



**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 6<sup>th</sup> SEPTEMBER 2022  
AT 7:45 PM AT THE RUFUS CENTRE**

**Present:**

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

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

Two members of the public attended the meeting remotely.

**1028. APOLOGIES FOR ABSENCE**

No apologies were required as the committee attended in full. Cllr Snape sent his apologies as unable to make the meeting.

**1029. DECLARATIONS OF INTEREST**

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

**1030. CHAIRMAN'S ANNOUNCEMENTS**

The Chair informed members of the continued correspondence with CBC in relation to the Pile driving within the town, by Farren's. It was confirmed that Ward Councillor Gomm had responded to correspondence and a reply from Cllr Mackey was still being awaited in relation to a meeting. The chair offered to continue to collate information in relation to the complaints regarding the building work and to champion the cause. All Councillors were invited to pass complaints in relation to the process to the chair. A meeting between Ward Councillors and the Mayor was expected to take place imminently.

It was raised that a leaflet had been delivered to residents in relation to the work, but it was felt that this was not as detailed as required.

The chair expressed that in the meeting in relation to the HUB members were reminded to not discuss the previous incumbents of the facility.

**1031. PUBLIC OPEN SESSION**

No members of the public attended the meeting at this time.

**1032. INVITED SPEAKER**

There was no invited.

**1033. MEMBERS QUESTIONS**

It was suggested by members that Officers investigate using the sound monitoring equipment available within the Rufus Centre to monitor the pilling work, this would allow for an independent monitoring level to be recorded to ascertain if there are any breaches being caused. It was noted that the vibrations were unable to be assessed by the suggested equipment.

It was also suggested that contact was made with the leisure Centre to see if they have their own equipment of have experienced any issues with the work. The Chair confirmed that he may email the Town Clerk on this matter.

Members also raised concerns as to the level of lights being used in the leisure facility overnight with Councillors confirming that they had approached CBC about the energy being wasted. It was acknowledged that there was a balance to be found between saving energy and security to site. It was suggested that that the Town Clerk write to the Ward Councillors in relation to the lights.

**1034. MINUTES**

It was raised that there were missing words in the resolution to section 1024A

It was **RESOLVED** to accept the minutes from the Community services meeting held 2<sup>nd</sup> August 2022 with the amendment to the resolution in 1024A

**1035. MATTERS ARISING**

Members requested an update in relation to the Nature Park. The Environmental Services Manager confirmed that the collated feedback had been sent to Greensands with a revised plan expected by the end of the week. With the aim to try and have a working group meeting before the Council meeting where the document would be included for adoption.

**1036. ITEMS FOR CONSIDERATION**

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

Members were 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.

It was **RESOLVED** to defer this item to the next Community Services meeting.

**b. Memorial & Benches Policy**

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

A few corrections were requested of the document with a tense change and reference to (you) not (donor) being noted and reference to Parish Council rather than Town Council.

Members discussed the materials being offered and the lifespan of the benches versus the practicalities and durability. It was suggested that there be limitation placed on all benches expressing that the bench would be kept in situ for 10 years, however a subclause to allow for the movement of the bench if required due to town development or maintenance requirements.

It was felt that Officers would be able to organise the implications regarding locations versus available spaces.

It was **RESOLVED** to adopt the policy subject to the amendments.

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

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

Members questioned the reduced mowing aspect of the report and the information that 15 cuts were made a year, especially with the limited seasons and recent weather patterns not allowing for grass growth.

Weed spraying locations and alternatives were raised as well as the possibility of using wildflowers instead of spraying. With residents consulted to ascertain if they would like to take ownership of sites around their immediate property. This would be addressed with CBC by the Council per requests to not cut or spray local areas. The residential aspect of the implication was thought to be positive to give ownership and pride to the community.

It was **RESOLVED** to accept options 2, 3, and 4 as detailed within the report.

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.

*Member of the public joined remotely at 8.15pm*

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

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

The lighting that would be delivered and scope was discussed with the Community Services Manager confirming that the three lights would cover the full area.

It was **RECOMMENDED** to accept the Officers recommendation as detailed below Allocation of £21,705.21 from Rolling Capital Fund to allow for a power supply, feeder pillar and three LED flood lights to be installed at Millennium Park, around the Skate Park.

**e. Ice Cream Van Permit**

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

The environmental impact of having an ice-cream van on the site was discussed along with the prices of the items being sold, exceeding those of local retail outlets. Members

discussed the implications of the presence of the truck on families financially, potentially excluding groups from using the facility.

It was raised that if there was a forward-thinking vendor such as on a bike that it may be considered in the future or looking into the option for electrical outputs to reduce vehicle emissions. With the addition of opening tender being acknowledged.

The profitability of the van was discussed. The Community Services Manager stated there were no statistics available, a request being made to secure the licence again would suggest that it was a profitable outlet.

It was **RESOLVED** to accept option 2 in the report - Not allowing an ice cream permit at Millennium Park for 2023.

**f. Lockdown Car Show 2023**

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

The success of the event was stipulated along with support, as no map was given as previously clarification was requested as to the use of the land being used. The Community Services Officer expressed that it was believed that the space being used this year that belonged to FTC would be the same in 2023, including the use of the majority of Millennium Park, including the food court area.

It was confirmed that no damage had been made to the land in the 2022 event.

The early departure of vehicles at the event was discussed as was the disappointment caused, with the request to the organisers to prevent this for future events.

The use of 3 Station Square and the impact on the surface due to oil leaks or alike was raised. The Environmental Services Officer expressed that the need to have the organiser complete the event booking protocol with the option to cancel the charge but include a returnable deposit in case of damage.

It was **RESOLVED** to continue to give permission to the organiser for the use of Millennium Hub Car Park and all the councillor on Land Off Station Road, Barclays area, for the 2023 Flitwick Car, bus and motorcycle show with no charge. With the event organiser completing the event protocol form so that they are liable for any damage.

**g. Drone Flying Request**

Members considered a request to fly a drone from and over Council property in Flitwick. Email correspondence was attached to the agenda.

The request of a drone to be used previously being refused was raised by the Environmental Services Manager. The potential prohibited use over heritage sites as well as disturbance to cattle was also brought to the attention of the members by the Town Clerk.

Members discussed that they would need to treat every request individually.

Members discussed that the resident would be completing the task on behalf of the Flitwick Living History website and the drone would take off and land on FTC sites.

It was **RESOLVED** to give permission to fly a drone on and over FTC land for the purpose of gaining images for use on the Flitwick Living Memory website.

**h. The Hub Social Media Pages**

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

The use of a previous page dedicated to the HUB was discussed alongside the confirmation that the page was not controlled by the Council. Members were notified of a recent amendment to the page with a change of name, although concerns were raised as to the use of the HUB still referenced. The possibility of gaining ownership of the page was discussed along with the fact that the HUB name was not copyrighted by FTC.

Moving forward it was confirmed that the pages would be owned by the council with the youth provider running the pages on behalf of the council. This will limit risk if contracts change in future as the page would remain within the Council. This would be monitored, and content reviewed.

It was **RESOLVED** to accept option 1 -

To have social media pages for the Hub on Facebook, Instagram, and Twitter. FTC will hold the responsibility for all social media pages with the youth provider having admin rights.

**1037. ITEMS FOR INFORMATION**

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

Members noted the Marketing & Communications Forward Promotional Plan circulated.

The need for a social media plan was raised with the social media is used with times of post and volume to better ascertain the impact of different statistics that could be used in planning future promotions.

The LGBTQ+ promotions not being included was discussed with confirmation that this would be taken to full Council before implementation.

It was pointed out that the Nature Park going to full Council need to be updated.

It was questioned if the Skate competition was looking to be an annual event. The Community Services Manager confirmed that a report and proposal would be coming to a future committee.

*Member of the public joined remotely at 8.43pm*

**b. Financial Reports**

Members noted the circulated Committee budget.

**c. Delivery Plan & Committee Priorities**

- i) Members noted the Delivery Plan for Community Services.
- ii) Members noted the consolidated list of Committee priorities.

**d. Nature Park Budget**

Members noted 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 would be covered by Green Infrastructure funding that has been secured, a revenue budget would be set for the next financial year along with an application to the RCF as the project progresses.

**e. Nature Park**

Members noted that the final draft masterplan for the Nature Park will be presented to Town Council on Tuesday 20<sup>th</sup> September 2022.

**f. Officers Update Report**

Members received an update from Officers.

**g. Allotment Toilets**

Members noted a request from the Allotment Working Group to reinstate field toilets at the Station Road and Steppingley Road allotment sites, for six months 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.

Members raised that it had previously discussed to have eco-friendly toilets as an option that would include the maintenance. It was suggested that the Allotment working group be requested to investigate this option, costs, and limitations. Representatives from the Allotment Working Group confirmed that this would be actioned.

**h. Flitwick Library Request**

Members noted that 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 and permission was granted through delegated authority due to time constraints.

**1038. PUBLIC OPEN SESSION**

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

*The public member attending virtually left the meeting at 8.55 pm*

**1039. 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 received a verbal update from the Community Services Manager

**RESOLVED** to move item 12a into exempt.

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