



FLITWICK TOWN COUNCIL

Draft MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 05th March 2024 AT 7:45 PM AT THE RUFUS CENTRE

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Wilsmore
Cllr Gleave
Cllr Connell
Cllr Livens

Stacie Lockey –Town Clerk (TC)
Susan Eldred – Community Services and Amenities Manager (CSAM)
Zoe Putwain – Community Services Officer (CSO) ZP
Darren Busbhy – Public Realm Supervisor (PRS)

1162 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Connell due to work commitments.

It was **RESOLVED** to accept the apologies from Cllr Connell due to work commitments.

No apologies were received from Cllr Platt for this meeting.

Action – Reception

1163 DECLARATIONS OF INTEREST

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

- (a) No Disclosable Pecuniary interests in any agenda item were declared.
- (b) No Non-Pecuniary interests in any agenda item were declared.

1164 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Officers and Members for their support in relation to the Tree Planting event.

1165 INVITED SPEAKER

No invited speakers attended the meeting.

1166 MEMBERS QUESTIONS

Councilor Livens addressed the council about contact made with the public in relation to specifically Benches in the East of the Town. Various sites were mentioned including Hatfield, Hinksley and the top of the Avenue. It was also identified that there were benches that could be replaced that do not currently the disability requirements with them being made with no backs or arms.

The TC confirmed that the locations identified were that of CBC ownership and as such this would need to be confirmed and brought to the CBC Councilors. It was suggested that this be raised at the next full Council meeting when they would be present. Councilor Livens offered to contact CBC Councilor Ian Adams before the meeting to make them aware that the question would be raised.

The requirement for the benches was due to allowing people to have access to locations to sit on route or rest in the area. It was raised that funds may be pursued through the use of memorials. However, it was noted that these would have a set life and that would need to be investigated before proceeding at any FTC owned site. It was suggested that the topic be revisited at a future meeting after discussion with the CBC Councilors.

Action – TC / Cllr Livens

1167 MINUTES

- a. Members received and adopted the minutes of the Community Services meeting held on Tuesday 6th February 2024 with no amendments.

It was **RESOLVED** to accept the Community Services Minutes held on 6th February 2024 with no amendments.

Action – CSO (ZP)/ Reception

1168 MATTERS ARISING

No matters arising from the minutes of the previous meeting were raised.

1169 ITEMS FOR CONSIDERATION

Reviewed Policies

- a. • The Event Protocol Booking Form was reviewed at the previous Community Services meeting and was passed to the Business Improvement and Development Board, for any comments or amendments. No amendments were requested. Given this information the Committee agreed to adopt the document.

It was **RESOLVED** to accept the updated Event Protocol booking form as submitted.

Action – TC)

b. The Hub Car Park

Members received a report from the Community Services and Amenities Manager and considered the recommendations within the report. The recommendations outlined the requirement for delineation between the Hub and Village Hall Carpark. As previously discussed, the delineation did not need to be physical and as such quotes were received by members for either a physical or visual divide to be placed on the site.

The CSAM advised members that the request to place a bollard within the boundary of the Village Hall and rear of the Co-op building had gone to members of the Village Hall Committee. It was deemed that there was no effect on the Village Hall due to vehicle access in this location and so permission would not be granted. The suggested barrier would have helped to limit access out of hours to the site. Members requested clarification as to why this had been requested, with confirmation of restricting access to people or activities not deemed appropriate.

It was **RECOMENDED** to accept Quote A for £800 and Option 2, to paint a white line as a delineation between the Hub and Village Hall via an RCF Application

Action – TC)

c. **Event Review**

The Chairman addressed Members confirming that a full event review for the Community Services department has been undertaken by Officers. This would show the P and L for the events and the social value. Through the development of this report that was hoped to be completed by the July meeting, 3 events have been identified that Officers considered to be removed from the programming.

Members agreed that the Christmas Market Trip and indoor Christmas Market events raised were offered by alternative parties reducing the social value. The painting Circle group that has a lower membership than desired was raised with Members offering suggestions to adding crafts or other activities to the group to include more people in the activities. Officers agreed to look at this possibility before the full review.

It was **RESOLVED** to remove from the Community Services programming the Christmas Market Trip event and the indoor Christmas Market.

Action – CSAM/ SAO (ZP)

1170 **ITEMS FOR INFORMATION**

a. **Community Financial Report**

Members reviewed and noted the Community Financial Report.

b. **Officer update**

Members reviewed and noted the Community Services Officer Report. With reference to the Summer Program members asked if the program would be able to go ahead if the funding was not acquired. The CSAM confirmed that this would be possible.

1171 **PUBLIC OPEN SESSION**

No members of the public attended this meeting.

1172 **EXEMPT ITEMS**

a. **The Dew Pond & The Mount**

It was **RESOLVED** to move item 1170 to Exempt.

Discussions took place as to the Dew Pond and The Mount locations.

Meeting ended 8.36pm



Flitwick Town Council

Play Area Update – May 2024

Following the Play Area Inspections in October 2023 and the Amenities Officer taking post in January 2024, please find an update of works and planned works at all the play areas.

Millennium Park

Millennium Park is a high footfall play area, used continuously throughout the year. The inspection rated the park as low risk. Most equipment has a 5-10 year life expectancy.

A new Spinning Pole has been installed due the bearing being worn. The equipment was installed in April 2019 and so we were able to have this replaced under warranty at no cost.

New bow top fence panels have been ordered to replace the damaged ones on site.

Ongoing general maintenance continues and repairs to the flooring at the pedestrian gates will happen in the coming weeks.

There are no plans to introduce any new equipment at this park this year.

Station Road

Station Road play area is a regularly used play area. The inspection rated the park as low risk and all equipment has a 5-10 year life expectancy.

Repairs to the wet pour safety surface have been completed. The link paths, currently wet pour surface, have been patched up but they don't seem to be holding. Quotes are being obtained to have the link paths tarmacked.

There are no plans to introduce any new equipment at this park this year.

Fir Tree Close

Fir Tree Close play area is a medium sized park located near the end of a cul-de-sac. The inspection rated the park as low risk and most equipment has a life expectancy of 5-10 years with the swings and see-saw at 3-5 years.

There were some ancillary items that needed attention or replacement, the bin, the gate and the chain-link fence. The bin has been replaced, the gate has been repaired and the chain-link fence has also been repaired.

Beaumont Road

Beaumont Road play area is located in a public open space along a pathway at the end of Beaumont Road. This park is used all year by lots of school children on their travels to and from the local schools. The inspection rated the park as low risk and all play equipment has a life expectancy of 5-10 years with ancillary items such as the fence and gates; 3-5 years.

The rope traverse play item had been out of action for some time. The ropes and all connections have now been replaced so that the item is fully accessible again.

The safety surface had some wet pour repairs recently and there was a lot of vegetation overhang which has now been cut back to the fence line.

Althorp Close

Althorp Close is a small play area located in a cul-de-sac. The inspection rated the park as low risk and all play equipment has a life expectancy of 5-10 years.

This park has had some wet pour repairs and overall is in relatively good condition.

There are no plans to introduce any new equipment at this park this year.

Roman Way

Roman Way is a small play area located in a cul-de-sac. The inspection rated the park low risk and all the play equipment has a life expectancy of 5-10 years.

Some of the equipment needs a few repairs, but the cost of the repairs or replacement parts is high, so the plan is to purchase new items to replace these and keep the good parts in storage for spare parts in the future.

Hinksley Road

Hinksley Road Play Area is a large play area located at one end of the Hinksley Road Recreation Ground. It is used year round. The inspection rated the park low risk and all the play equipment has a life expectancy of 5-10 years except the wooden stilts. These were severely rotted and have now been removed from site.

These will be replaced and further new play equipment added to Hinksley Road play area this year.

There are some old lighting columns that will be removed this year. Currently people are using them as bins for litter and dog waste.

Naseby Place

Naseby Place play area is situated on a family estate and suitable for younger children. The inspection rated the park as low risk and all play equipment has a life expectancy of 5-10 years.

The Public Realm Team had reported a problem of people disposing of dog waste in the litter bin in the play area. Temporary signage has now been put up to remind people that it is not a dog waste bin and that they should take their waste home with them or dispose in a dog waste bin. If this continues to be a problem we will look to reposition the bin away from the pedestrian path.

There are no plans to replace any equipment in this play area this year.

Trafalgar Road

Trafalgar Road play area is situated on a family estate at the end of a cul-de-sac and is suitable for younger children. The inspection rated the park as low risk and all play equipment has a life expectancy of 5-10 years.

This play area has had the same problem with the litter bin and people disposing of dog waste in it. Temporary signage has been put up at this play area too.

There are no plans to replace or introduce any equipment in this play area this year.

General

After a wet summer last year and a cold winter all the play areas were heavily covered in moss and algae. All play areas were jet washed & scrubbed to remove the moss and algae

from the floor and the play equipment. This is now an annual job that will take place at the end of the summer – into Autumn.

Vegetation was quite overgrown and all play areas have now had vegetation cut back.

Much of the play equipment is looking cosmetically tired and worn. All play equipment will be sanded down and repainted/treated as soon as the weather allows. However, we will have to be mindful that the parks will be utilised more as the nicer weather sets in.

The Public Realm Team are renewing their Play Area Inspection Training and will be attending the training at the beginning of July. The Play Area inspections are carried out by the team on a weekly basis.

I am in the process updating the forward plan with life expectancies and costings and Members can expect to see this piece of work at the next Community Services meeting in July.

The next Annual Inspection is booked in for October 2024.

Sarah Burgess
Amenities Officer.



Flitwick Town Council

Officers Update – Community Services 7th May 2024

1. Summer Programme

We have been successful in obtaining the Lottery funds for the Summer Programme. As an addition to the programme we are planning a mini olympics day on Millennium Park with the youth provision. All the workshops have been confirmed and booked and we are putting the publicity together. Bookings for the sessions will be on Ticket Solve.

Date	Activity	Times	Location	Who
24 th July	Cooking	10 – 12	Hub	7 parents with up to 2 children per adult *can only book on one cooking session*
24 th July	Cooking	1 – 3	Hub	7 parents with up to 2 children per adult *can only book on one cooking session*
25 th July	Movies day	11am and 2	Lockyer	Open to all
29 th July	Geocache	1- 3pm	Manor Park	Open to all
31 st July	Cooking	10 – 12	Hub	7 parents with up to 2 children per adult *can only book on one cooking session*
31 st July	Cooking	1 – 3	Hub	7 parents with up to 2 children per adult *can only book on one cooking session*
1 st August	Graffiti	10 -1	Hub	Age 7-10 create own graffiti board
1 st August	Graffiti	1-4	Hub	Age 11-16 create own graffiti board
7 th August	Cooking	10 – 12	Hub	7 parents with up to 2 children per adult *can only book on one cooking session*
7 th August	Cooking	1 – 3	Hub	7 parents with up to 2 children per adult *can only book on one cooking session*
12 th August	Mini Olympics	11- 4pm	Millennium Park	Supported by youth provision a fun filled ol fashioned sports day with medals
13 th August	Bug Hotel Building	10- 1pm	Hinksley	Creating bug hotels
14 th August	Bug Hotel Building	10- 1pm	Hinksley	Creating bug hotels
15 th August	Street Dance	10-11	Lockyer	Under 10's introduction to the fundamental styles of street dance
15 th August	Street Dance	11.15 – 12.1	Lockyer	Over 10's introduction to the fundamental styles of street dance
21 st August	Circus	10-2	Lockyer	Try out some awesome circus skills such as plate spinning, hula hooping, juggling, poi and much more. Suitable for kids over 4 and adults can join in too. No-one is too old for circus fun!
22 nd August	Circus	10-2	Lockyer	Try out some awesome circus skills such as plate spinning, hula hooping, juggling, poi and much more. Suitable for kids over 4 and adults can join in too. No-one is too old for circus fun!
29 th August	Movie Day	11 and 2pm	Lockyer	Open all

2. Community Fridge

We have 3 new volunteers on board. The pick-up from Silsoe Co-op has been cancelled as the level of food did not warrant volunteer time and expenses. We have been making additional pick-ups from Tesco Dunstable, Tesco Bletchley, and Waitrose Oakgrove (Milton Keynes). These are 'waitlist' pick-ups, which have to be accepted straight away.

The pick-up from Waitrose on Friday evenings has allowed us to stock and open the Fridge on Saturday mornings. After the first week, when we put the collection in on Friday night, the Fridge was emptied by 8:30 am on Saturday morning. We decided to put the stock in on Saturday morning and then staff the Fridge, enabling any abuse to be mitigated.

With the waitlist pick-ups and the Saturday staffing, the requirement for volunteers solely doing scheduled pick-ups is changing; a meeting is being scheduled for the volunteers. With the funding from HUBBUB for new store space at the back of Stocksfield and the location of the Fridge in this space, it will be easier to drop off collections without the Rufus Centre being kept open for deliveries.

Following Cllr Snape's communication with Fareshare regarding extra permanent pick-up slots from Tesco Flitwick and Waitrose Ampthill, there has been little movement on solving the issue. We are still waiting for a meeting with Fareshare. However, we had a very positive meeting with the Tesco management at Flitwick, and this has led to extra donations of household items (some of which have been shared with Clophill and Ampthill), fresh food deliveries, and positive moves from them to support community projects.

We have started to collect the postcodes of visitors to the Fridge to analyse the geographical reach.

3. Community Fridge Wastage

In March, 1387.5kg of food was collected and distributed through the Community Fridge. 2.8% was wasted, with an estimated 476 meals being provided. There were 269 visits to the fridge in March.

In April, 1990.96kg of food was collected and distributed through the Community Fridge. 2.32% was wasted, with an estimated 687 meals being provided. There were 594 visits to the fridge.

4. Movie Day

Two films were shown during the Easter Holiday

Wish – 129 children and 77 adults
Wonka – 97 children and 62 adults

The café was extremely busy as many stayed to have lunch between films. The next movie day will take place on the 30th May.

5. Cookery Course

We have started work on a social return on investment mapping tool for the cookery course. The third course has now started and due to finish on 14th May. We have cooked cheese muffins, Fajitas and Cottage pie.

6. Proud AF

Planning is in progress for the Pride Picnic on 2nd June, this is being led by Ampthill Town Council. The Drag Bingo event 1st June has sold 130 tickets, 50 tickets remain.

The talks at Redborne were well received and a lunch was held with students on the last day. The next meeting in July will look at future plans for the project.

7. Easter Egg Trail

The Easter Egg Trail took place on Saturday 23rd March, at Flitwick Woods.

Through the support of local businesses - Temple Flooring, Nexus Fostering and Flitwick Club Officers, this was offered for free. With 540 people attending the event and great feedback received this was a successful event.

8. Litter Pick

The First Litter Pick of the Season took place on Saturday 17th March, supporting the 'Great British Spring Clean' at Station Road green space. The Scouts provided refreshments and planted trees around their new area at the same time. 80 people came to collect litter. A large variety of people attended the event, collecting rubbish from all over Flitwick.

The next litter pick is set for 19th May at Millenium Park

9. Public Art Consultation

All the programmed consultation events have taken place, except the Redborne School, which was cancelled by the school. We have contacted the school, and they are arranging a new date. We will talk with the Art students, and the school will encourage all pupils to complete the survey. We will talk to visitors to the Woodlandbury event and Family Fun Day.

The mosaic workshop was successful with 20 consultation forms completed.

10. Nature Park

All planting and fencing works have been completed at the Nature Park. April has proved to be challenging with vandalism of the cut stock fencing and removal of two of the pedestrian gates (which were later found to have been dumped in the nearby pond). Both gates have been successfully rescued by the Public Realm Team.

Paths have been mown around the site to encourage people to use these routes and temporary signage has been put up to inform people of the fenced off bird nesting areas. We are now at the planning stage of the Nature Park and Officers are working with a Planning Agent to submit a Planning Application for the parks formalisation which will include a car park, perimeter path and interpretations boards.

11. No Mow May

FTC have put forward several areas within the town for No Mow May. These include areas along Manor Way where there is no pavement and no access to properties, the area outside of Brookes Road shops and more.

12. Burial Ground

The Public Relam Team have recently spent a week working at the Burial Ground. They had worked hard to get the Burial Ground up to standard; strimming the grass in the old section, cutting back hedges, brambles and trees, clearing weeds and moss and more. The PRT will now spend at least one full day every fortnight at the Burial Ground to keep it up to standard. The Community Payback Team continue to attend once a week and their time over the summer months will be spent at the Burial Ground.

13. Allotments

The Allotment Working Group met for the first meeting of the season in April. It was reported that there were many plots yet to worked on this year but it was dedcied that this was down to the inclement weather we have had so far this year.

All allotment plots are full and there is awaiting list of 8 people.

14. Social Value and Monitoring

We have been collecting feedback from participants at events and regular projects including: Forget me Not; Easter Egg Trail; Community Hub, and Community Movie Day. A Social Return on Investment map has been completed on Forget me Not and the Easter Egg Trail and shared with SMT. This will be shared with Councillors at a future date.

15. Family Fun Day

Preparations are well underway and we are happy to report the following updates;

- Free Fun Fair 12 – 8pm - supplied by Harris Fairs
- 25 Stalls, including services, charities, and traders. These will be in place from 12noon – 4.30pm
- Food Court provided by Street Food Heros
- The return of Pitch & Putt
- Free Cinema Showings
 - Shrek 1
 - Super Mario Brothers 2023
 - Guardian of the Galaxy 3
- Free Popcorn
- Free Flittabus from the Rufus Centre to Millenium Park to help with parking.
- Free Stay and Play provided by Lilypops In the village hall. 12 – 4.30pm

16. Free Defib Training

The training is set to take place at the Rufus Centre on Thursday, 9th May. We currently have ?? people booked onto the event with a Social media post due to go out this week.

17. Friday Market / Big Knit

The Friday Market was busy and well attended, with the Planning group attending to collect surveys from attendees. The Big Knit, as usual, has been well received.

18. Community Fridge Coffee Morning

The Community Fridge Coffee Morning at the Village Hall will take place on Friday 3rd May

19. Woodlands (Woodlandbury) School Celebration

Community Services Officers will attend the Woodlands event on the 3rd May with a stall offering games such as hook a duck and tin can alley. The event runs from 2pm – 10pm

20. Skate Comp

The open-to-all Skate Comp will take place on the 19th of May at Millenium Park Flitwick. This event will run alongside Street Food Heros.