environment audit decided at July Council meeting with funding from RCF.
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 decided Cllrs Blazeby, Platt and Toinko would form the membership alongside 3 residents. Training to be given regarding administering the site. 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 due to other tasks being a higher priority.
4. Finalise local organisation leases	DTC	Apr-22		See full update as part of item 12b report under exempt.
5. Make use of dance studio space	TC/DTC	Apr-22		Officers are continuing to liaise with the owner's son about complying with the lease terms. The building will be inspected (H&S) either w/c 25th July or 1st August, this will also check insurances. SMT have discussed using the space at length and it is difficult because the owner uses the hall in school holidays throughout the week but there are opportunities in term time. Keep Fit group would like to move to the Dance Studio and have said they would visit the cafe afterwards which is positive. The owner's son has agreed this will be possible to facilitate Mondays and Thursdays. The space is also available Fridays until 4pm. There were no other existing group that the Community Services Team look after who could move into this space.

<b>Personnel</b>				
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.



## Flitwick Town Council

### Officers Update – Community Services 2<sup>nd</sup> August 2022

#### 1. **Town Mayor Charity Coffee Morning**

The Community Services Team will be coordinating a Coffee Morning at the Village Hall on Friday 5<sup>th</sup> August to raise money for Town Mayor Charities.

The Coffee Morning will be open from 9am – 12noon.

#### 2. **Scarecrow Festival**

This year saw the second annual Scarecrow Festival in Flitwick.

The theme of this year was 'Jubilee, Celebrating 70 years, 1952 – 2022'.

FTC received 17 Scarecrow entries; these were displayed from Saturday 2<sup>nd</sup> July – Sunday 10<sup>th</sup> July.

Unfortunately, this year many of the scarecrows were vandalised. We hope this will not put people off joining in next year!

#### 3. **Althorp Close Play Area**

Unfortunately, there has been some significant vandalism to the wet pour in Althorp Play area leaving us with no option but to close the play area until repairs can be carried out. The vandalism has been logged with Bedfordshire Police.

#### 4. **Environmental Audit**

Harmony EQ have been commissioned to carry out the environmental audit, we are currently awaiting a schedule of works.

#### 5. **Section 106**

Additional section 106 funding has been identified to utilise on fencing and gates at the Millennium Park play area. Quotations are currently being sought.

#### 6. **Steppingley Road Development – Farrans**

The Environmental Services Manager has met with the Community Business Partner at Farrans who are looking to give something back to the community in way of volunteer time. A programme of works is being drawn up which includes painting play equipment, litter picking etc.



## FLITWICK TOWN COUNCIL

### Report to Community Services: Central Bedfordshire Council Grant Application – Tuesday 2<sup>nd</sup> August

#### Implications of recommendations

**Corporate Strategy:** Work with the community on planning how to develop and support it.

**Finance:** N/A

**Environment:** An Engaged Community

#### Background

The Skate Park was installed at Millennium Park in 2011.

The Skate Park users have continued to express their want for flood lighting to be installed at The Skate Park. This is to enhance the skating experience and to make the Skate Park more user friendly 12 months a year.

In 2019, the Environmental Services Manager explored the option of installing lighting at the Skate Park however the project did not go any further due to concerns/issues around the funding and power supply.

#### Introduction

In May 2022, Central Bedfordshire Council opened their Community Asset Grant Scheme.

The Environmental Services Manager and Community Services Manager have been working together to submit an application.

The resident survey responses highlighted the need for safe area for young people to meet in the evenings as well as the suggestion of adding to the Skate Park.

Two quotes have been requested to install a feeder pillar and to source a power supply at Millennium Park, near to the skate park. A quote has also been obtained to install three LED flood lights around the Skate Park.

The project has a total cost of approx. £21,000.

One of the requirements of the Central Bedfordshire Council Asset Grant Scheme is for the project to be a minimum of 50% match funded. An application has been made to Central Bedfordshire Council for £10,500.

The Community Services Manager and Environmental Services Manager will report to Community Services in September to request match funding from RCF – subject to a successful Central Bedfordshire Council Grant Application.

### **Additional Matters**

Bedfordshire Police and a Flitwick Ward Councillor have written in support of the grant application. This is due to the Skate Park being an area of concern for ASB and criminal activity. The police expressed, if there was lighting, this would make it easier to identify people of concern and make the environment safer for the Skate Park users.

If a feeder pillar and power supply was to be installed at Millennium Park, this may allow for possible CCTV to be installed in the future.

Susan Eldred  
Community Services Manager