



**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 Millenium 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 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 those 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.

Members identified that Ampthill already have reduced mowing and wildflower patches this would not mean that there would be no need for an exception made for Flitwick to include these in the boundary, but would mean a uniformed approach.

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.