



FLITWICK TOWN COUNCIL

Ref: Agenda/Community-06/09/2022- 85

2nd September 2022

Dear Sir/Madam

Members are hereby summoned to the **Community Services Committee meeting** that will take place on **Tuesday 6th September 2022 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
Town Clerk

Committee Members: Cllr Badham, Toinko, Dann, Lutley, Thompson, Chacko, Earles, Meredith-Shaw

Distribution: All Town Councillors
Notice Boards
Website

Chairman to read out the following statement:

I would Like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Click the link below to join this **Teams meeting**:

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **INVITED SPEAKER**

None

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 2nd August 2022.

8. **MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 2nd August 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Flitwick Food Extra Events – Review**

Members are asked to review the success of the pilot Flitwick Food Extra events held over the summer and consider if the Council wishes to continue with this partnership to deliver future events.

b. **Memorial & Benches Policy**

Members to adopt the memorial and benches policy as previously circulated.

c. **Reduced Mowing/Weed Spaying/Wildflowers**

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

d. **Skate Park Lighting – RCF Application**

Members to receive a report from the Community Services Manager and consider the recommendation within the report.

e. **Ice Cream Van Permit**

Members to receive a report from the Community Services Manager and consider the recommendation within the report.

f. **Lockdown Car Show 2023**

Members to receive an email from the organiser of the Lockdown Car Show, requesting permission for the use of FTC land in 2023. Members to consider the requests within the email.

g. **Drone Flying Request**

Members to consider a request to fly a drone from and over Council property in Flitwick. Email correspondence is attached to this agenda.

h. **The Hub Social Media Pages**

Members to receive a report from the Community Services Manager and consider the recommendation within the report.

10. **ITEMS FOR INFORMATION**

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

Members are asked to note the Marketing & Communications Forward Promotional Plan circulated.

b. **Financial Reports**

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

c. **Delivery Plan & Committee Priorities**

- i) Members are asked to note the Delivery Plan for Community Services.
- ii) Members are asked to note the consolidated list of Committee priorities.

d. **Nature Park Budget**

Members to note that there will be a small revenue spend (£150.00) on the Nature Park where no budget has been set, this is for logistical materials such as gate posts. Any further expenditure for the Nature Park will be covered by Green Infrastructure funding that has been secured, a revenue budget will be set for the next financial year along with an application to the RCF as the project progresses.

e. **Nature Park**

Members to note that the final draft masterplan for the Nature Park will be presented to Town Council on Tuesday 20th September 2022.

f. **Officers Update Report**

Members to receive an update from Officers.

g. **Allotment Toilets**

Members to note a request from the Allotment Working Group to reinstate field toilets at the Station Road and Steppingley Road allotment sites, for six month of the year April to September. Based on current prices the cost is estimated to be £1600 to £1800. Consideration will be required when budgets are set later in the year.

h. Flitwick Library Request

During the month of October, Flitwick Library has requested to display poetry at various locations around Flitwick, including on Millennium Park and FTC notice boards.

Posters will be displayed at The Rufus Centre, in Flitwick Papers and on lampposts (permission to be gained by CBC).

Two Members replied in support and the Community Services Officer will be supporting.

11. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a. Youth Provision

Members to receive a verbal update from the Community Services Manager

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



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 2nd AUGUST 2022
AT 7:45 PM AT THE RUFUS CENTRE**

Present:

Cllr Toinko (Chair)
Cllr Dann
Cllr Lutley
Cllr Thompson
Cllr Earles
Cllr Meredith- Shaw (remotely)
Cllr Snape
Cllr Chacko

Stacie Lockey – Environmental Services Manager
Mike Thorn - Environmental Services Officer
Susan Eldred - Community Services Manager
Zoe Putwain – Community Services Officer

John Balham – Greensand Trust

Two members of the public attended the meeting on in the gallery and one remotely.

1016. APOLOGIES FOR ABSENCE

Apologies for absence were received by Cllr Badham due to personal reasons.

It was **RESOLVED** to accept the apologies from Cllr Badham received due to personal reasons.

Cllr Chacko entered the meeting at 7.49 pm

1017. DECLARATIONS OF INTEREST

- (a) Disclosable pecuniary interests – None were declared.
- (b) Non-Pecuniary interests were declared by the Chair Cllr Toinko in relation to item 10d – Share grant update.

1018. CHAIRMAN'S ANNOUNCEMENTS

The chairman had no announcements except to inform members of the move of item 10C Nature Park Masterplan to earlier in the meeting.

1019. PUBLIC OPEN SESSION

No members of the public chose to talk to the members at this time.

1020. INVITED SPEAKER

Members received a presentation from Jon Balaam of the Greensand Trust of the Masterplan for Flitwick Nature Park.

After a brief introduction to the Greensand Trust and work in the local area, the invited speaker gave an outline of the site being discussed including information as to the 27-hectare site and identified different aspects of suggested incorporation into the Nature Park. This included a PowerPoint presentation previously circulated to members and displayed on the display screen.

The speaker identified that the land being recently used as arable farmland would mean it does not have a huge amount of existing ecological value. Except for the ground nesting birds.

The impact on the site from the A 507 to the north and the sewage treatment works, were both discussed along with the ways to reduce impact through screening. As was the informal recreational use and existing provision such as the small car park.

An explanation as to the brief given to the trust was relayed to members which included but was not limited to:-

- Developing a master plan for the site following a nature park concept
- Providing informal recreational access, creating a facility for local people primarily with the bulk of access on foot or by cycle
- Retaining that small parking area for disabled access.
- Providing a mix of areas for visitors and wildlife, and with zoning to support the management as such, to include zones reserved for wildlife.
- Restore and reconnect hedges, identify areas for woodland or tree planting, both for habitat value and for carbon absorption and storage.
- Dogs are a major threat to ground nesting birds on a site such as this and the possibly of requiring dogs to be kept on leads across the site, and prohibiting dogs from some areas of the site, will be explored.

Other aspects and potential benefits to the site were identified such as Trees, ponds and hedgerows including benefits to absorption and storing carbon dioxide as well as providing habitat for a variety of species. Access to the site and routes through will include multiuser paths. There should be links from the site to other existing paths such as the green wheel route.

Members addressed the invited speaker (to gain further information) with questions to obtain further information on the degree of impact that different suggestions for the site, could potentially influence the sites environmental impact.

Members queried why the draft plan was almost all meadow and suggested that the plan should be far more ambitious with respect to tree planting and that the proportion of the site given to woodland should be significantly increased to meet the expectations of residents as well as to provide a high quality site for visitors and wildlife.

Members discussed the size of the car park and whether a small number of non-disabled spaces should be provided.

The size of the restricted land was also questioned, along with the option to introduce a community orchard and/or bird hide to the plan.

Through further discussion the possibility of using the spoils from the ponds to create mounds to break up the artificially flat topography was raised.

Discussion took place as to the was available funding, grounds team availability and the site management requirements moving forward and it was recognised that difference habitats (meadows, woods, ponds etc) would have different requirements to maintain which the Council should weigh against its likely future capabilities to provide, though as no comparative costings were available this is to be considered as the plan is formed.

Ecological enhancement of the site by building bat boxes, hedgehog houses or alike was suggested.

The working group was mentioned to help with the development plan of the site moving forward with support by the Greensand Trust to allow more frequent and ad-hoc in person communication with interested members as required.

The invited speaker left the meeting at 8.37pm

1021. MEMBERS QUESTIONS

Members raised that at the top of the agenda the location was mentioned as Rufus and requested that the word Centre was added in addition.

An update was requested for the play area damage at Althorp Close and Millennium Park. The Environmental Services Officer explained that the damage to Althorp close was reported to the police and would be monitored before work was completed to prevent any additional outlay. With the damage at Millennium awaiting the manufactures feedback and the temporary fix being monitored at a higher frequency.

1022. MINUTES

Members discussed additions to item 1012 c pertaining to the CBC consultation re Forest of Marston Vale.

It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 5th July 2022 with the amendment to the summary of item 1012 c to include that Ampthill already have reduced mowing and wildflower patches so the implication of this for Flitwick would not mean that there would be an exception made but would lead to a uniform approach in keeping with Ampthill and potentially other parishes across the District.

1023. MATTERS ARISING

Clarity was sought from Officers in relation to the wildflower meeting with CBC officers previously mentioned and the time this would take place. The Environmental Manager confirm that this was scheduled for the 12th of August.

A time frame was requested for the resubmission of proposal for 3 Station Road. The Environmental services Manager confirmed that there would be an attempt to include in the September meeting but commented that due to annual leave there may be a delay.

1024. ITEMS FOR CONSIDERATION

a. Public Art Strategy & Plan

Members were asked to consider & adapt the Public Art Strategy & Plan

Comments were made as to the fact that the document followed along the lines of other Councils but as some points it felt like a brief document. Particular attention was brought to section 7 and the lack of detail in this area with only 3 items identified.

Members stated that in its current configuration it would not be suitable to use to go out for tender and suggested that the document be used by the working group to progress.

It was **RESOLVED** to with the amendment to section 7 of the document to set up the next meeting of the working group to progress.

b. Family Fun Day Income

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

Support was received by members in relation to the additional spend to buy a popcorn machine that would better fit the needs of events such as Family Fun Day and the Christmas lights with the possibility of additional revenue through use at weddings.

Discussion took place into the added benefit of the other suggested items and costs involved.

It was **RESOLVED** to approve options one, two and three, totalling up to expenditure of £7,700 as detailed below.

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.

c. Nature Park Masterplan

Members considered the masterplan/brief for the development of Flitwick Nature Park as presented by Greensand Trust with questions raised by members to the invited speaker directly after the presentation. The feedback provided and questions raised by members would inform the next draft of the plan to be considered at a future meeting.

1025. **ITEMS FOR INFORMATION**

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

Members noted the Marketing & Communications Forward Promotional 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 but requested amendment previously resolved to update Country Park to the Nature Park as per the resolution.
- ii) Members noted the consolidated list of Committee priorities.

d. **SHARE Grant Update**

Members received a verbal update on how the grant that was awarded to the scheme has been used so far.

A member of the public addressed the members with an update of progress in relation to the SHARE project and how similar funding was obtained through Ampthill Town Council and other sources to enable the project to be funded in full for the first year.

Members were informed that the project had opened a bank account and gained charitable status since the grant was issued. Along with progression on buying a domain name, software, and a payment system. With Flitwick Village Hall offering storage space to facilitate and progress being made over the next month of October for a soft launch is currently being worked towards.

The public member left the meeting at 9pm

e. **Officers Update**

Members received an update from Officers. Clarification was requested as to the spend of 106 funds on fencing and gates at Millenium Park. The Environmental Services Manager confirmed that the funding was required to be used at an earlier than anticipated time scale and would not affect other plans.

Members questioned how Officers arrived at a theme for the Scarecrow Festival and requested that this decision be made by members along with the suggestion of a prize being offered. The Community Services Manager agreed to bring a proposal to a future meeting in relation to this enquiry.

f. **CBC - Community Asset Grant Funding**

Members received and noted the report from the Community Services Manager on the Skate Park Lighting Project. News of the progress made, was received by members with positive reactions with comments made to support the work being addressed to members from the public. Members mentioned that they hoped that young people will see it not just

as a public safety, but also that they'll be able to use the skate park in in winter evenings as well. The CCTV and the potential of extending it was felt to be needed for public safety.

1026. PUBLIC OPEN SESSION

No members of the public chose to talk at this meeting.

The public member attending virtually left the meeting at 9.08 pm

1027. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a – Community Resolution Order Update – verbal

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

It was **RESOLVED** to move item 12a to exempt

The public member attending virtually left the meeting at 9.11 pm



Flitwick Town Council

Flitwick Food Extra – Holiday Project Test & Learn Proposal

Implications of recommendations

Corporate Strategy: Contributes directly to the Council's vision that Flitwick will continue to be a vibrant and welcoming, with an inclusive and engaged community, working together to provide an improved, sustainable, and life-enhancing environment. This proposal contributes to our missions to create a prosperous town, an engaged community and a centre for everyone.

Finance: Introduction of a test & learn project that could lead to future pressures on the revenue budget dependent on success. This proposal proposes virement of funds between categories in the revenue budget.

Equality: Increases equality & inclusivity through direct engagement with the community, assisting residents who are struggling with the cost of living crisis.

Environment: No impact on environment

Background

Run by volunteers at Flitwick Parish Church, the Flitwick Food Extra initiative supports families in Flitwick who have been worst hit by the pandemic and are now being hit by the cost of living crisis.

The group are currently helping sixteen families cook healthy meals, desserts and snacks with volunteers providing easy-to-cook nutritious recipes with pre-measured ingredients that are delivered to doorsteps across the town. In addition, the project helps to signpost families to further support where needed and has successfully partnered with local businesses to help distribute school supplies, toys and household goods.

This is a completely secular initiative and most families being supported are not members of the congregation at St Peter & St Pauls Parish Church. Under no circumstances are families encouraged to attend church unless they show interest (and then the usual warm welcome would be offered).

The Town Mayor has selected Flitwick Food Extra as one of the two beneficiaries for the 2022/2023 Town Mayor's Charities with a view to providing much-needed help to local families in Flitwick, specifically helping them get through the cost of living crisis.

Members will remember that the Council stepped in during the pandemic to provide hot meals during the school holidays, compensating for the lack of provision from CBC and helping over 50 families in need. This service ceased when CBC provided provision.

Partnering with Flitwick Food Extra to enhance the service offered

Flitwick Food Extra has proposed partnering with Flitwick Town Council to deliver a series of five sessions on Wednesdays during the 2022 summer holiday to offer local families fun activities and a hot lunch. It is proposed that this will be on a 'test and learn' basis, a pilot to trial this approach to understand the impact and viability of going forward. The Community Services Committee would be asked to review the viability and impact of the trial in September as well as future funding arrangements to decide if this were something the Council would want to facilitate on a longer-term basis.

What would the event look like?

Based in the Lockyer Suite and with the use of the field, the event would cater for between 50 and 100 people and be run by volunteers providing fun activities for children every Wednesday morning. Parents would be encouraged to stay and participate, as well as retain responsibility for their children. Activities would include crafts, games and dependent on the weather, outdoor activities on the field. Activities would be followed by a nutritious hot lunch that would be cooked by the FTC catering team but served and cleared by volunteers.

The event would be open to all families who are using the services of Flitwick Food Extra and not linked to free school meals entitlement.

What support would be needed from officers and volunteers?

The kitchen would be asked to produce a hot lunch for each event that can be pre-prepared, quickly cooked with minimum resource requirements (to minimise the impact on the café or commercial events) and then served and cleared by volunteers.

Could we ask for support or sponsorship from suppliers and local businesses?

The Town Mayor will contact suppliers and local businesses asking for donations of ingredients in return for sponsorship.

Why hasn't this proposal gone through the usual meeting cycle?

Flitwick Food Extra proposed these events on Friday 1st July and there wasn't enough time to pull together a proposal to include on the Community Services agenda for the meeting on 5th July.

Gaining agreement at Full Council on the 19th July doesn't leave enough time to promote the events before the schools break for summer.

We are therefore proposing to take this decision under delegated authority.

How much will this cost?

The use of the Lockyer Suite and the Rufus Centre field would be provided free of charge for the five sessions. While there will be no cost to FTC, there is a possible opportunity cost should we need to turn down a commercial event that would deliver a financial return.

Historically, in August there are fewer large events in the Lockyer Suite during the day and the five dates suggested were not booked. The field is available for three of the five sessions.

Assuming the attendance of 100 people and based on a budget of £3 per head for each event, we expect the cost of the food for each event to be approximately £300 per session. We would need a maximum total budget of £1,500 to run this pilot. I would expect that each event could be delivered for less because of donations and smart buying/planning.

How will this project be funded?

Officers have suggested that we repurpose some of the £2,000 budget allocated to the Youth Panel to support this initiative. Officers feel that it is unlikely that we will spend this money during this financial year (refer to Community Services minutes for explanation of the reason why).

Are there similar services operating in our area to address this issue?

Central Bedfordshire Council is funding two schemes in Flitwick for young people in receipt of income-related free school meals (the HAF project) :

- Weekly holiday project run by 4YP from Flitwick Youth Hub on Tuesdays and Thursdays during August.
- Bedford Blues Foundation are offering Multi-sport programmes between Monday 2nd August - Thursday 5th August and Monday 22nd August – Thursday 25th August at Flitwick Football Centre.

Proposal

For the Town Clerk to take the following actions under delegated authority which will be endorsed by the Town Mayor and Chair of Community Services Committee:

1. To partner with Flitwick Food Extra to host five events at the Rufus Centre including providing a hot lunch on a pilot basis. These events would be branded as organised by Flitwick Food Extra with support from Flitwick Town Council.
2. To repurpose £1,500 from the Youth Panel budget to fund this pilot
3. For the Community Services Committee to review the success of the pilot at their September meeting and to consider if the Council wishes to continue partnering with Flitwick Food Extra to deliver future events.

Cllr Andy Snape

Town Mayor



Flitwick Town Council

Report to Community Services Committee September 2022: Grass Cutting/Reduced Mowing/Weed Spraying

Implications of recommendations

Corporate Strategy: A Sustainable Environment

Finance: n/a

Equality: n/a

Environment: Protect and enhance our local environment and address sustainability

Background

At the August 2020 Community Services meeting the following resolution was made.

It was **RECOMMENDED** that:

- 1) FTC is pleased to note that much of Flitwick lies within an area designated as a 'B-Line' wildlife corridor by the national charity Bug life and resolves to promote the growth of wildflowers within and around our town.
- 2) FTC calls on CBC to revise its mowing schedule to benefit wildlife and wildflowers in line with a 'cut and collect' approach of reduced mowing frequency of suitable verges and grassed areas, resulting in increased biodiversity and substantial cost savings.
- 3) FTC will help to communicate and promote these initiatives to residents, to assist with public understanding and support, including inviting volunteers to help maintain wildflower areas beyond those that CBC agree to support. (Vote: all in favour)

At the May 2022 Community Services meeting members discussed the weed spraying around the Town and agreed for Officers to follow this up with CBC along with the recommendation that was made in August 2020.

Officers have been continuously trying to work with CBC Officers and ward Councillors to address the matters listed above but unfortunately CBC had not been forthcoming.

At the July 2022 Community Services meeting, Members requested further information in relation to the £4,000 grass cutting payment that the Town Council pay annually to CBC.

Introduction

The Environmental Services Manager and Town Clerk have recently met with Craig Siddle (Head of Environment at CBC), to discuss weed spraying, reduced mowing, and wildflower planting around the Town.

Reduced Mowing/Wildflower Planting

At present the Town Council pay £4,000 annually which covers up to 15 cuts a year and all weed spraying.

Town and Parish Councils are entitled to 6 cuts per year from the principle authority free of charge. Historically, some Town and Parish Councils have felt that 6 cuts was not enough and decided to pay to increase the annual cuts.

An option for Members to consider would be to reduce the cuts to 6 per year including weed spraying meaning there would be no annual cost to the Town Council.

There was some discussion around mirroring Ampthill Town Councils approach in Flitwick which includes the reduced mowing (6 cuts a year) and designating areas for wildflower planting which would involve resident participation (CBC would still include a cut and clear as part of the 6 cuts a year, which may reduce the amount of effort required by residents).

If this option was to be progressed a service level agreement would be put in place between FTC & CBC.

Areas would be identified primarily by residents supported by Members, and these would then be put forward to CBC for consideration (this would be to ensure they are suitable areas i.e., avoiding junctions etc).

Weed Spraying

Principle authorities across the county including CBC officers have been taking part in research to find ways to mitigate the need to weed spray, the research included a number of different options to avoid using current use chemicals. The outcome of the research showed that the only workable and cost-effective option was Glyphosate which has had its licence approved for a further 2 years. Members can consider trialling an alternative approach listed or other workable suggestions can be put forward for consideration to Central Bedfordshire Council.

Recommendations

1. To continue paying £4,000 per year to CBC for up to 15 cuts a year including weed spraying.
2. To reduce the mowing to 6 cuts per year including weed spraying at no cost to the Town Council and identify areas in the Town that could be used for wildflower planting.
3. To promote a 'call for sites' via social media and other communications and hold an open meeting for residents to be able to get involved in planting wildflowers.
4. Members to consider alternative weed spraying options and ask Officers to investigate costs with CBC if an alternative option to the glyphosate-based herbicide is chosen.

Stacie Lockey
Environmental Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services: Skate Park Lighting – Tuesday 6th September

Implications of recommendations

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

Finance: RCF Application

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 their skating experience and to make the Skate Park a more user-friendly space, all year round.

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 and have submitted a grant application for £10,500.

Should the grant application be successful, the amount rewarded by Central Bedfordshire Council would be returned to RCF.

One quote has been received to install the power supply at Millennium Park to allow for the installation of a feeder pillar and lights. Appendix 001

One quote have been received to install a feeder pillar and three LED flood lights around the Skate Park. Appendix 002

Three further quotes were requested, one company declined to quote due to workload and the other companies did not respond to the request.

The project has a total cost of approx. £21,705.21 (excluding VAT)

If installed, all flood light columns would be set on a timer. This would allow FTC to set the time for when the lights come on and go off.

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 identify people of concern and make the environment safer for the Skate Park users.

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.

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. The CCTV project is being investigated by the Environmental Services Manager; a report will be presented to Community Services in due course.

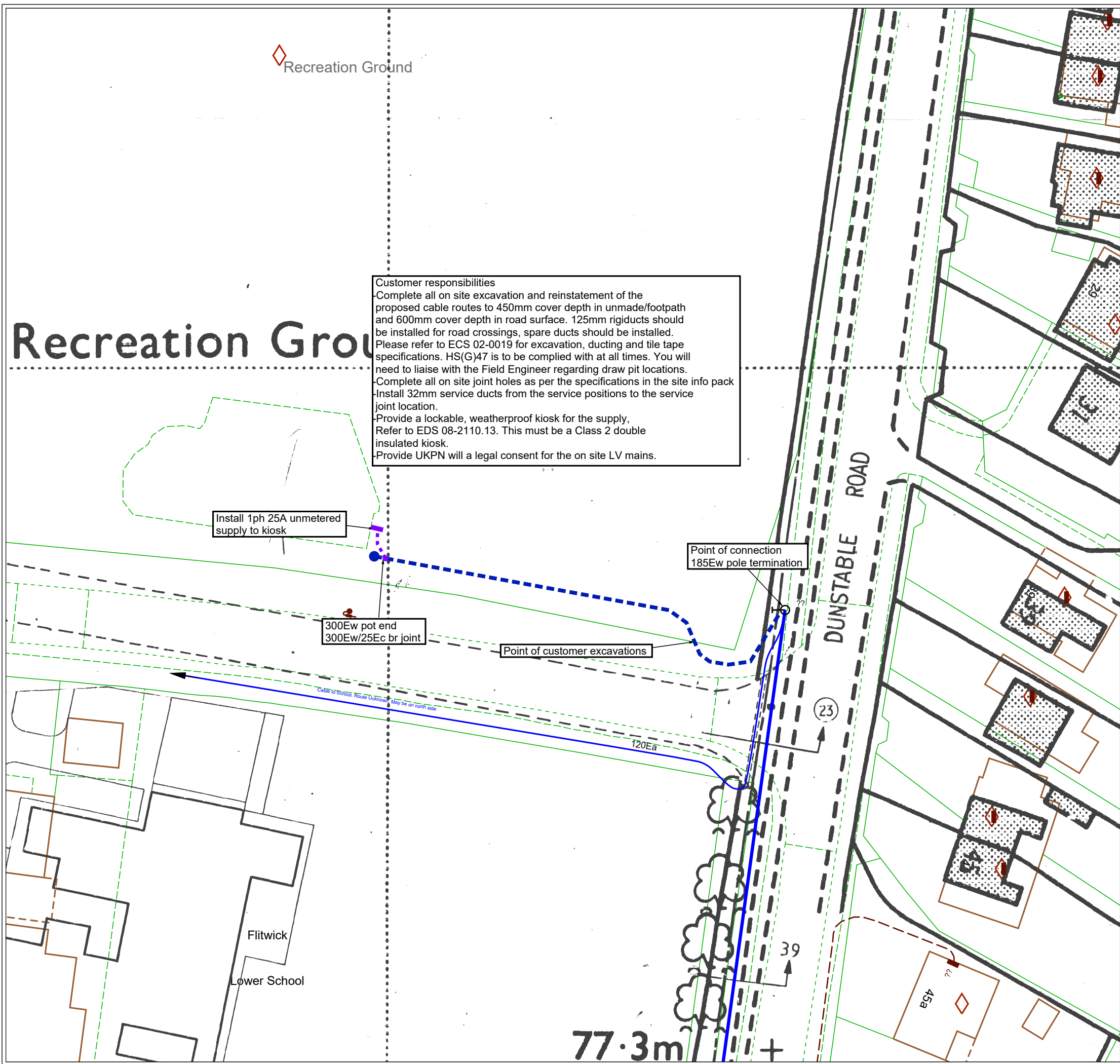
Options

1. To consider allocation £21,705.21 (excluding VAT) from Rolling Capital Fund to allow for a power supply, feeder pillar and three LED flood lights to be install at Millennium Park, around the Skate Park.
2. To consider not progressing with the above project.

Officers Recommendation

1. Option 1 - To consider allocation £21,705.21 from Rolling Capital Fund to allow for a power supply, feeder pillar and three LED flood lights to be install at Millennium Park, around the Skate Park.

Susan Eldred
Community Services Manager



Customer responsibilities

- Complete all on site excavation and reinstatement of the proposed cable routes to 450mm cover depth in unmade/footpath and 600mm cover depth in road surface. 125mm rigiducts should be installed for road crossings, spare ducts should be installed. Please refer to ECS 02-0019 for excavation, ducting and tile tape specifications. HS(G)47 is to be complied with at all times. You will need to liaise with the Field Engineer regarding draw pit locations.
- Complete all on site joint holes as per the specifications in the site info pack
- Install 32mm service ducts from the service positions to the service joint location.
- Provide a lockable, weatherproof kiosk for the supply. Refer to EDS 08-2110.13. This must be a Class 2 double insulated kiosk.
- Provide UKPN will a legal consent for the on site LV mains.

STANDARD CROSS SECTIONS FOR ROAD CROSSINGS

A-A

B-B

C-C

D-D

E-E

F-F

G-G

H-H

J-J

K-K

L-L

M-M

N-N

Note:
All ducts to be Black PVC 125mm laid at 300mm centres.
All 200mm tape/tile to be installed 100mm from top of cable/duct.

Legend

Service	Existing (Old)	Existing (New)	Proposed
Low Voltage U/G	—	—	—
HV (11kV) U/G	—	—	—
EHV (33kV) U/G	—	—	—
EHV (132kV) U/G	—	—	—
LV Overhead	●	●	●
HV Overhead	●	●	●
EHV (33kV) O/H	●	●	●
EHV (132kV) O/H	●	●	●

Maps produced at 1:2500 scale are LV Geo-Schematics which show LV mains cables and overhead lines (in some cases all voltages). Prior to carrying out excavations you must refer to the 1:500 records to determine the location of all known underground plant and equipment.

Please be aware that electric lines belonging to other owners of licensed electricity distribution systems may be present and it is your responsibility to identify their location.

1. The position of the apparatus shown on this drawing is believed to be correct but the original landmarks may have been altered since the apparatus was installed.
2. The exact position of the apparatus should be verified - use approved cable avoidance tools prior to excavation using suitable hand tools.
3. It is essential that trial holes are carefully made avoiding the use of mechanical tools or picks until the exact location of all cables have been determined.
4. It must be assumed that there is a service cable into each property, lamp column and street sign, etc.
5. All cables must be treated as being live unless proved otherwise by UK Power Networks.
6. The information provided must be given to all people working near UK Power Networks' plant & equipment. Do not use plans more than 3 months after the issue date for excavation purposes.
7. Please be aware that electric cables/lines belonging to other owners of licensed electricity distribution systems may be present and it is your responsibility to identify their location.

PRIMARY CABLES

EXTRA HIGH VOLTAGE CABLES (EHV) 22,000 TO 132,000 Volts

Depth normally 750mm cover in carriageway & 600mm cover in footway.

Before digging within one metre of these cable routes

Telephone 0800 056 5866 in order that the Company's apparatus may be located on site and any necessary protection works agreed.

N.B. THRUST BORERS OR MOLES MUST NOT BE USED WITHIN THE VICINITY OF ANY CABLES BELONGING TO UK POWER NETWORKS WITHOUT FIRST CONTACTING THIS COMPANY.

ADVICE TO CONTRACTORS ON AVOIDING DANGER FROM BURIED ELECTRICITY CABLES.

- 1) Do have cable drawings with you on site and check them before you start the excavation.
- 2) Do have a cable locator tool on site and use it to help you.
- 3) Mark out the location of electricity cables.
- 4) Do not use a mechanical excavator within 0.5m of electricity cables.
- 5) Use spades and shovels in preference to other tools.
- 6) Never disturb electricity cables and joints or their protective covers.

IF IN DOUBT - ASK! PHONE 0800 056 5866

EMERGENCY - If you damage a cable or line
Phone 0800 780 0780 (24hrs) URGENTLY

These basic safety precautions are explained in detail in the HSE booklet.
HS(G)47 - Avoiding Danger from Underground Services, a copy of which may be obtained from your supervisor or HMSO.

Proposals For :

Plotted On: 29/07/2022

Plotted By: Jake Page

Scale 1:500
(when plotted at A3)

Map Centre : TL0334NW

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Susan Eldred
Flitwick Town Council
The Rufus Centre
Steppingley Road
Flitwick
BEDFORD
MK45 1AH

Date: 29 July 2022

Our Ref: 8500225360 / QID 3500138872

Customer Ref: New supply

Dear Ms Eldred

Site Address: Millanium Park, Off Dunstable Road, Bedford, MK45 1LU

I am writing to you on behalf of Eastern Power Networks plc the licensed distributor of electricity for the above address trading as and referred to in the Quote as "UK Power Networks". Thank you for your recent enquiry regarding the above site. I am pleased to be able to provide you with this Quote to carry out the work requested.

The Works will enable the provision of an import capacity of 2 kVA and a maximum export capacity of 0 kVA.

Summary of Your Request

UK Power Networks will install a new LV main and a new single phase unmetered supply.

UK Power Networks would like to carry out all of the requested work for you. However, other companies can do some or all of the work for you; these are known as Independent Connection Providers (**ICPs**). You can approach NERS accredited ICPs directly, or you can approach an Independent Distribution Network Operator (**IDNO**) to request this work and they will arrange for an ICP to carry out the Contestable Works. To find out more about which ICPs work in our area and what work they can undertake please [click here](#).

To give you as much choice as possible we are able to offer you **the following options** for getting your work done:

How much is it going to cost?		Price excluding VAT	Price including VAT
A	UK Power Networks carries out all of the requested 'contestable' and 'non-contestable' works required for your connection	£12,259.65	£14,711.59
B	UK Power Networks carries out all the 'non-contestable' work and the 'contestable closing joint'. The ICP carries out all other requested 'contestable' work	Not Applicable	Not Applicable
C	UK Power Networks carries out the 'non-contestable' works only. The ICP carries out all of the works classified as 'contestable'	£1,846.39	£2,215.67

A short guide is available to help you understand the three different Prices (options A, B and C). To see this guide please [click here](#).

Terms and Conditions

The Quote is subject to version 7 (September 2016) of our **Terms and Conditions For Connection and**

Diversionsary Works (the “**Terms and Conditions**”) which you can view [here](#). Alternatively, please let me know if you would like me to send you a copy in the post. **The Terms and Conditions create legally binding obligations and, amongst other things, contain caps and exclusions on UK Power Networks’ liability to you and grounds for variation and termination. Therefore, it is important that you take the time to read and understand them.** They also contain definitions of terms used in this document and in the linked pages on our website, which you may find helpful such as “DNO” and “DNO Works”.

Special Conditions

The Quote is subject to and conditional upon the following conditions:-

- Legal consents from a third party land owner may need to be obtained prior to UKPN starting works, this will be established on acceptance of the quote. If the third party requests that the work is to be carried out at a specific time of day or year, we will have to comply with this request and you will be charged for any additional costs. If we cannot obtain consents then a re-design will be required.
- A meeting will be required with the highways officer to discuss and agree the traffic/pedestrian management requirements on acceptance of the project. Any additional Traffic Management/Out of Hours working in addition to what's already been included will be chargeable to you.

When can you expect your electricity connection?

Once you have accepted the Quote we will call you to discuss a programme of Works. Subject to the terms of the Quote, the DNO Works referred to in the Quote will be completed on or before 29 October 2023.

We will try to meet your requested dates wherever possible but the completion date will be dependent on:

- The date that the Quote is accepted;
- How much of the Works you wish UK Power Networks to complete;
- Any further discussions we may have with you regarding the programming of the DNO Works;
- The completion of work by other people or companies that must be done before we can complete our DNO Works;
- Approval of your design and programme for the Contestable Works by UK Power Networks (if applicable);
- Obtaining full access to the Site;
- UK Power Networks obtaining all necessary Consents and Land Rights in a timely manner;
- Any delay to the Works due to: unplanned outages (i.e. breakdown or failure of electric power); or availability of planned outages (i.e. temporary suspension or withdrawal of electric power) to carry out certain works on UK Power Networks’ distribution system;
- Completion of all cable route feasibility studies;
- All conditions precedent being met by you and/or your appointed ICP where applicable;
- Your Site being ready for energisation before the target energisation date; and
- Energisation falling suitably within the outage period.

Interactivity

UK Power Networks has not received a request from any other customer for connections to the same part of our Distribution System, but to find out what happens if they do, please [click here](#).

Variation of Works

If there is a variation to the scope of the Works where the Price is expected to increase, then an additional payment will be due. Your on-site representative, who must have your authorisation to agree variation to the Works, will be asked to sign a variation form or send an email agreeing to this variation. If this is not received, then this could result in a delay to the Works and further charges due to remobilising of resources to complete the Works.

Please note that subject to any variations and changes to the Price as a result of other conditions set out in the Quote, the Price as identified in the Quote will remain valid for 12 months from the date of acceptance of the Quote. As stated in clause 6.2.3 of the Terms and Conditions, any DNO Works delivered after this date may be subject to a variation in Price reflecting any increase in Costs that will be incurred by UK Power Networks to deliver the DNO Works.

Post quote call

I will contact you within the next few days to discuss the Quote, to ensure you understand the works we will carry out for the quoted Price, your responsibilities, any dependencies and the likely timescales for the work. UK Power Networks is always looking to improve the service it provides to its customers and, therefore, the post-Quote call may be recorded for training purposes. UK Power Networks will not share the recorded call with anyone outside of its connections business and it will be deleted as soon as we have completed the training review. However, if you do not want me to record the call please do let me know at the beginning of the call.

What you need to do next

Before you decide to proceed it is very important that you take note of our **Terms and Conditions**, any **special conditions** detailed above as well as the details in **Your Information Pack** including the information contained within the hyperlinked text, all of which constitute the **Quote**.

If you would like to accept the Quote you will need to ensure that the requested payment is in UK Power Networks' nominated bank account in full and cleared funds and that we have received your signed Acceptance Form from section 5 below by 5pm on 25 January 2023.

If you would like UK Power Networks to carry out all of the Contestable Works and Non-Contestable Works please accept option A. If you would prefer to use an ICP to carry out the Contestable Work (or an IDNO to arrange for an ICP to carry out the Contestable Works), you can pass the Quote to them and they can accept either option B or option C. Alternatively, you can accept option B or option C yourself, but you will need to ensure that your appointed ICP or IDNO understands what they must do, and what UK Power Networks will do for these options. **You can only accept one option.**

Do you need more information?

If you have any questions about the Quote or need more information, please do not hesitate to contact me.

Yours sincerely



Jake Page

Mobile: 07840386051
Email: JAKE.PAGE@UKPOWERNETWORKS.CO.UK



To download your free safety leaflets and resources visit
[UK Power Networks - Safety Page](#)

Your Information Pack

The following pack provides all of the information you should need to successfully complete your electrical connection for the work you have been quoted. Please pay particular attention to the information that is specific to your project.

Do not hesitate to contact me should you require any further support.

Section 1 The Scope of Works

Section 2 Cost Breakdown

Section 3 Your Responsibilities

Section 4 Information To Help You As You Plan For Your Work

Section 5 Acceptance Form To Proceed With The Works

Section 1 Scope of Works

Please read the details in this section in conjunction with the customer proposal plan (referred to in the Drawing Schedule in Section 4).

A

UK Power Networks will terminate a new LV mains cable to the nearby pole and extend this as per the proposal plan. We will install a new single phase 25A unmetered supply to your kiosk. We will carry out off site excavation and reinstatement of the cable route, all cable laying on site is in ducts installed by you.

Customer responsibilities

- Complete all on site excavation and reinstatement of the proposed cable routes to 450mm cover depth in unmade/footpath and 600mm cover depth in road surface. 125mm rigiducts should be installed for road crossings, spare ducts should be installed. Please refer to ECS 02-0019 for excavation, ducting and tile tape specifications. HS(G)47 is to be complied with at all times. You will need to liaise with the Field Engineer regarding draw pit locations.
- Complete all on site joint holes as per the specifications in the site info pack
- Install 32mm service ducts from the service positions to the service joint location.
- Provide a lockable, weatherproof kiosk for the supply, Refer to EDS 08-2110.13. This must be a Class 2 double insulated kiosk.
- Provide UKPN will a legal consent for the on site LV mains.

UK Power Networks carries out all the Contestable and Non-Contestable Works.

B

Not applicable as the Final Closing Joint is not Contestable.

C

UKPN will raise and connect the LV pole termination.
Design fee.

You will need to arrange for the completion of the Contestable Works by an accredited ICP.

If option C is accepted, your appointed ICP will be responsible for the production of all detailed constructible designs, which you must submit to UK Power Networks for review and approval prior to the commencement of any Contestable Works. No charge will be made by UK Power Networks for this service.

Your Connections

The table below provides a summary of the technical characteristics and the connection types you have requested:

Type of Property	No. of MPANs	Metering Voltage	Phase Type	Import Capacity (kVA)	Export Capacity (kW)
Streetlights	1	230V	Single Phase, 50HZ	2	
Meter Position	Service Cable	Fuse Size	Earthing	Metering	
Kiosks	2c 25mm2 c/c	25A	PME(TN-C-S)	N/A	

Phases of work

Our delivery time scale of the DNO Works may be subject to our performance standards, as detailed in 'Our Connections Standards of Performance' leaflet that can be found [here](#). The standards make reference to the DNO Works in totality, including the delivery of the work that you may request to be completed in discrete parts (which are referred to as phases). The Quote covers 1 phase(s) of work.

Section 2 Cost Breakdown

Totals

Option	A	B	C
Net Price (Excluding VAT)	£12,259.65	Not Applicable	£1,846.39

Breakdown of Costs

Description of CONTESTABLE WORK that is included in option	A	only
Work involved		Net price (£)
Commercial Services		
<ul style="list-style-type: none"> New single phase unmetered service including underground straight joint & termination. Install single phase 25mm LV service cable in duct or cable tray. 		£669.73
LV Underground Mains		
<ul style="list-style-type: none"> LV waveform mains pot end & installation of earth pin. Excavate & reinstate LV trench in unmade ground. Install LV duct with no further trench work Install LV cable to duct or cable tray Supply only of 185mm LV waveform mains cable 		£7,254.19
Miscellaneous		
<ul style="list-style-type: none"> Traffic Management costs 		£2,489.34
TOTAL		£10,413.26

Description of CONTESTABLE FINAL CLOSING JOINT WORK that is included in option	A	and in option	B
Work involved			Net price (£)
TOTAL			£0.00

Description of NON-CONTESTABLE WORK that is included in option	A	and in option	B	and in option	C
Work involved					Net price (£)
LV Underground Mains					
<ul style="list-style-type: none"> Raise and connect mains pole termination 					£896.39
Transactional Charges					
<ul style="list-style-type: none"> Assessment & Design Charges 					£950.00
Other charges					
				TOTAL	£1,846.39

Domestic Reverse Charge VAT Rate

You may be aware of a new VAT rate, effective from 1st March 2021 that is referred to as “Domestic Reverse Charge for Construction Services”. I would like to provide you with some clarification about how the Quote is affected.

Section 18 of the HMRC Guidance, which explains the reverse charge treatment for utilities states that “Services provided by utility businesses which do not fall within the domestic reverse charge include the:

- provision of a connection to a utility network, or diversionary works to allow the relocation of the network
- development and construction of a private network to be owned by the utility and leased or sold to the customer
- installation of a boiler (and ancillary supplies)”

You can see the Government’s guidance in full [here](#). So in summary, although UK Power Networks is registered under the Construction Industry Scheme (CIS), the provision of connection services to our customers is not regarded as construction services because the work is performed on our own assets. Consequently, there will be no change to the way in which we determine how VAT is applied to this job.

Please note that payment is required in full, in advance of the work being programmed.

Section 3 Your Responsibilities

This section provides information about the work that you are responsible for should you accept the Quote.

We have made all of our general information about your responsibilities available in our Knowledge Centre on our internet site at www.ukpowernetworks.co.uk. Links to each of the relevant articles are in the table below.

Please let me know if you think we can improve the information we have provided.

Job Specific Responsibilities

Subject	Link to our Knowledge Library
On-site trenches and cable route	Section 3.1 Click here
Ducts	Section 3.2 Click here
Unmetered connections	Section 3.6 Click here
Land rights required from You in connection with land within Your occupation, ownership or control (termed wayleave for the underground cables)	Section 3.22 Click here
Land rights required from others for land in their ownership occupation or control (Land rights over property outside the actual site boundary)	Section 3.23 Click here

Generic Responsibilities Applicable to all Quotes

Subject	Link to our Knowledge Library
Construction (Design & Management) Regulations 2015 (CDM) ^{CDM 2015} _{SEP}	Section 3.25 Click here
Appoint an electricity supplier	Section 3.26 Click here
Works to be undertaken by the ICP/IDNO if UK Power Networks is undertaking the non-contestable Works only	Section 3.27 Click here
Land rights for option B or C - where UK Power Networks is undertaking the non-contestable Works only	Section 3.28 Click here

Section 4 Information to Help You Plan For Your Work

Drawing Schedule

The table below shows a summary of the standard drawings that may be useful for the Quote, along with hyperlinks to the drawings that are currently applicable. Our drawings are revised periodically so the links in the table below may not work in the future if the drawings are superseded. However the latest versions of all of our standard drawings can be found [here](#). If you have not used our G81 web pages before you will be asked to register your credentials for future logins and updates.

Drawing Number	Drawing Description
8500225360	Customer proposal plan
ECS 02-0019	LV/HV/EHV cable trench details View
EDS 08-2110.13	Service Termination Cabinet to Accommodate Cut-out for Metered Supplies Permanent or Temporary View

Job Specific Information

Subject	Link to our Knowledge Library
Supply characteristics at the Point of Supply for LV metered and un-metered customers	Section 4.2 Click here
Earth Fault Loop Impedance (EFLI)	Section 4.4 Click here
Cables between UK Power Networks and Customer installations up to 400A	Section 4.5 Click here
Private generation	Section 4.6 Click here
Interactive process	Section 4.10 Click here

Generic Information Applicable to all Quotes

Subject	Link to our Knowledge Library
Information common to all Quotes	Section 4.1 Click here

If you are unhappy with our service please follow our Complaints Procedure Specific to Commercial and Industrial Projects which can be found [here](#). This document details your right to contact Ofgem for a formal determination if we have been unable to resolve the matter to your satisfaction.

Section **5** Acceptance Form

Job Reference: 8500225360 / 3500138872

Site Address: Off Dunstable Road / BEDFORD MK45 1LU

Please return your completed form by post or email:

UK Power Networks (Operations) Ltd
Connections Finance, 3rd Floor
Energy House
Hazelwick Avenue
Three Bridges, Crawley, RH10 1EX

Email: ConnectionAcceptance@ukpowernetworks.co.uk

Please indicate which option you accept:

	Please tick one only	Price excluding VAT	Price including VAT
A UK Power Networks carries out all of the requested 'contestable' and 'non-contestable' works required for your connection	<input type="radio"/>	£12,259.65	£14,711.59
B UK Power Networks carries out all the 'non-contestable' work and the 'contestable closing joint'. The ICP carries out all other requested 'contestable' work	<input type="radio"/>	Not Applicable	Not Applicable
C UK Power Networks carries out the 'non-contestable' works only. The ICP carries out all of the works classified as 'contestable'	<input type="radio"/>	£1,846.39	£2,215.67

Payment Profile

I understand that the Price, including VAT, must be paid in full to accept the Quote. I also understand that where VAT has been charged a Tax Invoice for the Price will be issued by UK Power Networks on receipt of payment.

Please indicate your method of payment:



Cheque

Please make cheques payable to **UK Power Networks (Operations) Ltd** and **put our reference number on the back.**



Debit/Credit Card

Please call **0203 282 0610** and have your card to hand. We are sorry we cannot accept American Express/Diners Club.



BACS/CHAPS

Account: HSBC Bank Plc **Sort Code:** 40 05 30 **Account Number:** 02302934
UK Power Networks Ref. Number 3500138872
(You **MUST** include this reference so we know which job is being paid):

The Invoice Address	Your Site Contact
Name / Company name:	Name / Company name:
Contact name:	Contact name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Your Acceptance

I accept UK Power Networks' Quote for carrying out the DNO Works in accordance with the option I have chosen overleaf.

To accept the Quote, the signed Acceptance Form and payment in cleared funds must reach UK Power Networks by 5pm on 25 January 2023. Acceptance Forms and payments received after this date may be returned and you will need to request a new Quote.

Signed:	Date:
Print name:	
Agent acting on behalf of:	
Telephone:	
Email:	

Job Reference: 8500225360 / 3500138872

Acceptance Form Part 2

Land Rights

If you are appointing a Solicitor to complete any legal work associated with acquiring substation sites and easements work, please provide UK Power Networks with their details by completing the table below.

Please also provide us with the name and address of the owner of any affected land.

Solicitor's Information

Name / Company name:

Contact name:

Address:

Telephone:

Email:

Land Owner's Information

Name / Company name:

Contact name:

Address:

Telephone:

Email:

Job Reference: 8500225360 / 3500138872

UNMETERED CONNECTIONS FORM

Details of New Equipment to be connected to the Distribution Network

	New	Existing	
Is this Equipment to be added to a NEW or EXISTING Inventory?	Y/N	Unmetered Supplies Certificate Number	
		Supply MPAN Number(s)	

Customer Name	
Address Line 1	
Address Line 2	
Town	
County	
Post Code	
Contact Number	
Email Address	

Please fill in the details of the equipment being connected below:

Description of Unmetered Equipment	E.g. Street Lighting/Bollards/Signs	Number of Items	Wattage
Lamp Type Set 1			
Lamp Type Set 2			
Lamp Type Set 3			
Switching Times	Burn Hours	Photocell	Time Switch
Set 1			
Set 2			
Set 3			
Location of Equipment/Grid Reference	Easting	Northing	Location of equipment (road name)
Set 1			
Set 2			
Set 3			

Please Turn Over

Description of Unmetered Equipment	E.g. Street Lighting/Bollards/Signs	Number of Items	Wattage
Lamp Type Set 1			
Lamp Type Set 2			
Lamp Type Set 3			
Switching Times	Burn Hours	Photocell	Time Switch
Set 1			
Set 2			
Set 3			
Location of Equipment/Grid Reference	Easting	Northing	Location of equipment (road name)
Set 1			
Set 2			
Set 3			
Nominated Supplier			

Signed by customer: _____

Print Name: _____

Company Name _____

Please complete the form and e-mail it to UMSO@ukpowernetworks.co.uk or post to UMS Agreements Team, Income Management, 3rd Floor, Energy House, Hazelwick Avenue, RH10 1EX.
For any help completing the form or to contact us to discuss your UMS Agreement please contact us on 01293 657948 or 01293 657955

BELOW IS FOR OFFICE USE ONLY	
Job Number	
Connection Date	

8th August 2022

Flitwick Town Council

By email

For the attention of: Stacie Lockey

Quote No: Q196/22 second quote

Dear Stacie,

Re; Floodlight – Skate Park, Temple Way / Dunstable Road, Flitwick.

We thank you for your telephone call for the above installation and detail our second quotation below.

To supply and erect 3No. 8m galvanised post-top column fitted with 3No. LED floodlights.

To Install feeder pillar, time clock controlled and all terminations in columns and feeder pillar complete.

This quotation includes the laying of 114 metres of 6mm SWA cable and reinstatement.

All @ £7,599.17 Nett

Should our quotation be successful, if the above are to be adopted we would suggest the specification is agreed by the adopting authority prior to any orders being placed.

Attached are our Terms and Conditions relating to the above installation.

We trust this meets with your approval.

Yours sincerely



FLITWICK TOWN COUNCIL

Report to Community Services: Ice Cream Van Permit – Tuesday 6th September

Background

Flitwick Town Council was approached by an ice cream vendor in early 2020, requesting permission to have a permit to park in The Hub car park, at Millennium Park for a set annual fee.

It was resolved at a Community Services Meeting in February 2020 to allow a permit for an ice cream van to be parked at Millennium Park from March – October, between set times.

Due to Covid-19, the vendor was not able to use the agreed permit in 2020.

It was resolved at a Community Services meeting in August 2020 to transfer the permit to March – October 2021.

The vendor has been operating at Millennium Park for two years.

Introduction

In previous years the ice cream van permit has not been publicised or opened to other vendors. This is largely due to only one vendor expressing an interest in a permit for this site.

The permit allows for trading from 1st March – 31st October, from 12noon – 6pm on a Saturday and Sunday and from 12noon – 6pm Monday to Friday, during school holidays.

We have recently received interest from other ice cream vendors in regard to the permit.

The Community Services Manager would suggest opening the permit to all interested parties for 2023 by way of a sealed bid.

This would allow all interested parties a fair opportunity to gain the permit for one year.

Additional Matters

The permit fee for Millennium Park has previously been £500 per year.

Options

1. To consider opening a sealed bid scheme to allocate the ice cream van permit at Millennium Park for 2023.
2. To consider not allowing an ice cream permit at Millennium Park for 2023

Officers Recommendation

Option 1 - To consider opening a sealed bid scheme to allocate the ice cream van permit at Millennium Park for 2023.

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

**Email from Organiser:
Lockdown Car Show 2023 – Tuesday 6th September**

Good afternoon

I would like to request to use the Millennium Park, the hub car park and council owned land off station road (Barclays area)
For the 2023 Flitwick car,bus and motorcycle show.

Proving a very popular community event that runs on a loss to provide a family day we want to continue into the future.

Show date will be Sunday 20th August 2023.

Will need areas from 8 am till 5pm

Thank you in advance

Event Organiser

From: Ian Blazeby (Cllr) <ianblazeby@flitwick.gov.uk>

Sent: 27 August 2022 17:54

Subject: Permission to fly a drone from and over Council property in Flitwick....

Hi Rob/Steph,

As part of the development of the 'Flitwick - A Living History' website, a local resident, Jonathan Farr, has very kindly offered to gather drone footage that can be used on the website.

Jonathan is an experienced drone flyer and has all the necessary insurance and CAA paperwork that is required to undertake the flights.

I have discussed a range of sites that would be great to document - both old and new. Jonathan has some holiday next week and is initially looking to take off and land from council owned property to capture imagery of around Manor Park, Millennium Park and The Rufus Centre, as a starting point.

Can you confirm if you need him to produce any documentation upfront and if so what and to whom. It would also be useful if the Grounds Team were briefed on Jonathan's involvement in the development of the website in case they come across him while he is 'flying'.

I've cc'd Jonathan into this email in case you need any information or proof of documentation provided direct by him. I've attached an image of his CAA Public Liability insurance which will cover the flights as he will not be charging for the imagery.

Let me know if you need any further information.

Best Regards,

Cllr Ian Blazeby



FLITWICK TOWN COUNCIL

Report to Community Services: The Hub, Social Media Pages – Tuesday 6th September

Background

Previously a Facebook page has been set up for 'Flitwick Youth Hub'.

The page was created by 4YP, the former youth provider for Flitwick.

FTC has no admit rights or access to the 'Flitwick Youth Hub' page.

Introduction

Flitwick Town Council will be going out to tender for a new youth provider from April 2023.

It is important that residents and young people are kept up to date with all information regarding the new youth provision going forward. This would include any planned activities, pop up sessions, detached engagement and The Hub opening times in the interim period before the tender process is complete.

Flitwick Town Council are responsible for The Hub and the delivery of the youth provision within Flitwick. Therefore, all social media pages relating to The Hub or the youth provision should be the responsibility of the Town Council. The youth provider would have admin rights to all youth related pages, allowing them to post directly on social media about planned activities and updates.

Many young people use Instagram and TikTok as a main source of social media. Whereas adults are more likely to use Facebook and Instagram.

The Community Services Manager feels it is important to have more than one social media platform for The Hub, this is to ensure parents and young people are able to access the information on a platform best suited to them.

Options

1. To consider having social media pages for The Hub on Facebook, Instagram and Twitter. FTC would hold responsibility for all social media pages with the youth provider having admin rights.
2. To consider allowing the new youth provision to set up a TikTok account for the service being provided at The Hub.

Susan Eldred
Community Services Manager

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
29th August	Community	Do you have a skill to share for Fun Palace on 1/10 – get in touch by this Friday	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Recruitment for Rufus Centre Part Time CSA – closing date for applications 6/9	Social media, website, flyers
	Corporate	Corporate Committee Meeting - 30/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Launch of the Town Mayor's Charity 200 Club (tbc)	Social media, website, flyers
5th Sept	Community	Community Services Meeting – 6/9 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Community	90s night - back to school 17/9– book your tickets	Social media, website, Eventbrite, flyers
	Community	Flitwick Papers out now this week – lots to read about, download a copy from the website	Social media, website,
	Community	Forget Me Not next Monday 12/9. Everyone welcome Guest speaker: Coffee, Cake & Chat	Social media, website, flyers
	Community	Community Grants second round now open – don't forget to apply by 16/9 link to website	Social media, website, flyers
	Community	Half term fun at the Children's Puppet Theatre 26/10 at The Rufus Centre. Tickets now on sale.	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

	Business	Lockyer Suite perfect venue for exhibitions and shows – link to Antiques Fair on 10/11 Sept	Social media, website
	Business	Come work with us on a casual basis - Catering Assistants, Bar & Hospitality Vacancies	Social media, website, flyers
	Corporate	Corporate Services Meeting 30/9 – any outcome highlights of public interest	
12th Sept	Community	Join us for Lunch Club next Tuesday 20/9 book your place by this Thursday. Lunch Club new timings reminder – now third Tuesday of the month	Social media, website, flyers
	Community	Community Grants applications close this week on 16/9 – don't miss the opportunity	Social media, website, flyers
	Community	Last Street Food Heroes of the year – join us at Millennium Park! 18/9	Social media, website, flyers
	Community	Community Services Meeting 6/9 – any outcome highlights of public interest	Social media
	Community	Join us at the Big Beds Clean Up this Sunday – 18/9	Social media, website
	Community	Last chance to buy tickets for 90s night this Saturday	Social media, website, Eventbrite, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Flexible work passes/full/half day space available.*	Social media, website, flyers
	Town	Town Mayor's Charity 200 Club – have you signed up yet?	Social media, website
19th Sept	Community	Comedy Night with Castle Comedy 12/11– tickets now on sale	Social media, website, Eventbrite
	Community	Special Christmas Market at The Rufus Centre – stall bookings open – don't miss out	Social media, website, flyers, Stallfinder

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

	Community	Do you have a skill to share for Flitwick Fun Palace on 1/10 – ‘A Taste of Flitwick’	Social media, website, flyers
	Community	Visit the monthly Sunday Market this weekend 25/9 - links to stall holders	Social media, website, flyers
	Community	Thanks to everyone who attended Big Beds Clean Up on Sunday. Next date for the diary 23/10	Social media, website
	Community	Evening with the Numb3rs 28/10 – tickets now on sale	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	BIDB Meeting 22/9 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Business	Hybrid meetings – we have the flexibility and video conferencing equipment for all rooms.*	Social media, website, flyers
	Town	Town Council Meeting next Tuesday 20/9 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
26th Sept	Community	Flitwick – A Living History website and working group latest news	Social media, website
	Community	Flitwick Market this Friday 30/9 – FTC at market this week – reminder FTC now monthly attendance – last Friday of the month	Social media, website,
	Community	Macmillan Coffee Morning at the Market Community Café, Village Hall. Come and join us. 30/9	Social media, website, flyers
	Community	Are you ready to learn new skills at the Flitwick Fun Palace 1/10 – ‘A Taste of Flitwick’	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	BIDB Meeting 22/9 - any outcome highlights of public interest	Social media, website
	Business	Rendezvous Café – Call in for coffee on your Autumn walk!	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

	Business	Party Season – are you looking ahead to Christmas already – perfect venue for big event or private dinner -choice rooms.*	Social media, website
	Town	Are you in the Town Mayor’s Charity 200 Club? First draw next month.	Social media, website, flyers
	Town	Town Council Meeting 20/9 – any outcome highlights of public interest	Social media, website

Note:

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

Community:

Cost of living support initiatives

P3 Manor Park Footpath works – nesting season September (check)

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

Manor Park Parkland Management Plan (Oct/Nov)

Environmental Audit

Youth Services

Corporate:

Flitwick – A Living History website updates

Business

*Items for promotion scheduled for August moved to September

PIWG

Promote link to new planning page on website when the guide to ‘How to Object Effectively’ is completed

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

V1

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Community Services Financial Summary YTD

01 April 2022 to 31 July 2022

	YTD Income	22/23 Budget	% Budget Achieved		YTD Expenditure	22/23 Budget	% Budget Spent	
Community Services	£ 54,194	£ 64,728	84%	Green	£ 166,989	£ 583,366	29%	Green

Contents of Report

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

Supporting reports included alongside this report:

Omega Income and Expenditure Report for Community Services

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 Services (SL)

01-31 July 2022

		01-31 July 2022	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 30,187
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 1,392
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds	£ 6,498	£ -
1005/302, 4015/302, 4072/302, 4088/302	Allotments	£ 178	£ 228
1002/303, 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	£ 11,011	£ 19,110
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	Play Areas	£ 1,125	£ 233
4096/306, 4097/306	Street Lighting		£ 2,041
4009/300, 4102/300	Other Costs		£ 533

2022/23 Year to date							
Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent	
				£ 118,424	£ 368,849	32%	Green
				£ 3,759	£ 16,605	23%	Green
£ 32,858	£ 21,000	156%	Green	£ 274	£ 1,650	17%	Green
£ 409	£ 5,000	8%	Red	£ 813	£ 7,833	10%	Green
£ 30,116	£ 7,333	411%	Green	£ 30,116	£ 36,700	82%	Amber
£ 1,458	£ 2,350	62%	Amber	£ 376	£ 10,000	4%	Green
				£ 2,041	£ 4,500	45%	Green
				£ 691	£ 400	173%	Red

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

Narrative

May-22	Core Services; 4002/300:	Uniform purchases for Public Realms Team exceeded budget by £158
Jun-22	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. Additional spending in Jul 22.
Jul-22	Street Lighting; 4096/306:	Street Lighting; Eon Business taken over by N Power in January 2022. Due to an supplier admin issue received 7 month's bills (Jan-Jul 22) in July 2022. Account now up to date, regular billing set up and direct debit in place.
Jul-22	Local Amenities; 1002/303:	First instalment received for insurance claim for January Tractor Store break in.
Jul-22	Other Costs; 4102/300:	No budget set for FTC internal rent charges. To be reviewed for 23/24 budget setting.

Community Services Committee Report

Community Activities (SE)

01-31 July 2022

		01-31 July 2022	
		Income	Expenditure
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 200	£ 548
1037/311, 1041/311, 4049/311, 4050/311	Youth Activities	£ -	£ -
1039/312, 1120/312, 1122/312, 1129/312, 1146/312, 1149/312, 1171/312, 4102/312, 4553/312, 4554/312, 4556/312, 4558/312, 4612/312, 4621/312, 4625/312, 4626/312, 4628/312	Community Activities (312)	£ 718	£ 1,170
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)	£ 192	£ 704
4051/300	Grants		£ -

2022/23 Year to date							
Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent	
£ 348	£ 50	696%	Green	£ 3,618	£ 13,769	26%	Green
£ 15,000	£ 15,120	99%	Green	£ 14,204	£ 42,710	33%	Green
£ 1,841	£ 7,675	24%	Red	£ 2,152	£ 18,800	11%	Green
£ 9,911	£ 6,200	160%	Green	£ 23,682	£ 51,550	46%	Green
				£ 3,150	£ 10,000	32%	Green

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

Narrative

Apr-22	The Hub; 4016/311:	Business Rates paid for the year 22/23
Apr-22	Youth Activities; 1041/311:	Full CBC Youth Grant Received 21/22
Apr-22	Community Events; 1127/313:	Flitwick Fun Day Income received last year (21/22) brought forward to this year (22/23).
Jun-22	Events; 1172/313 & 4622/313:	Jubilee income (£513) to offset expenditure (£2,638) against budget set (£2,000) resulting in overall loss of -£125 to date
Jun-22	Events; 1127/313 & 4551/313:	Flitwick Fun day income (£9,207) to offset expenditure (£20,556) against budget set (£20,000) resulting in overall profit of +£8,651 to date.

Rolling Capital Fund Balances 2022-23

Last reviewed: 24 August 2022

PROJECT Details					RCF Details							FUNDING Details			Comments
Project Code		Project Description	Committee	Minute Ref	RCF Budget Committed	Previous Year's RCF Spend	22/23 RCF Spend to Date	Overspend Funded by RCP	Underspend Returned to RCP	RCF Commitment Remaining		Additional Project Spend	Funding Received (1177)	Project Budget Remaining	
4212	110	RCF - Nature Park	Community	None	£ -	£ -	£ -	£ -	£ -	£ -	0%		£ -	£ -	No amounts have been committed for this project.
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ -	£ -	£ -	£ 1,459	73%	£ 2,405	£ 2,405	£ -	Greensands grant of £2,405 received (1177/110) in addition to stated budget. 22/23 opening bal £1459. Awaiting final expense for leaflets (estimated at £628)
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ -	£ 5,446	27%		£ -	£ -	Actions and purchases from original proposal still outstanding.
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ -	£ -	£ -	£ 27,825	99%	£ 2,350	£ 6,198	£ 3,848	\$106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (incl 2697). 22/23
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ 2,333	£ -	£ 2,783	£ -	0%			£ -	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 & true balance rolled forward to 22/23 as opening bal £450. * June 22 refund received from RA Cutler for cancelled works added back into RCF. Aug 22 - RCF COMPLETE
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ 4,900	£ -	£ -	£ -	0%		£ -	£ -	Aug 22- RCF COMPLETE
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,506	£ -	£ -	£ -	£ -	£ 2,506	100%		£ -	£ -	

NARRATIVE

August 2022 - following member's feedback the presentation of the RCF review has been adjusted to separate grant funding. Please refer to **YELLOW** boxes for RCF remaining balances.

August 2022 - 4808/110 Manor Park Fencing now complete with £2,783 underspend returned. RCF closed.

August 2022 - 4825/110 Ditch & Boundary Works now complete on budget. RCF closed.

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES							
300 CORE SERVICES - Community							
4001 SALARIES AND WAGES	30,187	117,766	368,349	250,583		250,583	32.0%
4002 UNIFORM	0	658	500	(158)		(158)	131.6%
4005 VEHICLE - MAINTENANCE	11	217	1,500	1,283		1,283	14.5%
4006 FUEL	847	1,408	6,500	5,092		5,092	21.7%
4008 Truck Insurance	0	(2,330)	2,200	4,530		4,530	(105.9%)
4009 HEALTH & SAFETY	216	216	400	184		184	54.0%
4051 GRANTS PERMITTED	0	3,150	10,000	6,850		6,850	31.5%
4063 TRUCK REPAYMENTS	534	2,134	6,405	4,271		4,271	33.3%
4102 FTC Internal Rent	317	475	0	(475)		(475)	0.0%
CORE SERVICES - Community :- Indirect Expenditure	32,112	123,694	395,854	272,160	0	272,160	31.2%
Net Expenditure	(32,112)	(123,694)	(395,854)	(272,160)			
301 BURIAL GROUNDS - Community							
1004 BURIAL GROUNDS (No VAT)	4,240	24,783	15,000	(9,783)			165.2%
1013 CBC-CLOSED BURIAL GROUND	0	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	2,258	7,075	5,000	(2,075)			141.5%
BURIAL GROUNDS - Community :- Income	6,498	32,858	21,000	(11,858)			156.5%
4015 UTILITIES	0	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	0	274	1,650	1,376	0	1,376	16.6%
Net Income over Expenditure	6,498	32,584	19,350	(13,234)			
302 ALLOTMENTS - Community							
1005 ALLOTMENT RENT	178	409	5,000	4,591			8.2%
ALLOTMENTS - Community :- Income	178	409	5,000	4,591			8.2%
4015 UTILITIES	0	193	350	157		157	55.1%
4072 ALLOTMENTS/MAINTENANCE	186	206	2,000	1,794		1,794	10.3%
4088 PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
4102 FTC Internal Rent	42	120	0	(120)		(120)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS - Community :- Indirect Expenditure	228	813	7,833	7,020	0	7,020	10.4%
Net Income over Expenditure	(50)	(404)	(2,833)	(2,429)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1002 Insurance Claims	5,262	5,262	0	(5,262)			0.0%
1014 PHONE MAST INC (STATION RD)	0	4,500	5,333	833			84.4%
1070 MANOR PARK (Rural Paymt Agent)	1,481	1,481	2,000	519			74.0%
1177 GRANTS RECEIVED	4,268	(18,873)	0	18,873			0.0%
LOCAL AMENITIES - Community :- Income	11,011	(7,630)	7,333	14,963			(104.0%)
4078 Planting/Weeding	118	1,491	3,000	1,509		1,509	49.7%
4084 PLANT & EQUIP-PURCHASE	0	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	1,413	3,577	6,300	2,723		2,723	56.8%
4132 BUILDING MAINTENANCE	274	920	1,500	580		580	61.3%
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	17,305	(9,220)	10,000	19,220		19,220	(92.2%)
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	19,110	(2,858)	36,700	39,558	0	39,558	(7.8%)
Net Income over Expenditure	(8,099)	(4,771)	(29,367)	(24,596)			
305 PLAY AREAS - Community							
1012 Millennium Park Hire	1,125	1,458	1,000	(458)			145.8%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	1,125	1,458	2,350	892			62.1%
4075 PLAY AREA/REPAIRS & MAINT.	51	92	8,000	7,908		7,908	1.1%
4082 Millennium Park (Inc CCTV)	155	155	2,000	1,845		1,845	7.8%
4122 CHANGING ROOMS - HINKSLEY	27	(129)	0	129		129	0.0%
PLAY AREAS - Community :- Indirect Expenditure	233	118	10,000	9,882	0	9,882	1.2%
Net Income over Expenditure	892	1,340	(7,650)	(8,990)			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	2,041	1,291	2,500	1,209		1,209	51.7%
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%
STREET LIGHTING - Community :- Indirect Expenditure	2,041	1,291	4,500	3,209	0	3,209	28.7%
Net Expenditure	(2,041)	(1,291)	(4,500)	(3,209)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 YOUTH HUB/ACTIVITIES - Communi							
1035 The Hub Hire	200	348	50	(298)			695.0%
1037 Under 18s Skate Competition	0	0	120	120			0.0%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
YOUTH HUB/ACTIVITIES - Communi :- Income	200	15,348	15,170	(178)			101.2%
4001 SALARIES AND WAGES	257	831	2,000	1,169		1,169	41.5%
4015 UTILITIES	69	927	2,300	1,373		1,373	40.3%
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	0	(607)	4,000	4,607		4,607	(15.2%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	221	72	2,000	1,928		1,928	3.6%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	548	17,822	56,479	38,657	0	38,657	31.6%
Net Income over Expenditure	(348)	(2,474)	(41,309)	(38,835)			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	0	129	100	(29)			129.2%
1120 KEEP FIT / Dance Fitness	0	456	2,800	2,344			16.3%
1122 MENS CLUB	38	200	1,100	900			18.2%
1129 Community Bingo	0	12	275	263			4.2%
1146 OLDER PEOPLE - Events	417	417	500	83			83.3%
1149 Flitwick Sunday Market	75	75	0	(75)			0.0%
1171 LUNCH CLUB	188	552	2,900	2,348			19.0%
COMMUNITY ACTIVITIES - Communi :- Income	718	1,841	7,675	5,834			24.0%
4102 FTC Internal Rent	628	1,099	0	(1,099)		(1,099)	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	349	787	2,700	1,913		1,913	29.1%
4612 MENS CLUB	26	26	1,100	1,074		1,074	2.4%
4621 LUNCH CLUB	167	240	4,100	3,860		3,860	5.9%
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%
4628 Flitwick Food Extra	0	0	1,500	1,500		1,500	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	1,170	2,152	18,800	16,648	0	16,648	11.4%
Net Income over Expenditure	(452)	(311)	(11,125)	(10,814)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
313 COMMUNITY EVENTS - Community							
1040 18+ Skate Competition	0	0	200	200			0.0%
1127 Flitwick Fun Day	0	9,207	2,000	(7,207)			460.3%
1130 Christmas Lunch - OLDER People	0	0	1,000	1,000			0.0%
1164 Christmas Market	25	25	200	175			12.5%
1165 Christmas Lights EVENT	167	167	1,000	833			16.7%
1167 Christmas Market Trip	0	0	850	850			0.0%
1170 YOUTH PANEL	0	0	200	200			0.0%
1172 JUBILEE Event 2022	0	513	750	238			68.3%
COMMUNITY EVENTS - Community :- Income	192	9,911	6,200	(3,711)			159.9%
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 3 Station Rd Chritsmas Tree	0	0	1,250	1,250		1,250	0.0%
4205 Front Garden Competition	0	0	220	220		220	0.0%
4206 Scarecrow Festival	6	10	100	91		91	9.5%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 18+ Skate Competition	150	150	900	750		750	16.7%
4540 Christmas Lights EVENT	0	0	5,400	5,400		5,400	0.0%
4551 Flitwick Fun Day	546	20,556	20,000	(556)		(556)	102.8%
4618 COMMUNITY Events Expense	2	329	2,000	1,671		1,671	16.4%
4620 YOUTH PANEL	0	0	700	700		700	0.0%
4622 JUBILEE Event 2022	0	2,638	2,000	(638)		(638)	131.9%
COMMUNITY EVENTS - Community :- Indirect Expenditure	704	23,682	51,550	27,868	0	27,868	45.9%
Net Income over Expenditure	(512)	(13,772)	(45,350)	(31,578)			
COMMUNITY SERVICES :- Income	19,922	54,194	64,728	10,534			83.7%
Expenditure	56,146	166,989	583,366	416,377	0	416,377	28.6%
Movement to/(from) Gen Reserve	(36,224)	(112,794)					
Grand Totals:- Income	19,922	54,194	64,728	10,534			83.7%
Expenditure	56,146	166,989	583,366	416,377	0	416,377	28.6%
Net Income over Expenditure	(36,224)	(112,794)	(518,638)	(405,844)			
Movement to/(from) Gen Reserve	(36,224)	(112,794)					

Delivery Plan 2021-22 - Strategy Deliverables

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

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
Revisit maximising town centre for community benefit	Community	CSM/ ESM	2024-25		<i>Green spaces engagement conducted September 2021. Residents satisfaction survey highlighted that residents wanted additional seating, bins and a notice board on Station Square. The working group have met to discuss options, these will be presented to Community Services in October. 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>
Develop plan for the Nature Park	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 Nature Park</i>	Community	ESM	2022		<i>See above.</i>

<p>Develop a plan around health, wellbeing and safety needs and actions - explore current challenges and gaps around health (e.g. healthy eating NOT service provision), wellbeing and safety for residents, look at existing solution and promote/work with providers and understand any remaining gaps for FTC to plug and develop a plan to do so. Include consideration of risks to most vulnerable groups and depth of impact not purely scale. To 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.</p>	Community	CSM	2025		<p><i>A multi agency Cost of Living Crisis meeting is being held at The Rufus Center in September. FTC hope to work as part of a multi agency team to support residents. The Rufus Centre has hosted a summer programme delivered by Food Extra to help support families over the summer holidays.</i></p>
<p>Look at opportunities to work with CBC to extend CCTV services - and where financially viable, introduce a monitoring service that will deter crime.</p>	Community	ESM / TC	2022		<p><i>Progressing discussions with CBC in line with vision to extend CCTV in the town. An update will be presented at Community Services in October</i></p>
<p>Develop a prioritised plan for improving arts and cultural provision</p>	Community	CSM	2022		<p><i>Members RESOLVED at the February Community Services Meeting to spend the committed £16k section 106 money on a consultant.</i></p>
<p><i>1. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents in the town.</i></p>	Community	CSM	2023		

2. Look at working with artist/collective to do community engagement around arts in Flitwick - create draft brief for further discussion at Committee, look at S106 funding to cover costs of engagement and potential outputs, use outputs to inform longer term approach to arts, heritage and culture and build out longer term plan deliverables, reframe public arts Working Group as 'Arts, Heritage & Culture WG'.	Community	CSM	2023		The public art brief is an item for consideration at the August Community Services. The Public Art group will be meeting to discuss next steps
Agree approach to sport and leisure responsibilities for FTC and develop appropriate plan	Community	CSM / ESM	2025		Gym equipment installed in Millennium Park and Hinksley Road. Currently provide Football Pitch hire at the Rufus Centre and Hinksley Road. Skate Park community is evolving due to the recent Olympics, investigation into improving the facility. We will look to review expansion of all facilities we provide. An RCF application to install lighting and power at the Skate PARK has been made.
1. Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.	Community	CSM / ESM	2025		
2. Consider possibilities for sport and leisure opportunity and deliver a plan in response to this.	Community	CSM / ESM	2025		
Ensure access to Flitwick's heritage and current contributions via walking trails and online alternatives	Community	CMM / ESM	2022-25		Flit Valley walk leaflet on the website and printed.
1. Ensure Flitwick's heritage is accurately recorded and made more accessible to all. Look at online content on the website that captures the Town's look, memories and history.	Community	CMM	2022-25		History page on the website and continues to be developed.
2. Look at possibility of tree trail and / or environmental trail.	Community	ESM	2023		No resolution for this.

3. Use the Map template on the FTC website to create an online trail around town that would feature many elements of local history.	Community	CMM	2022		Proposal approved at Corporate Dec 2021 - the scope being investigated and Cllr Blazeby bringing a proposal to Corporate in Spring 2022. Link to Phil Thompson's book on website.
4. Use the Map template on the FTC website to create an online tree trail that would feature many and different types of trees across the town. Consideration to be given to audio clips of a 'tree authority' providing a description.	Community	CMM			No resolution for this.
Develop and publish Public Realm standards - a comprehensive standard covering grounds maintenance, cleaning, litter, graffiti & fouling, including "wilding" some areas.	Community	ESM	2023		
Progress improvements under the Manor Park Historic Parkland Project	Community	ESM	2022-25		Planning permission obtained. Contractor appointed for new Parkland Management Plan, to be complete by November 2022.
Produce a Biodiversity Statement - to define how the Council will meet its statutory obligation	Community				Adopted by the Community Services Committee June 2022.
Environmental Audit	Community	ESM	2022		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
<u>Community Services</u>				
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. Nature 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 October 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. The Environmental Services Manager will update Members at Community Services in October



Flitwick Town Council

Officers Update – Community Services 2nd August 2022

1. **Section 106 – Community Cohesion**

Approval has been received for the Community Cohesion Section 106 funds (£7,600) towards enhancements of 3 Station Road and also the LGBTQ+ inclusive events.

2. **Town Mayor's Charity Coffee Morning**

The Community Services Team organised for a Town Mayor's Charity fundraising Coffee Morning at The Village Hall on Friday 5th August.

£165.20 was raised for Food Extra and Citizens Advice Mid Beds.

3. **Skate Competition**

On Sunday 14th August, Flitwick Town Council and Rollback World, Bedford, worked together to coordinate a skate competition at Millennium Park.

The competition was open to people of all ages who wanted to take part on their skateboard, BMX or scooter, free of charge.

Prizes were handed out for first and second place in all categories, with the young people enjoying the opportunity to case their skills.

The Community Services Team have received positive feedback from Flitwick residents and the skating community, regarding the event.

4. **Lockdown Car Show Market**

The Community Services Team coordinated a small market at the Lockdown Car Show 2022, for Town Mayor's Charities.

The team successfully raised £190.

5. **Flitwick Friday Market**

Previously the Community Services Officer has attended Flitwick Market on the first and third Friday of each month.

The Community Services Officer was able to support the local community by handing out orange bags, food waste bags and garden sacks.

Central Bedfordshire Council are no longer supplying Flitwick Town Council with the above items. For this reason, the Community Services Officer will be attending the Flitwick market on the last Friday of each month, only.

This will allow the Community Services Officer to continue engaging with the community, to promote upcoming events and hand out dog waste bags.

6. Youth Summer Programme

Dan Gaze & team (Grand Union Youth Service) have been delivering 'pop up' sports sessions at Millennium Park throughout the Summer Holidays.

The team have enjoyed engaging with local young people and teaching them new sport skills.

7. Ongoing Projects in Development

The following list of projects are currently in various stages of development by the Environmental Services Team and will be brought to Committee for information and/or consideration in due course.

- a. Repair and improve Millennium Play Area fence and gates. Order placed, funded by s106
- b. Quotes for general play repairs – ongoing
- c. Quotes for drinking fountain / bottle filler and works to pathway at Millennium Park, to be funded by a request for RCF
- d. Manor Park Heritage Project – invitation to tender for works issued by project manager.
- e. Manor Park Management Plan – ongoing with consultant consortium.
- f. P3 Manor Park footpath and bridges – anticipate resuming work from September
- g. Environmental Audit – ongoing
- h. Nature Park – draft masterplan with Greensand Trust for amendments
- i. Green Wheel – outline masterplan in development by BRCC and Greensand Trust
- j. Quotes for repairs to cemetery access road – to be funded by a request for RCF
- k. Cemetery management – ongoing review of available plot space
- l. CCTV
- m. Hinksley Road Play Equipment – to be funded by a request for RCF
- n. Allotment Strategy – draft currently in review with Allotment Liaison Group