



FLITWICK TOWN COUNCIL

Draft Minutes of the Community Services Committee meeting held on Tuesday 1st July 2025 at the Rufus Centre

Present:

Cllr C Thompson (Chairman)
Cllr A Crawford
Cllr P Earles
Cllr R Wilsmore
Cllr L Bandy
Cllr D Toinko
Cllr T Harald

Also Present:

Stephanie Stanley – Deputy Town Clerk & RFO (DTC) via virtual access
Grace Bunyan – Administration Officer
Sarah Burgess – Amenities Officer (AO)
Aaron Pepper – Public Realm Supervisor (PRS)
Sue Quinn – Community Services Officer (CSO)

1 member of Flitwick Village Hall Management Committee (VHMC)

1281. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept the apologies for Cllr Platt (work commitment).

1282. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – Cllrs Toinko and Earles declared a pecuniary interest in agenda item 9d – Burial Ground, Allotment & Football Pitch Fees as both were allotment holders.
- (b) Non-Pecuniary interests in any agenda item – Cllr Earles declared a non-pecuniary interest on agenda item 9f – Flitwick Village Hall Car Park – as she was a member of the Flitwick VHMC.

1283. CHAIRMAN'S ANNOUNCEMENTS

The Chairman provided the following updates:

- The new Community Engagement Manager was due to start the role in August.
- One of the Community Services Officers had resigned from her role with immediate effect.
- Due to these changes, there were staff shortages in the Community Services Team at present and the Chairman asked Members to bear this in mind for the coming

months.

- The Chairman thanked members for their support with both the 'Flitwick Family Fun Day' and 'Pride Picnic' events and informed members of the strong positive feedback which was received for both events. Members were reminded that the Town Clerk had requested their feedback on Family Fun Day via email and were encouraged to provide it if they had not already done so.

1284. PUBLIC OPEN SESSION

The VHMC representative highlighted their request for the Council to consider reinstating the fence that was removed between the FTC Hub car park and the Village Hall car park.

The VHMC did not believe that the single white line, which replaced the fence, was effective in preventing vehicles from driving between the two car parks, and that the line did not create sufficient differentiation between the car parks.

The VHMC representative informed members that the Committee could not erect fencing themselves. Members were informed of near misses/accidents that the VHMC believed were caused by the lack of fencing. The VHMC representative referred to the previous bollards but commented that drivers had ignored these.

The Chairman proposed that item 9f be the first item for consideration, and Members agreed to this.

1285. INVITED SPEAKER

No speaker was invited to the meeting.

1286. MEMBERS QUESTIONS

Members raised no questions at this time.

1287. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held on **Tuesday 6th May 2025**.

Cllr Toinko proposed an amendment to Item 1277b – Flitwick 10k Race – to correct the wording to 'independent Ward Councillors had previously been asked to attend and start the race'.

It was **RESOLVED** to adopt the minutes from the Community Services meeting held on Tuesday 6th May 2025 with the following amendment: re-word item 1277b as mentioned by Cllr Toinko.

1288. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting on **Tuesday 6th May 2025**.

Cllr Toinko mentioned the wavering of fees concerning Item 1277b. He expressed his surprise that a large event, such as the Flitwick 10k Race, would receive a subsidised cost, as he believed it was a well-supported event with sponsorship. Cllr Toinko proposed reviewing the policy related to this matter. The AO confirmed that the 'event booking protocol' was due for review next month.

The Chairman asked Members to indicate their availability for attending the meeting in August via a show of hands. It was agreed that Members would discuss the subsidies as part of the review of the 'event booking protocol' document.

1289. ITEMS FOR CONSIDERATION

- a. Members considered the request from the Village Hall Management Committee.

The Chairman advised members that the Community Services Committee were not able to make a final decision regarding the Village Hall Management Committee's request, as any decisions would need to be made at the next full council meeting, and that the Committee were asked to consider whether they wanted to re-open the conversation relating to the matter.

Members had an extended discussion about the fence that previously separated the car parks of Flitwick Town Council and Flitwick Village Hall, as well as the white line that replaced it. Members discussed this in detail, including the following:

- Quotes that the previous Town Clerk obtained
- The damage that caused the previous fence to be removed
- Alternative options which had previously been explored, such as bollards, which were deemed to be too low
- The Public Realm Team previously erected items to create delineation, rather than contractors, to lower costs
- The Public Realm Team's responsibility is to open and lock FTC's car park at The Hub
- The different uses of the two car parks – The Village Hall car park is only open for events/venue hire, whereas the FTC car park has set opening times during the day
- Accidents that have almost occurred due to there being no barriers in place to stop vehicles from entering the market area on a Friday
- Suggesting affordable alternative barriers to the Village Hall Management Representative, such as cones with tape, to stop cars entering the Village Hall car park from the FTC Hub car park
- Trying to manage the car parks as one larger car park
- The suggestion that the Hub car park (belonging to FTC) be converted to the Village Hall's car park on a Friday when the market takes place

The DTC informed members that officers had previously requested that the solicitors review the license agreement and planning conditions related to the matter, and that the solicitors had confirmed that the existing white line was an adequate delineation. The Village Hall Management Committee representative argued that there was not sufficient signage or differentiation between the car parks. The VHMC representative highlighted to members that the line was not much thicker than that of a standard parking bay line and showed members an image of the line to demonstrate their point.

The VHMC representative requested that members consider reinstating the fence with gates that previously separated the car parks. Members agreed that they had little recollection of this being there, so they believed it must have been removed a long time ago.

The PRS suggested that the Village Hall could purchase traffic management barriers to use on days when the market was held in the Village Hall car park, as it seemed the issue with cars driving between car parks was predominantly on this day. The PRS suggested that the traffic management barriers were readily available at a reasonably low cost. The VHMC representative stated that it was not financially possible for them to purchase these. Members discussed the possibility of the Council purchasing traffic management barriers to separate the car parks on days when the market was held and for possible use at council-run events.

Members requested confirmation from the DTC as to whether an official statement was in place regarding the conversion of the Hub car park to the Village Hall's car park on Fridays, as suggested by the VHMC representative. The DTC advised members that she was unable to clarify this for sure; however, she did not see anything regarding days of

the week in the license agreement. The DTC offered to share the License Agreement and confirmed that the 2021 document was the latest version.

Members asked officers to look at the temporary barrier solution and report back to members at a later meeting, but noted it was for investigation and no formal proposal could be made at this time.

The VHMC representative left the meeting at 20:20.

b. Election of Vice-Chairman

It was **RESOLVED** to elect Cllr Toinko as the Vice-Chairman of the Community Services Committee.

c. Working Groups Memberships

It was **RESOLVED** to elect Cllr Toinko and Cllr Earles as appointed members of the Allotment Working Group.

The Chairman noted that Cllr Platt was a current member and it felt appropriate to hold the remaining spot so he could be considered at a future meeting.

It was agreed to postpone electing members to the Public Art Working Group, as the CSO advised that the remit was broader than just public art.

It was **RESOLVED** to elect Cllr Thompson, Cllr Toinko, and Cllr Wilshire as appointed members of the Nature Park Working Group.

It was **RESOLVED** to elect Cllr Wilshire, Cllr Bandy, and Cllr Earles as appointed members of the Manor Park Working Group.

d. Annual Residents' Survey

Members were asked to consider the feedback from the Annual Residents' Survey.

The Chairman highlighted the vast number of comments that related to issues outside the Town Council's remit.

Cllr Harald emphasized the recurring mention of litter within the feedback from residents. The Chairman informed members that Ampthill had an operative who collected litter on foot within Ampthill, whereas Flitwick Town Council had a vehicle-based operative. Members stated that they had never seen litter pickers around the town except for volunteers. Members believed that Flitwick was not receiving the same level of service as Ampthill, to which they were entitled. This issue had been raised during a full Town Council meeting and was under discussion with Central Bedfordshire Council, so no further action from the Community Services Committee was required at this time.

Members discussed the feedback from the survey, which pertained to the Mosquito War Memorial. However, in their opinion, the audience for this was limited, so it was not deemed feasible to allocate funds to this project at this time.

Members discussed the comments that related to policing and crime within the town. Cllr Harald informed members that he had been told the crime rate in Flitwick is low. The Chairman thought it would be interesting to gain confirmation from the Council on whether any local Councils sponsored a PCSO. Cllr Wilshire assumed that the wording in the comment, which members were referring to, could be incorrect, and that perhaps they had been referring to 'street rangers'. The CSO confirmed that Wolverton and Milton Keynes had

previously sponsored a PCSO.

Members raised concerns that it seemed unclear to residents about the distinct responsibilities of Flitwick Town Council and how these differed from those of Central Bedfordshire Council. Cllr Wilsmore felt that the Annual Residents' Survey asked questions that prompted responses relating to issues that were not within the control of the Town Council. Members highlighted that the Town Council was the residents' first point of contact for reporting any problems and suggested that they could escalate matters to the Ward Councillors and review certain aspects where appropriate. Cllr Wilsmore suggested that FTC needed to highlight to residents that FTC is not responsible for specific issues raised.

Members agreed that Central Bedfordshire Council and other public authorities were already addressing the main issues raised in the survey.

The Chairman highlighted the vast number of comments regarding activities for older people. The CSO advised that the issue the Council previously faced was that the activities they were offering were free or low-cost, and thought that if the Council were to revisit introducing activities, they would need to have realistic costs and a balance. Members suggested informing older people of alternative activities.

e. Burial Ground, Allotment & Football Pitch Fee's

Cllr Earles and Cllr Toinko left the meeting at 20:42 - Disclosable Pecuniary interest in the agenda item (allotments).

Members received a report from the Amenities Officer and considered the recommendations.

Allotments

Members requested clarification as to what was covered by the allotment rent. The AO advised that the fee covered maintenance, water, and toilets on the site. Cllr Harald queried whether a lot of time was spent completing maintenance work on the sites by the public realm team, to which the PRS advised that a great extent of time was spent carrying out maintenance.

Cllr Harald mentioned that a 20% increase in the current allotment fees would only equate to an additional £5.44 per annum, which he believed was a low amount. The Chairman highlighted that although it may currently seem like a low increase in cost, if a 20 percent increase were applied each year, this would eventually result in a substantial rise in allotment rent over time.

The Chairman reminded members that the fee changes would not take effect until 2027 and that, at this point, building works would likely be taking place on the site adjacent to the Steppingley Road site. The Chairman advised members that they were currently unsure of the impact this would have on the site and how detrimental this could be, and believed members should consider this when deciding on fee increases.

The AO advised that the item could be revisited during the next Community Services meeting, allowing officers to collect further information and provide more clarification on costs, thereby aiding members in making their decision.

The Chairman referred to the Allotments EMR, which was accessed when large items needed to be purchased for the allotments service.

The AO highlighted to members that plots commonly required work to be done by the Public Realm Team once allotment plot holders terminated their leases or were served with a notice to quit.

Members requested clarification as to whether the deposit for an allotment plot would be a

one-off fee, to which the AO clarified that it would be. Members suggested that the fee would act as a deterrent to prevent plot holders from leaving plots in a dissatisfactory state, rather than using the deposit to cover the costs of the work to bring plots back to a satisfactory state if necessary. Members struggled to agree on a reasonable deposit amount, with some arguing that a deposit of as high as £100 may deter residents from taking on an allotment plot. In contrast, other members argued that if the deposit was as low as £50, plot holders might choose to leave the plot in its current condition, as the cost of doing the works may be greater than the deposit they would lose. Although members agreed that a deposit for allotment plots should be introduced, the decision was deferred until the next meeting as they were unable to decide on the deposit amount.

Cllr Earles and Cllr Toinko re-entered the meeting at 20:54.

Burial Ground

Members asked for a definition of 'exclusive rights'. The AO clarified that 'exclusive rights' referred to the ownership of the grave or plot and informed members of the administrative work required to transfer these. The AO highlighted that as part of research undertaken, FTC was the only Council that did not currently charge a fee for the transfer of exclusive rights.

The AO also emphasised to members that the Council would no longer be receiving income for purchasing a new grave, as there were no spaces left.

The Chairman queried whether the Council would still have to carry out transfers of exclusive rights if there were no burial plots left. The AO advised that in the case of a double plot, a transfer of exclusive rights may be required.

Members asked for clarification whether the burial plots were owned or leased. The AO clarified that they were leased.

Members questioned whether any more burial plots would become available. The Chairman clarified that the Council was currently unable to offer any additional plots. Cllr Wilsmore requested an indication of the number of possible additional plots if the turning circle at the top end of the burial site was removed. The AO advised that the removal of the tuning circle would only enable a further 7 burial plots as the entire circle was not able to be removed as access for grave diggers etc. needed to remain.

The Chairman suggested adding an item to one of the future Council meetings to discuss creating additional burial plots but noted that this had been discussed previously and the Council had decided not to progress with this.

Members discussed implementing a fee of £62 for transfer of exclusive rights, based on the average fees taken from other Town Councils.

It was **RESOLVED** to implement a fee of £62 to transfer the exclusive rights for a grave/plot.

It was decided to defer the burial ground fees until the next meeting.

Football Pitches

Cllr Toinko requested clarification as to whether the fees for football pitches had to be proportionate to the increase in allotment and burial fees. The DTC advised members that, to her knowledge, there was no legal requirement for the fees to be in proportion, however she advised that she would be able to check and confirm. The DTC commented that in previous years the fees were proportionate but, as mentioned previously, they did not believe that this was a requirement.

Cllr Harald proposed the fee be rounded up to the nearest whole number as it was currently an unusual amount.

The Chairman highlighted that FTC fees for pitches were quite expensive compared to other Town Councils.

Members asked for clarification on what defined 'senior' in relation to the football pitch fees. The AO clarified 'senior' referred to those 18+ and advised members that although FTC were able to book and offer both senior and junior pitches, officers found that they did not tend to receive senior pitch bookings due to the lack of changing facilities and the FA regulations.

The AO highlighted that the football pitch fees stated in the report included VAT.

It was **RESOLVED** for Football Pitch Hire fees for 2026/27 to remain the same as the current year.

f. **Combatting Loneliness & Social Isolation**

Members discussed and noted the 'Combatting Loneliness & Social Isolation' initiative document that has been produced by Cllr Mark Smith (Central Bedfordshire Ward Councillor – Ampthill Ward).

The Chairman drew members' attention to page 18 - action planning checklist and read this section aloud. The Chairman highlighted to members that this was the only action element of the document. The Chairman informed members that the committee did not have to commit to any actions at this point, but asked members whether they had anything to share on the subject for the committee to consider.

The CSO informed members that they had previously tried to get social prescribers to use our services with no success. The CSO advised that they also experienced this with services such as Citizens Advice and Credit Union. Members discussed reporting back to Cllr Mark Smith in relation to the Council finding it difficult to make progress with these groups.

Action: Town Clerk

Members were unclear of what was required in relation to the agenda item. The CSO said they would gain clarity regarding this.

1290. **ITEMS FOR INFORMATION**

a. **Community Financial Report**

Members received and noted a report from the Senior Finance Officer.

b. **Officer Update**

- i.) The PRS highlighted the recent work carried out by the Public Realm Team and informed Members of verbally positive comments which they had received from shop owners located on Kings Road.

Members were informed that a resident had expressed their interest in war graves to the team and that this individual was happy to maintain them (with permission from FTC). Cllr Wilsmore queried whether the Council was permitted to allow a resident to maintain the war graves and the PRS agreed to investigate this and confirm the position. Cllr Wilsmore also asked the PRS whether the area of the burial ground where the war graves were located could be made more accessible. The PRS advised that this was on the team's upcoming agenda.

The PRS mentioned the work being carried out by the Community Payback Team and highlighted that their next task was focused on bus stops around town. Cllr Toinko asked if we owned any bus stops and the AO confirmed that FTC were responsible for several in the town. Cllr Wilsmore highlighted limitations of what FTC could ask the Community Payback Team to

do and the PRS advised that the risk was with the Community Payback organisation.

Cllr Toinko asked whether it would be more beneficial for the Public Realm Team to allocate their time to tasks such as cleaning play areas, rather than watering planters, and asked for clarification on how long watering takes. The PRS confirmed that the watering could take one person the majority of a day.

Members queried who owned pieces of land around shops at Kings Road. Cllr Wilsmore queried why FTC were maintaining flower beds in some areas but not others.

Members asked if it was possible have a map of Flitwick and mark areas that we are responsible for so that this can be clarified and help members understand and discuss things in future. This was agreed.

Action: Amenities Officer

i) Members to note the Community Officer update.

The CSO pointed out the mistake in date at the top of the report and apologised for this, clarifying that the date should have read '1st July 2025'.

The Chairman requested an update on how planning was going for Remembrance and Christmas Lights events, especially considering the staff shortages on the Community Services Team.

The CSO informed members that the SAG and road closure had been submitted for Remembrance Sunday, and that they had spoken with the Deputy Lieutenant Major Simon Sadler and everything was in hand. Members were told that the invitation list for the event had been sent to the Town Mayor for confirmation and that Officers were in contact with the Royal British Legion.

The CSO informed members that the SAG for the Christmas Lights had been completed earlier that day and that this would be submitted the same week, along with the risk assessment. Members were advised that Officers had everything in hand for the event's organisation.

Members discussed the issue in relation to the Family Fun Day (FFD) where there had been a stall holder leaving the field in their vehicle prematurely, which caused health and safety concerns. The CSO advised members that the stall holder had asked the Officers via email on the Friday (13th June) whether they were able to leave the site earlier via vehicle, and again verbally on the day. Members were told that it had been re-iterated to the stall holder that they were not allowed to do so. Members suggested that this stall holder should not be invited back to FFD in future due to the severity of the issue.

Members suggested locking the gate to the park to help to resolve this issue, however the CSO advised that we cannot lock the gate due to SAG conditions. Members asked whether this could be changed for next year's event, however the CSO clarified that this was not possible. Members were informed that security personnel were immediately positioned at the gate to the site and the stall holder was marshaled off safely.

The CSO advised that stallholder feedback the feedback suggested an amendment to the stalls finish time, to alter this to 4:30pm. Members suggested that in future there could be allocated areas open between 4:30pm-5:30pm for stall holders to leave the site. The CSO advised members that this had been done in previous years.

The Chairman requested clarification on how many stalls there were at FFD this year compared to last year. The CSO confirmed that there were 5 less stalls and that this was due to payment chasing and last-minute cancellations.

Cllr Toinko asked for clarification in the report about there being no verbal issues in relation to the Fun Fair. He stated that there were issues raised online.

Cllr Earles told members that one Fun Fair ride were charging £4. The CSO clarified that this had not been permitted and that the stall holder was asked to change this on the day. Members were advised that this ride was an additional ride that had not booked by the stall holder meaning this invalidated their risk assessment. The CSO advised that the Town Clerk

had taken the decision on the day to leave the additional ride in situ as it was too late and impractical to move them off the field. Feedback was given to the provider stating that this was not in line with the agreement for the event.

The Chairman requested that members spoke to the CSO or Town Clerk regarding any additional comments relating to FFD.

Cllr Wilsmore requested confirmation as to whether the tethered mallets had been fitted at Hinksley Music Park. The PRS and AO confirmed that the mallets had been fitted. The CSO told members that they had not been fitted when the Music Park was originally installed due to being unsure of what height to fit them at.

c. STOP Campaign Donation

Members noted the information included on the agenda about leftover funds being used for providing additional benches in Manor Park. Cllr Toinko requested clarification on what the STOP Campaign was and Cllr Wilsmore explained that this related to the work done to stop development from going on Parsons Field near Manor Park.

1291. PUBLIC OPEN SESSION

No items.

1292. 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.

a. Youth Provision Report – members noted the Youth Provision Report

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.

Meeting ended 21:45

Signed (Chairman)



FLITWICK TOWN COUNCIL

Report to Community Services 05.08.2025 Village Hall/Hub Car Park Delineation

Background

In the July Community Services meeting Members considered a request from the Village Hall Management Committee (VHMC) to reinstate barriers between the Village Hall and Hub Car Park.

The VHMC representative highlighted their request for the Council to consider reinstating the fence that was removed between the FTC Hub car park and the Village Hall car park.

The VHMC did not believe that the single white line, which replaced the fence, was effective in preventing vehicles from driving between the two car parks, and that the line did not create sufficient differentiation between the car parks.

The VHMC representative informed members that the Committee could not erect fencing themselves. Members were informed of near misses/accidents that the VHMC believed were caused by the lack of fencing. The VHMC representative referred to the previous bollards but commented that drivers had ignored these.

After a lengthy discussion, Members asked officers to look at the temporary barrier solution and report back to members at a later meeting, but noted it was for investigation and no formal proposal could be made at this time.

Introduction

The delineation length is 41 metres.



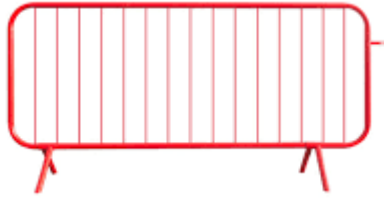
Traffic Chapter 8 Barrier

2m panels

£449.80 + VAT

Quantity 20

<https://tradefence.co.uk>



Crowd Control Barrier with Fixed Legs – Red

2.3m panels

£479.88 + VAT

Quantity 18

<https://tradefence.co.uk>

Additional Information

As a reminder, Members should be aware of the following;

The planning application states:

'The parking provision will be provided via an agreement by the Town Council and the Village Hall Management Committee for an area to be delineated from the Village Hall Car Park.'

'Details of the delineation of the car park, inclusive of signage at the access of that the Town Council car park is independent from the Village Hall car park'

In 2014, FTC entered into an agreement with the Village Hall Management Committee regarding the car park. The 2014 agreement stated, *'Central reflective bollards to be installed between the two areas of the car park with a central 'gate' to be installed to allow use by the Market and on special event occasions.'*

In 2021, the car park agreement between FTC and the Village Hall Management Committee was renewed, and a new agreement was implemented. There are no stipulations within the new agreement regarding car park barriers, although the CBC planning application of 'delineation' still stands.

Options

1. To proceed with purchasing temporary barriers for use at the Village Hall/Hub car park.
2. To not proceed with purchasing temporary barriers for use at the Village Hall/Hub car park.

Sarah Burgess
Amenities Officer



FLITWICK TOWN COUNCIL

Report to Community Services 5th August 2025 Christmas Lights Display

Background

FTC entered into a three-year contract with Lamps & Tubes Illuminations Ltd in 2023 following a tender process for the Christmas Lights display (installation and maintenance).

There was an option to extend the agreement for a further 2 years if the Council wished to do so.

Introduction

As Members are aware, the Community Services Team has been considerably under-resourced over the past 6 months due to resignations and long-term sick leave.

The Community Engagement Manager who would undertake this task is due to start their employment with the Council on the 11th August. Given the time constraints and the need to produce a tender, it will be challenging to complete this on time.

Officers are recommending that the current contract be extended for a further two years on this occasion.

Additional Information

The current contractor has been excellent to work with over the past few years and has always been accommodating where necessary.

The current display would remain in place for another two years if the contract were extended. This includes the snowman design on the lampposts, festoon, spheres in the trees, and the Christmas tree lights and star.

If the design were to be changed for the additional two years, there would be further cost implications. This depends on the design chosen.

The annual cost is currently £17,675.

Officer Recommendation

1. To extend the current Christmas Lights Display contract for a further two years to 2027 (inclusive).

Stacie Lockey
Town Clerk & Chief Executive



FLITWICK TOWN COUNCIL

Event Booking Protocol

A guide for all event organisers wishing to hire Flitwick Town Council land to host their event.
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick,
Beds. MK45 1AH

Contents

1. Introduction	2
2. Definitions within this Protocol	2
3. Why does FTC have an Event Booking Protocol?	2
4. Who is this Protocol for?	3
5. Application Process	3
5.1 Timescales	4
5.2 Safety Advisory Group	4
6. Roles and Responsibilities of the Council	4
7. Approval of Events	5
7.1 Calendar of Events	5
7.2 Commercial Events	5
7.3 Corporate Event	5
7.4 Community Events	5
7.5 Licenses	5
7.6 Insurance	6
7.7 Refusal	6
7.8 Equal Opportunities	6
7.9 Welfare	6
8. Fees and Charges	6
8.1 Land Hiring Fees	6
8.1.1 Refund of Deposits	8
8.2 Cancellation and Refunds	8
8.3 Officer Time and Administration	8
9. Further Guidance	9
10. Conditions of Hire	9
APPENDICIES	
Appendix 1 – List of Flitwick Town Council Land available for Hire	
Appendix 2 – Event Booking Application Form	

1. Introduction

Flitwick is a thriving commuter town located halfway between Bedford and Luton.

Although it has some 15,000 (approx.) residents and a growing number of small and medium-sized businesses, Flitwick still retains a "village" feel with its Village Hall, green spaces, historical buildings and beautiful woodland. This makes Flitwick a great place to live, work and visit.

The Town Centre offers a train station with links from Bedford to Brighton, bespoke shops/cafes, and a large supermarket. Residents can also enjoy the many attractions London has to offer, which is only a 50-minute train ride away by the Thameslink train service. Alternatively, Luton Airport, less than 15 miles away, acts as a gateway to an extensive choice of European City destinations and beyond.

Flitwick Town Council (FTC) welcomes event organisers to host their events in the town, which meet the Council's corporate priorities as set out in our business plan.

2. Definitions within this Protocol

Event Organiser - may be an individual or a group

Public Event – a formal, organised gathering

Successful Event – an event that has been delivered safely and in accordance with its aims

Small Event – under 25 people

Medium Event – 25-75 people

Large Event – 75-150 people

Major Event – 150 people or 1 day or more

Council Land – includes any of the towns parks and open spaces owned by Flitwick Town Council

FTC – Flitwick Town Council

3. Why does FTC have an Event Booking Protocol

This protocol has been developed to support Event Organisers and promote joint working between organisers, FTC and its contractors. It is only relevant to events taking place on FTC owned land. A list of the land that is available to hire and the scale of events that can be held can be found in **Appendix 1**.

This protocol ensures that Event Organisers and FTC will:

- Adhere to relevant legislation and byelaws of the land ([where necessary](#)).
- Protect the environment and landscape of the land
- Not discriminate against any group or individual
- Adhere to relevant health and safety legislation and guidance for public events in public spaces, and
- Ensure that relevant timescales and planning milestones are met in accordance with those outlined within this protocol.

Event Organisers and FTC must consider the following:

- Impact of the event on the physical and social environment of the area
- Enjoyment, safety and quality of life for residents, visitors and local businesses; and
- Financial implications

The objectives of this protocol are:

- To ensure that FTC fully meets its responsibilities in terms of relevant event legislation and guidance
- To ensure that the event is delivered safely and effectively with minimal disturbance to the local community surrounding the area

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- To ensure that all the necessary infrastructure has been included allowing for the delivery of a safe and successful event that does not have a negative impact on the

Council's land or local community

- To ensure FTC receives adequate revenue for the use of its land
- To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities

It is important that FTC takes into consideration the following:

- Capacity – how many people/cars can fit in an area where the event is proposed
- Ecological Impact – how much use can the land withstand and what type of events can be held in specific areas and whether the character of the land is altered in anyway
- Social Impacts – how many people can comfortably fit in an area and what are the wider implications i.e. car parking in the town

4. Who is this Protocol for?

Anyone wishing to host an event on FTC land.

5. Application Process

All event organisers are required to complete an application form to register their interest in running an event on FTC land. Once FTC receives an application form, the ~~Community Services and Amenities Manager or~~ Amenities Officer or Bookings Officer (Rufus) will go through it and ensure that all the relevant information regarding the event is completed appropriately.

Once the ~~Community Services and Amenities Manager~~ Amenities Officer and /or Bookings Officer has reviewed the application form and discussed it with the Town Clerk & Senior Management Team, they will confirm to the Event Organiser any further information that is required for the application to be considered and given a deadline for this information to be provided.

~~-At this point the Event Organiser will also be given a deadline for when this information needs to be submitted to FTC.~~ Once FTC has received a completed application form with satisfactory information, the event organiser ~~will~~ may be subject to submit a Safety Advisory Group (SAG) form to Central Bedfordshire Council for their comments and recommendations.

The event organiser is to advise FTC of any recommendations and comments received from SAG. See section 5.2 *Safety Advisory Group* for more information on this process.

A copy of the Application Form can be found in **Appendix 2**.

Once all information has been received including from ~~the~~ CBC's Safety Advisory Group, if applicable, a recommendation will be considered by Flitwick Town Council officers for a final decision.

Some events require further input and will be presented to the Community Services Committee for a decision.

5.1 Timescales

Below outlines when an event organiser must make initial contact with FTC/Rufus:

Small Events = 3 months prior to the event

Medium Events = 6 months prior to the event

Large Events = 9 months prior to the event

Major Events = 12 months prior to the event

These timescales may be changed at the discretion of the Town Clerk.

5.2 Safety Advisory Group

~~Large and major~~ Some events will be required to go through the Safety Advisory Group (SAG) process and the Amenities Officer or Bookings Officer will inform the hirer if this is required. ~~FTC reserve the right to refer small and medium events to go through the SAG process.~~ The SAG

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enables key agencies, such as the Police, Ambulance and Fire Services as well as CBC and Event Organisers themselves, to work together to look at safety issues for any public events taking place in the town. The idea is not to discourage events in any way but to provide event organisers with support and guidance to ensure that any events are carried out safely and successfully.

Should any member of the SAG have any questions about an event, the organiser might be

asked to come along to meet the group so that any issues can be discussed, and the organiser can ask for advice from the members - there is such a wide range of skills and experience available within the CBC Events Safety Advisory Group.

6. Roles and Responsibilities of the Council

FTC has the responsibility to approve any event taking place on its land in accordance with this protocol. Our Community Team and/or Bookings Team will liaise directly with event organisers and all necessary parties to ensure that these events are feasible, viable and safe.

The Officer will:

- Assess the Event Application Form
- Liaise with the Event Organiser throughout the process and ensure they are kept informed
- Assess all accompanying event paperwork; Event Management Plans, Risk Assessments and Event Safety Plans
- Liaise with necessary parties regarding the event, such as councillors, grounds maintenance, residents etc.
- Where deemed necessary, undertake a site visit during set-up and de-rig to ensure all conditions are being met according to this protocol and/or any information specifically detailed during the planning process. Officers may also visit the site during the event to check that the event is working in line with the conditions of hire.
- Issue a licence/condition of hire to the Event Organiser and ensure that this is being adhered to

7. Approval of Events

As set out above, The Community Services Team will take a decision to approve delivery of events on FTC land. The following will be considered when considering granting permission.

7.1 Calendar of Events

FTC will check availability based on whether the land is already in use or if there are any other events taking place in the town on the days requested.

All events must follow the timescale provided in section 5: *Application Process* and submit all required paperwork within this timescale.

7.2 Commercial Events

Organisers for Commercial Events must approach FTC in their pre-planning stage and ensure that they follow the timescales and submission requirements prior to advertising the event.

All commercial events will be charged a fee to hire the land for use of the event. Fees and details can be found in section 8: *Fees and Charges*.

FTC reserve the right to stop any commercial event taking place on their land, at any time, if it does not abide to the points highlighted within this protocol and at the discretion of officers, to that which was applied for.

FTC reserve the right to waive fees at their discretion.

7.3 Corporate Event

Applications for corporate events, which are not open to the public, will be approved on an individual basis and subject to individually negotiated fees and charges. FTC reserves the right not to approve any private events, at any time, without justification.

7.4 Community Events

Events that are being held for the community to enjoy, with no entry fee, will be assessed based

on the nature of the event, whether it is for the whole community or a specific group, the size of the event and the type of activities that are being offered. FTC reserve the right not to approve any event they feel is not appropriate for the community.

7.5 Banners/Posters and Flyposting

The hirer must seek permission from FTC (or CBC Planning if applicable) to display banners and posters. Unauthorised posters and banners are classed as flyposting and will be removed.

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7-67.6 Licences

It is essential that all event organisers have the relevant licences for the type of activities being delivered as part of their event. Some activities that previously required a licence were deregulated in 2014 as a result of amendments to the 2003 Act by the Live Music Act 2012 and the 2013 Order. The Event organiser will be required to submit relevant licenses.

7-67.7 Insurance

It is essential that all event organisers have the relevant insurance cover to indemnify them and FTC against any civil action as a direct result of something that happens at their event. This must be Public Liability Insurance and should be obtained through a reputable company.

All major events must be covered by £10 million Public Liability Insurance. All other events must be covered by £5 million Public Liability Insurance. Dependant on the nature of the event and the organisation delivering it, Employer's Liability Insurance may also be required.

7-77.8 Refusal

In the event that an application is submitted by an event organiser who has previously failed to abide by conditions of approval and timescales granted by the Council, new applications will be rejected unless clear steps have been taken to rectify and follow procedures with the new application.

7-87.9 Equal Opportunities

All event organisers must provide services and facilities that comply with the Equalities Act 2010. It is the responsibility of the event organiser to ensure that any staff and/or volunteers working on the event have received relevant training in equal opportunities.

7-97.10 Welfare

All event organisers are responsible for the welfare of staff and members of the public that attend their event. Event organisers will ensure that staff and/or volunteers that are on the front line of the event have received the relevant training in dealing with children, young people and vulnerable adults. The event organiser will ensure that good practice guidelines and recommendations are followed at all times and staff and/or volunteers undergo a DBS check where appropriate. Event organisers shall also be responsible for the welfare of any animals that are part of the event.

8 Fees and Charges

All fees and charges are at the discretion of the Council. Fees are based on size of the event, type of event and length of event, including set-up and de-rig time. Fees are charged per event.

8.1 Land Hiring Fees

Below is a **guide** to land hiring fees:

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Event Size	ONE DAY ONLY (£)	Set up/Pack Down Days (£)	Subsequent Days (£)	Deposit
Small (under 25 people)	£15 per hour	n/a	n/a	n/a
Medium (25-75 people)	£75	n/a	n/a	£35
Large (75-150 people)	£150	n/a	n/a	£250
Major (over 150 people and/or 1 day or more)	£300	£200	£50	£500
Indoor Toilet Hire for The Rufus Centre	£15 per hour	n/a	n/a	n/a
Football Pitch Hire (Rufus Centre/Hinksley Road)	Price upon request	n/a	n/a	n/a
Rufus Corporate Events	£500	Price upon request	Price upon request	£250

Hirers that wish to establish a new regular event such as an exercise class, and in FTC's opinion are providing a benefit to the community, may be offered a discounted rate for consecutive bookings (only applicable for small sized events up to 25 people); excluding land at the Rufus Centre.-

Fees are payable, along with a deposit payment ~~for the section below~~, when agreement has been obtained for the event to take place. If the full fees and deposits have not been received within 1 month to the date of the event, the Council reserve the right to withdraw their acceptance of the event and granted permissions.

8.1.1 Refund of Deposits

On completion of a successful event, the deposit payment will be returned to the event organiser (minus any deductions appropriate), within 30 days of the event date, unless there are mitigating circumstances or other charges are unpaid.

8.2 Cancellation and Refunds

If an event is cancelled more than 1 month prior to the event date, fees and deposit payments will be returned in full.

If an event is cancelled within 1 month of the event date the Council reserves the right to retain 50% of the hire fees and charges.

8.3 Officer Time and Administration

Certain events that may require additional officer time will be charged accordingly. This will be pre-agreed with the organiser at an hourly rate of £16.00.

9 Further Guidance

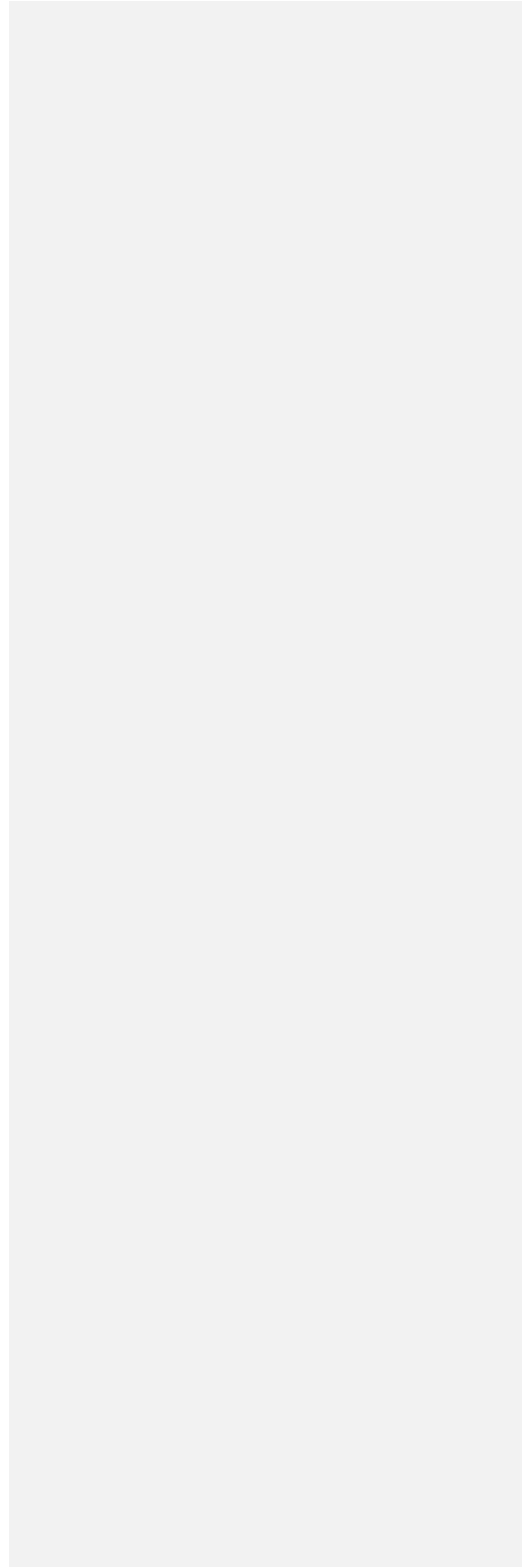
Once applications have been assessed the FTC may advise event organisers of aspects for their event which require further guidance and/or action.

These may include:

- Compliance with the CBC Safety Advisory Group
- Event Management plan

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- Health and Safety
- Road Closures and Traffic Orders



- Power supply
- Licences
- Catering and Food Hygiene
- Noise
- Animal Welfare
- Fireworks
- Any specific activities within the proposed programme

Please note: this list is not exhaustive and there may be other aspects which arise dependant, dependent on the event

It is also important that the event organiser carries out the relevant risk assessments, standards and fire assessments. Support can be provided by FTC with writing these documents and will be subject to the administration charges outlined within section 8.3: *Officer Time and Administration* where relevant.

There are also a number of other considerations that FTC require the event organiser to manage as part of their event. These include:

- Marketing and Promotion
- Signage
- Traffic Management and Car Parking
- Welfare and Sanitation

Event organisers are encouraged to refer to The Purple Guide for health, safety and welfare at events. FTC will refer to this guide if necessary and event organisers will be expected to adhere to these guidelines. This guide can be viewed at www.thepurpleguide.co.uk

10 Conditions of Hire

The ~~Community Services and Amenities Manager~~ Amenities Officer and/or Bookings Officer will liaise with the event organiser regarding the conditions of hire and if necessary, issue an agreement between FTC and the event organiser. FTC reserves the right to immediate termination of the agreement if at any time the event organiser breaches any aspect set out within the agreement itself.

Appendix 1 – A list of FTC land available to hire:

Area of Land
Rufus Centre
Millennium Park
Hinksley Playing Field
Station Road Field
3 Station Road

Appendix 2 – Event Booking Application Form

Event Booking Application Form

This form is to be used by event organisers wishing to host an event on land owned by Flitwick Town Council. It should be completed at the earliest opportunity and returned to susan@red@flitwick.gov.uk or sarah@burgess@flitwick.gov.uk

Please ensure that you have read and understood the Event Booking Protocol which accompanies this form.

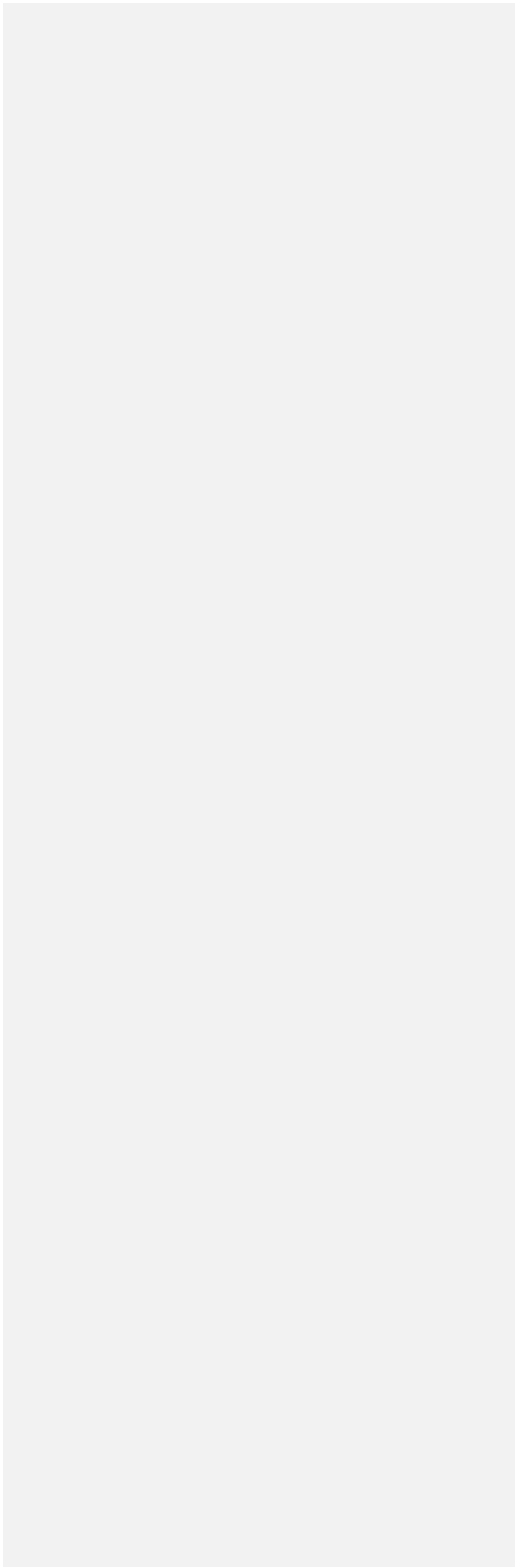
Event Details

Event Title	
Proposed Date for Event	
Proposed Start and Finish Times for Event	
Proposed Location for Event	
Set Up and De-Rig Dates and Times (if applicable)	
Type of Event	
Nature of Event	
Event Audience (number of people and target audience)	
Brief Overview of Event	

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Is there a charge to the public to take part in the event?

--



Organisers Details

Name				
Organisation				
Are you a charity / non-profit organisation?	Yes		No	
Email				
Telephone				

Declaration

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that I cannot hold the event on land owned by Flitwick Town Council without prior agreement and the necessary paperwork being submitted according to the Council's Event Booking Protocol.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

Print name	
Role within the Event	
Signed	
Date	

Please return your completed application to susaneldred@flitwick.gov.uk or bookings@therufuscentre.co.uk or sarahburgess@flitwick.gov.uk If you require any support or information regarding your application please phone 01525 631900.



FLITWICK TOWN COUNCIL

Report to Community Services 05.08.2025 Allotment Facilities

Implications of recommendations

Corporate Strategy: An engaged community

Finance: Allotment EMR

Equality: Accessible to all

Environment: Improve the quality of the Public Realm

Background

Historically it was decided to withdraw the use of portaloo's at both Steppingley Road and Station Road allotment sites due to budget restraints.

In May 2023 it was agreed at an Allotment Working Group to investigate the possible reinstatement of portaloo's at both sites, as requested by allotment holders.

It was resolved at the Community Services Committee meeting in June 2023 to reinstate the portaloo's for the growing season, with the toilets being removed on 31st October 2023.

At the Community Services Committee meeting in November 2023 it was resolved to reinstate the portaloo's for the 2024 growing season, with the toilets being installed on 1st April 2024 and removed on 31st October 2024.

At the Community Services Committee meeting in October 2024 it was resolved to reinstate the portaloo's for the 2025 growing season.

Introduction

The portaloo's are currently on both allotment sites up until 31st October 2025.

The Amenities Officer has received a quote to install one portaloo at each allotment site for the growing season only (1st April 2026 – 31st October 2026). This would cost £1680 + VAT which includes delivery, removal and weekly servicing.

The allotments are mostly in use from April – October, with winter months seeing a reduction in the number of people spending long periods of time at their allotment.

Additional Information

Members have previously expressed that the portaloo's should not be continuously funded year on year out of the Allotment EMR and Officers are keen to get a steer on a long term decision going forward rather than bringing this back for consideration year after year.

In the recent allotment fees review, facilities were also compared:

Ampthill	Barton	Biggleswade	Houghton Regis	Leighton/Linslade	Stotfold	Toddington
No toilet facility	No toilet facility	No toilet facility	No toilet facility	Compostable but looking to return to portable as the compostable weren't getting used	Woowoo Compostable	No toilet facility

Allotment fees are held in cost centre 302 until year end when they are transferred to an EMR; this is due to allotment income having to be utilised for allotments only.

Flitwick Town Council currently has £17451.68 in the Allotment EMR.

Options

1. Members are asked to consider installing one portaloo at both Station Road and Steppingley Road allotment sites. To approve the spend of £1680 (plus VAT) from the Allotment EMR for this service.
2. Members are asked to consider not reinstating toilet facilities in the future at Station Road and Steppingley Road allotment sites.

Sarah Burgess
Amenities Officer



FLITWICK TOWN COUNCIL

Report to Community Services 05.08.2025 Burial Ground & Allotment Fees

This report was considered at the July Community Services meeting. The only decision made was the introduction of a fee for the transfer of exclusive rights (which has been applied) and football pitch hire fees. Officers have reissued this report in the same format, with any additional information and officer recommendations included in red text.

Background

The Council review the fees annually for services within the Town which include allotments, burial ground and football pitch hire.

Allotment rent increases must be noted at the Allotment AGM a year in advance, which takes place in October each year.

The Town Council did not increase fees for the burial ground for 2024/25 or 2025/26 and no increase for allotment fees for 2025/26 or 2026/27.

Introduction

A fee comparison exercise has been carried out by the Amenities Officer with other local Councils. Please see attached appendix 1.

Comparison Summary;

Allotments:

- FTC'S plot fees are generally lower in comparison to other Council's
- The average yearly allotment rent works out to be £46.80
- Deposits are being introduced to offset costs when a tenant vacates a plot – ie; when a plot is left in an unsuitable condition to re-let and/or rubbish is left behind
- No Council provided port-a-loos, two provide compostable toilets with most providing no toilet facilities

Burial Ground

- Although the fees vary FTC's fees are average across the board
- Noticeably, all Council's compared charge for Transfer of Exclusive Rights – FTC do not charge currently

Other Information

Burial ground fees are applied from April-March and Allotment rent is applied from January to January.

Recommendations/Options

Allotments

1. To consider increasing the Allotment fees for 2027/28 by 5% (£28.56)
2. To consider not increasing the Allotment fees for 2027/28 (£27.20)
3. To consider introducing a deposit for end of tenancy

Burial Ground

1. To consider Burial Fees for 2026/27 to remain the same

Officer Recommendations

Allotments

Option 1. To consider increasing the Allotment fees for 2027/28 by 5% (£28.56)

Option 3. To consider introducing a deposit for end of tenancy

Burial Ground

Option 1. To consider Burial Fees for 2026/27 to remain the same

Sarah Burgess

Amenities Officer

Flitwick Nature Park Management Plan

2025 – 2030

Drafted: July 2025

Last updated:



**Flitwick Town Council
The Rufus Centre
Steppingley Road
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Contents

1. Introduction

- 1.1 Flitwick
- 1.2 Flitwick Nature Park

2. Site description

- 2.1 Summary of site details
- 2.2 Location maps
- 2.3 Historical map
- 2.4 Aerial photo
- 2.5 Site history
- 2.6 Water, flood risk and drainage
- 2.7 Services
- 2.8 Geology
- 2.9 Soils
- 2.10 Ecology
- 2.11 Site access
- 2.12 Local communities and visitors
- 2.13 Pests, diseases and invasive species
- 2.14 Site safety and security
- 2.15 Marketing
- 2.16 Resources
- 2.17 Trees, woodland and hedgerows
- 2.18 Site maintenance
- 2.19 Partnership organisations
- 2.20 Staff and labour resources

3. Site analysis and assessment

4. Vision

5. Management aims and objectives

6. Five-year action plan

7. Appendices

1. Introduction

1.1 Flitwick

Flitwick is a town in Central Bedfordshire and is mentioned in the 1086 Domesday Book as ‘a hamlet on the River Flitt’. The Flitt starts as a small pool near Chalton then flows north through Flitwick Moor (Site of Special Scientific Interest), Flitton, Chicksands, Shefford and Stanford before meeting the Rivel level at Langford.

The town lies between Bedford and Luton and is adjacent to the town of Ampthill with the A507 road and a watercourse called Running Waters separating the two. There are two tiers of local government covering Flitwick at parish (Flitwick Town Council) and unitary authority level (Central Bedfordshire Council).

Flitwick has good transport links with Junction 12 of the M1 being a 5-minute drive and Bedford, Luton and the A1 25-30 minutes’ drive. The town is served by a train station on the Thameslink line making it a convenient location for commuting to London. Flitwick has steadily grown in recent years with a current population of 13,663 (2021 census).

1.2 Flitwick Nature Park

Flitwick Town Council acquired the land in 2014. In 2019 Flitwick Town Council received planning permission to change the 27.7ha site into a Nature Park to deliver on ecological, leisure and community involvement objectives and provide a new cemetery. The Nature Park and cemetery were not delivered, and the land reverted to unmanaged open grassland that was used by local and surrounding communities as an informal open access site heavily frequented by dog walkers.

The site is now formally known as Flitwick Nature Park (FNP) and consists of approximately 27.7ha of former agricultural land having previously formed part of Central Bedfordshire’s portfolio of farmland. The site was planted with trees and shrubs during winter 2023/24 using DEFRA funding, administered by the Forest of Marston Vale Trust under the Trees for Climate Grant. The site is located west of Maulden Road and south of the A507, close to the urban fringes of Flitwick which lies to the southwest. The settlement of Ampthill lies 1.8 miles northwest of the site.

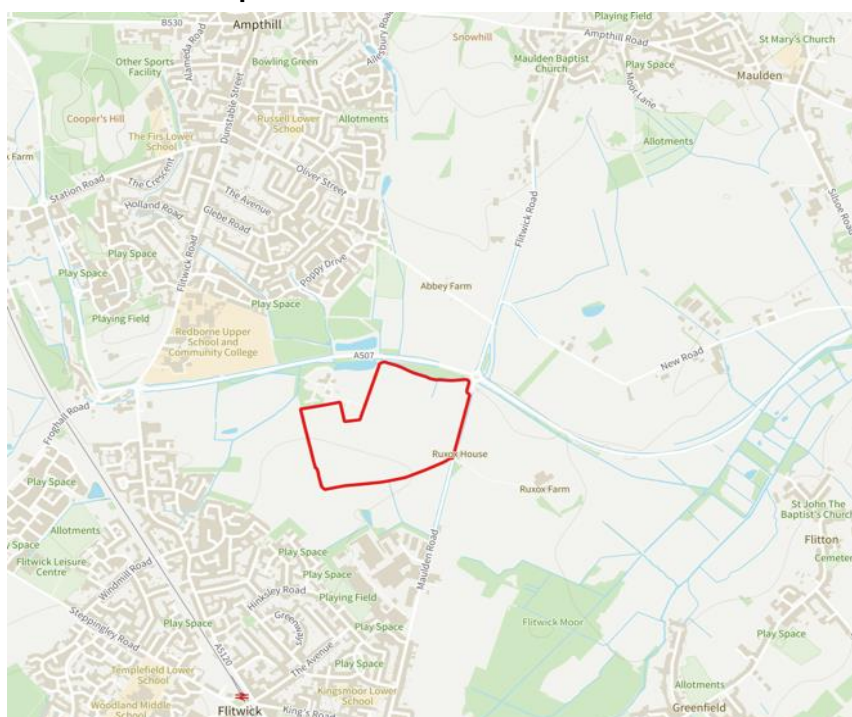
Flitwick Nature Park rises to the south providing views towards the Greensand Ridge and Flit Valley. An Anglian Water sewage treatment plant is located on the western boundary of the site which is served by an access road that runs parallel with the northeastern boundary from the A507/Maulden Road roundabout. A Public Bridleway (BW No.2) runs outside of the southern boundary providing off-road links to the town. The site is rural in nature, surrounded by agricultural fields, hedges and open countryside.

2. Site description

2.1 Summary of site details

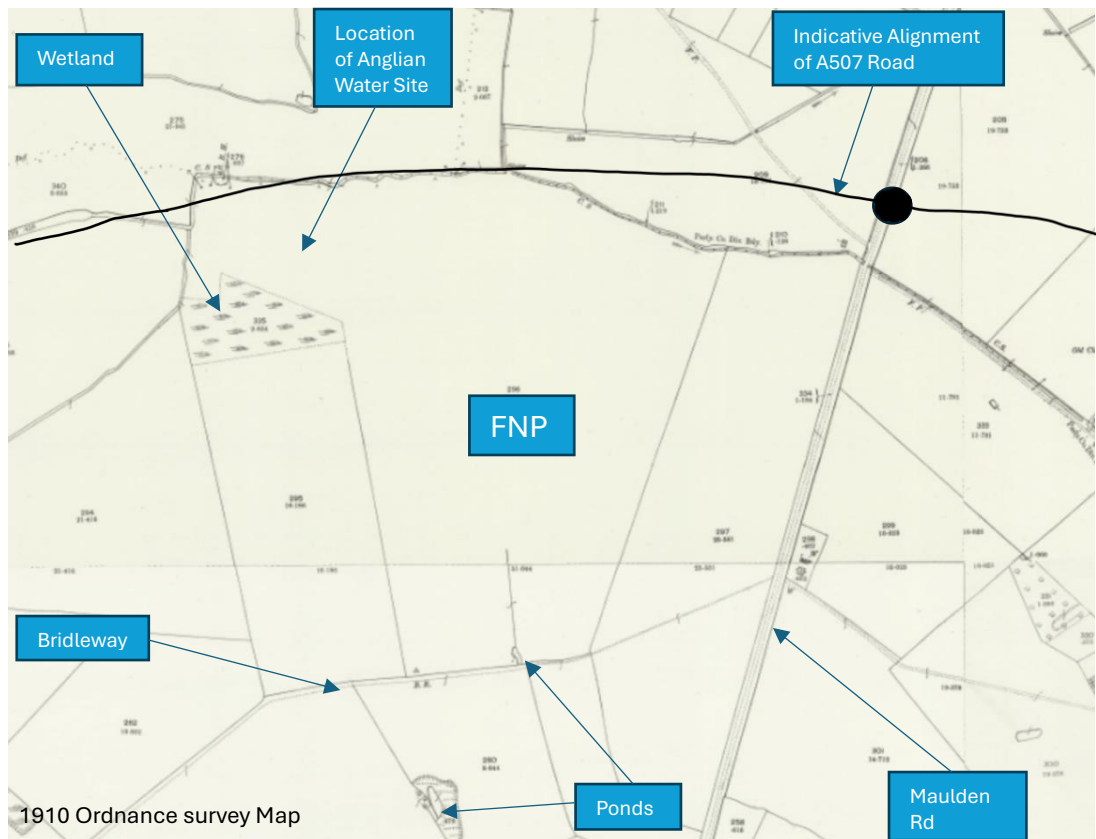
Site Name	Flitwick Nature Park
Site Status	Country Park
Location	TL 040361 OS map 1:2500 map no.
N.E Character Area	NCA 90: Bedfordshire Greensand Ridge
Local Landscape Character Type	Central Beds LCA: Type 7a – Flit Greensand Valley
Local Planning Authority	Central Bedfordshire council
Tenure	Freehold
Area	27.2ha
Consultees for original plan	Public Consultation carried out as part of Flitwick Nature Park Design
Owner	Flitwick Town Council
Last Update	July 2025
Key Contacts	Town Clerk – Stacie Lockey Stacielockey@flitwick.gov.uk Amenities Officer – Sarah Burgess sarahburgess@flitwick.gov.uk

2.2 Location Map



Flitwick Nature Park boundary shown as red line

2.3 Historical map



2.4 Aerial photo (Google Earth)



2.5 Site history

The site was actively farmed for many decades until Flitwick Town Council took ownership in 2014 when it reverted to unmanaged grassland. The site was originally divided into 3 fields with an area of wetland to the northwest of the site as shown in the above 1910 Ordnance Survey map. A pond was located on the southern boundary adjacent to the bridleway which no longer exists.

Previous planning applications for the proposed cemetery and Nature Park projects resulted in archaeological field evaluations and heritage assessments that noted areas within the site that ranged from low to high archaeological significance. The second assessment noted one area of sub ground archaeological activity on the southwest part of the site that is thought to comprise enclosures with possible internal features.

As part of the Environmental Impact Assessment to re-forest the park Central Beds Councils Archaeologist was consulted to aid the design of the new woodland around heritage assets. Three areas of significance were identified as part of this engagement with one supporting the discovery of the enclosures to the southwest of the site, another showing potential remains of iron age settlements to the east of the site and a third noting potential alluvial deposits relating to roman British activity within the vicinity of the River Flit in association with evidence found in the surrounding area.

The design of the new woodland and recently approved Flitwick Nature Park planning application have accommodated the below ground heritage assets by incorporating them within open space and creating a 40m grass buffer strip alongside the River Flit with a further 50m buffer containing shallow rooting hazel compartments.

2.6 Water, Flood Risk and Drainage

The northern part of the Nature Park which lies adjacent to the River Flit is within Flood Zones 2 and 3 and at risk of surface water flooding as shown in the image 1 and 2.

Image 1 - Flood Zone Map

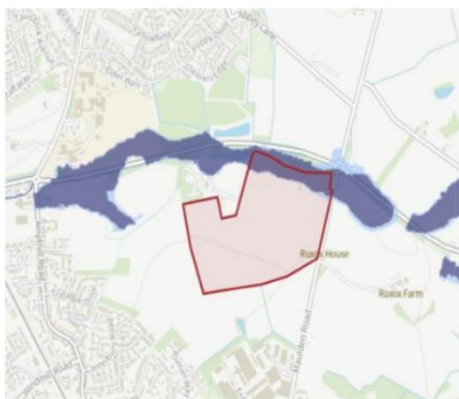
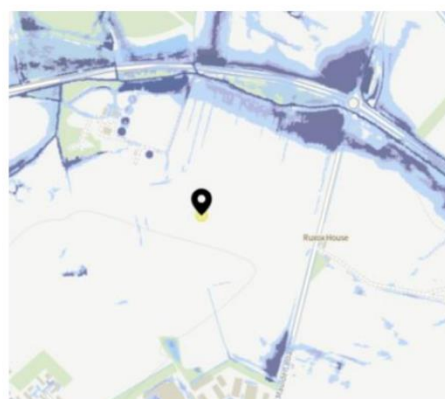


Image 2 - Surface Water Flooding.



The northeastern corner of the site is prone to localised flooding that sits wet over winter due to a lack of connectivity with the surrounding ditch network. The site is within an NVZ, Drinking Water Safeguard Zone, a Source Protection – Zone III total catchment and a EWCO Water Quality Area.

2.7 Services

A foul water sewage pipe crosses the park from the Anglian Water site located to the northeast. No other services are known to exist across the park.

2.8 Geology

The site slopes gently from a low ridge in the southwest to level terrain in the northeast forming the floodplain of small stream which runs parallel to the A507 road adjacent to the northern site boundary.

British Geological Survey 1:50,000 scale information records the solid geology in the south as Woburn Sands Formation and elsewhere as West Walton and Ampthill Clay Formations. Overlying drift cover is recorded across the entire site: on the higher ground in the south comprising glacio-fluvial sand and gravel; in central areas Head, and in the north River Alluvium.

2.9 Soils

The National Soil Map (published at 1:250,000 scale) shows Thames Association in the north; groundwater-affected wet alluvial clays. Elsewhere, Evesham 3 Association is recorded: variably calcareous clays formed over Jurassic mudstone.

The Forest Research Ecological Site Classification ESC programme reports that the site has a 'warm, sheltered and slightly dry climate'.

A soils survey that was carried as part of the woodland design and Environmental Impact Assessment noted that presence of 3 soil types across the site which included:

Loams Over Sand (Soil Type 1)

These soils occur on the higher ground in the south of the site and comprise stoneless or very slightly stony sandy loam upper layers, mainly over sandy lower layers. The soils are free draining (Soil Wetness class I) The sandy soils in the south of the site present a slightly dry moisture regime and moderate nutrient supply (in the long term). Target grassland habitat should be dry neutral to acid grassland. However, the current high topsoil nutrient status means that grass growth is likely to be excessive, and extractive mowing (removal of cuttings) in late summer/early autumn over a period of 3 -5 years is recommended to speed the process of nutrient decline.

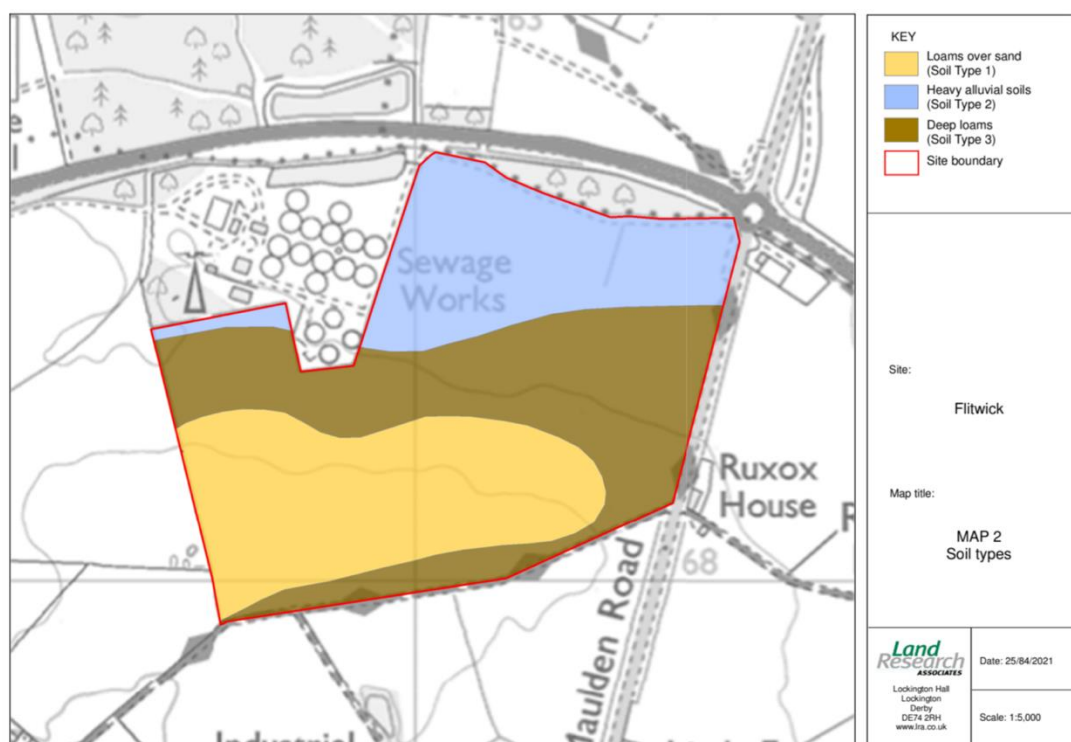
Heavy Alluvial Soils (Soil Type 2)

These soils are found on the lower ground in the north of the site within the flood plain and comprise stoneless clay loam or upper clay layers, with underlying slowly permeable clay or clay loam at relatively shallow depth. Sand and gravel layers often occur at depth. These soils

are affected by shallow groundwater and are seasonally waterlogged (Soil Wetness Class III or IV). Because these soils have a rich moist regime, they are best suited to the establishment of moist neutral grassland and native woodland. Extractive mowing would help control weed growth rates. These soils are heavy and wet and likely to increase in wetness under natural drainage with the departure of agricultural land management. Subsoil waterlogging and periods of standing water are predicted between late November and early April with open grassland likely to become infested with rushes and sedges. Nutrient status is low and weed competition is likely to be relatively low requiring limited management.

Deep Loams (Soil Type 3)

These soils are found on the slopes between the sandy high ground and the alluvial areas. They comprise sandy clay loam topsoil's, with sandy clay loam or sandy loam subsoil showing evidence of seasonal waterlogging appears to be caused by groundwater perched above underlying clay layers (the subsoils are usually permeable in the upper 80cm). These soils are mainly free draining where drained for agriculture (Soil Wetness Class II) but are likely to be affected by seasonal waterlogging under natural conditions which would put them into Soil Wetness Class III.



Map showing soils type from Soils Survey Report Drafted by Land Research Associates

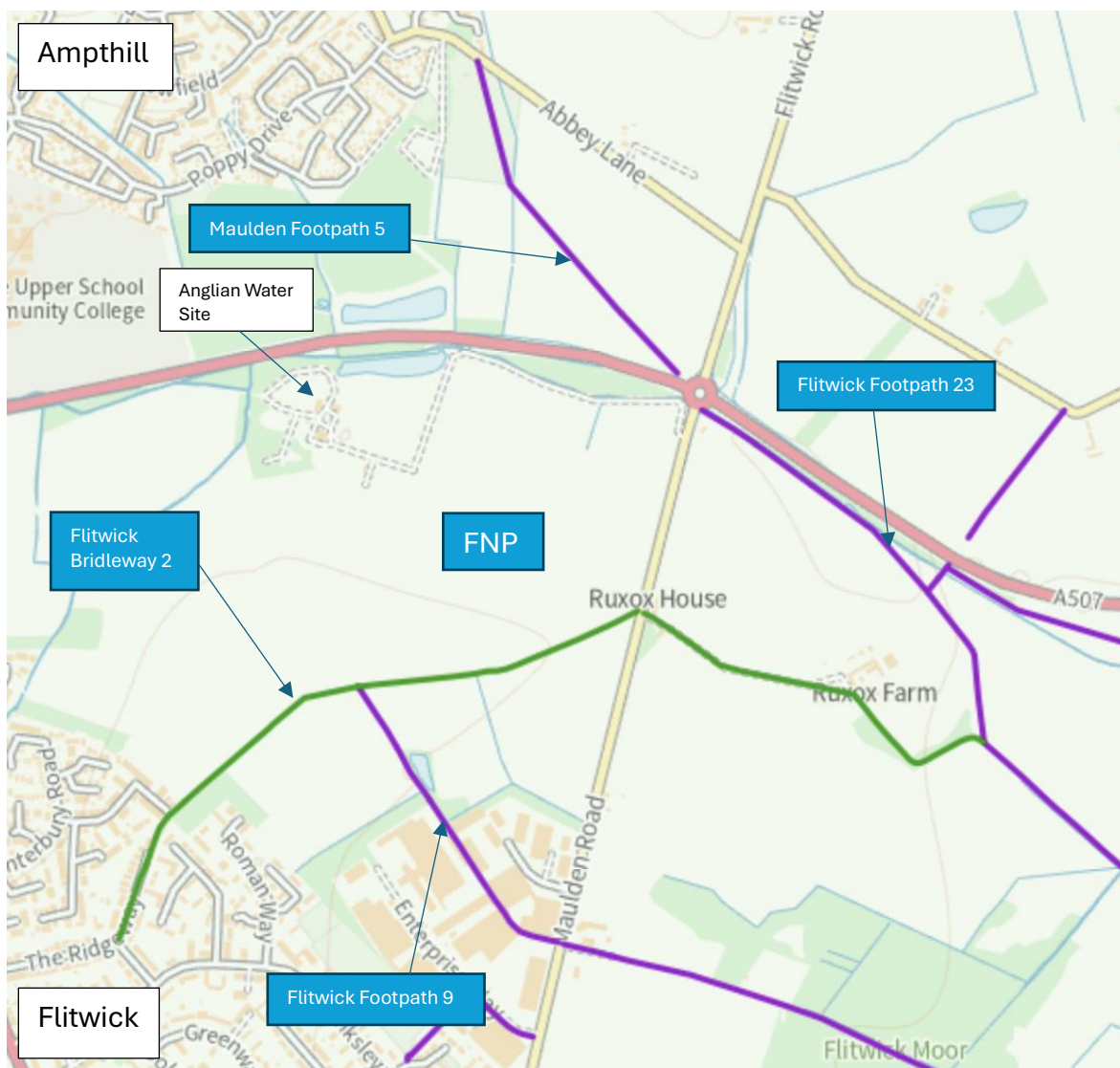
2.10 Ecology

Due to the sites predominately arable history it has limited ecological and biodiversity value. A Preliminary Ecological Appraisal, as part of the 2024 Planning Application, noted that the site could provide suitable habitat for Great Crested Newts and bats due to the mature oaks located along Maulden Road. A further ecological survey was carried out in July 2024 and found a few

common lizards, noting the site is suitable for ground nesting birds and hedgehogs may also be present.

The existing grass sward is a weedy fallow consisting of meadow grassland with common herbaceous species including lentil vetch, common fleabane and ragwort with self-set oak trees dotted throughout the field. Data held by the BRMC show that Skylarks, Lapwing, Brown Hare and a Sparrowhawk have been spotted on site and Barn Owls, Yellow Wagtails, Kestrels, Badgers and a Whitethroat have been seen within surrounding fields.

2.11 Site access



Crown Copyright and database rights (2022 Ordnance Survey Open Data)

Definitive Public Rights of Way

The public footpaths surrounding the site as shown on the map above are detailed below:

Flitwick Bridleway 2

The bridleway starts in Flitwick from the Ridgeway and aligns along the southern boundary of the site to the Maulden Road before continuing to Flitton via Ruxox Farm. This bridleway is a very important route for users visiting the site from Flitwick.

Flitwick Footpath 9

The footpath starts from its junction with Bridleway 2 on the southern boundary of the site and continues to Flitton via Maulden Road and Flitwick Moor. A well-used path by residents who live near Maulden Road which provides good access to the site.

Maulden Footpath 5

This footpath starts from Abbey Lane in Ampthill continuing southwards to the A507 at the Flitwick/Maulden roundabout. The footpath ends at the A507 opposite the start of Flitwick Footpath 23. This footpath is well used and provides access to the site from Ampthill.

Flitwick Footpath 23

The Footpath starts from Maulden Road immediately south of the A507 roundabout, opposite the Flitwick Nature Park, and continues eastwards connecting to a network of paths that head to Maulden and Flitton.

Non-definitive desire lines

Because the site laid fallow and unmanaged for a few years desire lines form people using the site crossed the site at multiple locations often connecting to the above-mentioned Public Rights of Way or to different unauthorised parking locations around the site.

Woodland rides

The newly created woodland includes a network of new woodland rides (grass or surfaced access routes) that provide access between the woodland compartments and around the perimeter of the site that link into the connecting Public Rights of Way network. Some of the new rides follow the alignment of the desire lines but not all as some paths crossed areas that were fenced for grazing.

Access for all

The perimeter path will be surfaced as part of a project to deliver access all year round and encourage people with limited mobility to visit the site. The internal rides will be left as grassed routes. The new surfaced route is planned for delivery in 2026. Interpretation boards and new benches will also be delivered as part of this project.

Access by car

The site will have a formal car park as part of the formalisation of the site. Situated on the east of the site with access from Maulden Road, Flitwick, the car park will consist of 16 standard size parking bays, 4 accessible parking bays and overspill for 10 cars. Cycle parking will also be provided. .

Access by public transport

By bus: Grant Palmer operate an hourly bus service between Flitwick, Ampthill and Maulden.

By train: Flitwick train station is on the Midland Main Line and managed by Thameslink with two trains an hour via the Bedford to Brighton route.

2.12 Local communities and visitors

Flitwick Nature Park is located to the north of Flitwick, southeast of Ampthill and the villages of Maulden to the north and Flitton to the east. Flitwick has steadily grown in recent years with a current population of 13,663 whilst Ampthill has a population of 8,825 (2021 census).

The site has no counters to record visitor numbers but given the number of eroded paths (desire lines) usage is high and constant. Current visitors include dog walkers, runners/joggers and walkers. Dog walking appears to be the main use with people either walking via the public bridleway off The Ridgeway in Flitwick or driving to the park.

Visitor surveys and feedback are obtained via Flitwick Town Councils website, social media and annual residents' survey. Any complaints or questions dealt with by council staff. Further public engagement work will be carried out as infrastructure is delivered and the park matures.

2.13 Pest, diseases and invasive species

Because the site has been left as fallow grassland for more than 5 years some undesirable pests and species have grown in dominance and could conflict with future land management activities. Known pests and species found on site are as follows:

Grey squirrel

Numbers of squirrel found on site are low and mainly seen along the northern and western boundaries where groups of larger trees are located. As the new woodland matures squirrel numbers will grow unless numbers are controlled. If numbers are not controlled then the squirrels will have a negative impact on the emerging woodland by stripping bark, including main stem and branches, to access the sweet sap and to mark territory. The stripping of bark will prevent the flow of water and nutrients thus weakening the trees and making them susceptible to disease which can be fatal for younger trees. The bark stripping can also deform stems, leading to rot and cavities which will reduce the quality and value of the tree.

Tree species particularly vulnerable to grey squirrel that are present on site are Oak, Birch, Hornbeam and Scotts pine trees. Squirrel populations will be monitored by the Public Realm team.

Rabbits

The rabbit population is restricted to the southwestern boundary where the terrain rises away from the wetter areas to the north of the site. Because the rabbit population is restricted to the western boundary the impacts on flora and fauna and young saplings is limited but populations are likely to increase as the new woodland matures and provides cover for new burrows.

Deer

Although numbers found within the site are low deer numbers are high within the surrounding landscape with Muntjak, Chinese Water and Fallow deer all grazing on grasses, flora and fauna, emerging trees and shrubs and crops. Sika deer have also been seen within Bedfordshire which will add to the pressure on vegetation and crop.

High deer populations can negatively impact new and existing woodlands by overgrazing, damaging/killing saplings, and reducing biodiversity. Deer can also strip bark which can weaken the tree and reduce the timber value or kill the tree if its ring barked at the base. Deer can also reduce understorey vegetation which includes flora and fauna and emerging trees & shrubs which can negatively affect the habitats of various woodland species including insects, birds and other animals. Deer population will be monitored by the Public Realm team and management of deer populations will be actioned if necessary to protect the trees.

Mink

Unknown numbers on site but very likely they are present given the water course along the northern boundary. Mink feed on fish, invertebrates, birds and small mammals including the water vole and is noted in the UK Biodiversity Action Plan as a species that should be controlled. Mink population will be monitored by the Public Realm team.

Ragwort

Ragwort is a native UK plant that is an important food source for the Cinnabar moth caterpillar and a nectar/pollen source for many other insects including butterflies and bees. It supports a wide variety of insects thus contributing to biodiversity.

Unfortunately, Ragwort can cause serious harm to livestock, especially horses and cattle due to its toxicity which causes liver damage. Ragwort is easily spread by wind and can be difficult to control due to its ability to regenerate from roots, even after being damaged. The Weeds Act 1959 lists Ragwort as a problematic plant, and landowners should take measure to prevent its spread to agriculture land. Ragwort is controlled within the site by spraying using certified contractors and pulling using volunteers with all plants either burnt on site or removed for disposal.

Ash dieback

The new woodland has no ash trees as this species is no longer allowed to be planted within the UK due to the presence of ash dieback disease. Young ash trees are in pockets of existing scrub along the northern and western boundaries which will be monitored by the Public Realm team and volunteers for signs of deadwood in the canopy that could fall on public access routes.

Oak Processionary Moth (OAP)

OAP is a non-native moth species whose caterpillars are a pest of oak trees and pose a health risk to humans and animals due to their irritating hairs which can cause skin rashes, eye and throat irritation and in some cases breathing difficulties. The caterpillars are known for their 'procession' behaviour, moving in a nose to tail line and covered in small irritating hairs and web

like nests on trunks or within tree branches. Mature oak trees along eastern boundary will be monitored during March and April and specialist contractors used to remove any nests.

2.14 Safety and security

Flitwick Town Council has a Health and Safety Policy statement which can be found on our website – www.flitwick.gov.uk. The policy statement is reviewed regularly by Council. Risk assessments are carried out for all task of the Council and these are reviewed, at a minimum annually or sooner if the task changes. The Council have a Health and Safety Advisor and there is an annual visit. FTC staff are first aid trained, and volunteers are provided with toolbox talks and risk assessments. The Public Realm team presently carry out fortnightly site checks.

Risk assessments are available for all site visits and management tasks which are held in paper and digital form and updated annually. Copies of these are digitally communicated to all contractors and formal visitors who carry out any works or surveys and are then asked to sign off to say they have understood the risk assessment.

All volunteers who work on site are given a site induction and task safety briefing before starting any works and a qualified first aider is present at all group sessions.

2.15 Marketing – Flitwick Town Council use various platforms to promote Town Council sites and activities; these include social media – Facebook, Instagram and X, a dedicated website, Flitwick Papers, banners and paid advertising in local publications.

2.16 Resources

The Town Council have a Central Projects Fund which can be requested to be drawn upon. Additional funding will also be sought by the Town Council where appropriate.

2.17 Trees, Woodland and Hedgerows

Historically boundary trees were located on internal and perimeter field boundaries but were reduced to the perimeter when internal boundaries were removed after WW2. The avenue of mature oak along Maulden Road are the oldest trees on site.

The new woodland was delivered as part of the Trees for Climate woodland creation scheme which is a DEFRA funded grant and administered by the Forest of Marston Vale Trust. The grant pays for all capital costs in the delivery of the woodland, including the first 3 years of beat up and 2-3 years of spraying which was managed by the Forest of Marston Vale Trust. An annual grant is paid to Flitwick Town Council which covers costs associated with the management of the woodland and environmental, ecological, leisure and water resource benefits that the woodland will deliver as it matures.

The woodland creation scheme consisted of a new boundary hedge with hedge trees, 7 compartments (Cpts) of dense woodland, 3 Cpts of Hazel coppice with Oak standards, 1 Cpt of mixed shrubs, 2 Cpts of low-density wood pasture and areas of open space including 3 fenced areas for grazing.



Flitwick Nature Park woodland creation map delivered winter 2023/24

The different woodland compartment types are as follows:

Cpt No.	Size (ha)	Woodland Type	Density and number of trees	Main species
1a	1.01	High density mixed woodland	2525 trees (2500 sph)	Pendunculate oak Hornbeam, Red oak Small leaved lime (SLL), Field maple, Silver birch, Alder and Willow
1b	1.23	High density mixed woodland	3075 trees (2500 sph)	Pendunculate oak, Red oak, Norway maple, Silver birch, Scotts pine and Hornbeam
1c	0.73	High density mixed woodland	1825 trees (2500 sph)	Pendunculate oak, Red oak, Norway maple, Silver birch, Scotts pine and Hornbeam
1d	2.25	Hazel coppice	5625 Hazels (2500 sph)	Hazel with Oak standards
1e	0.90	Hazel coppice	2250 Hazels (2500 sph)	Hazel with Oak standards
1f	3.59	High density mixed woodland	8975 trees (2500 sph)	Pendunculate oak, Red oak, Scotts pine, SLL,

				Silver birch, Hornbeam and Field maple
1g	0.92	High density mixed woodland	2300 trees (2500 sph)	Pendunculate oak, Red oak, Scotts pine, SLL, Silver birch, Hornbeam and Field maple
1h	0.45	Hazel coppice	1125 Hazels (2500 sph)	Hazel with Oak standards
1i	0.47	High density mixed woodland	1175 trees (2500 stems per hectare sph)	Pendunculate oak, Red oak, Wild cherry, Rowan, Alder, Silver birch and Field maple
1j	0.17	Mixed shrubs with small trees	425 shrubs & trees (2500 sph)	Hawthorn, Hazel, Guilder rose, Crab apple, Bird cherry and Wild privet
WP1	2.24	Low density wood pasture	114 trees (51 sph)	Hornbeam, Norway maple, P. oak, Scotts pine and SLL
WP2	0.47	Low density wood pasture	24 trees (51 sph)	Hornbeam, Norway maple, P. oak, Scotts pine and SLL

Stems per hectare (SPH)

The site had very little hedgerows except for the scrubby perimeter boundary along the western boundary and a short section of ditch that once extended across the site as shown on the 1910 historical map. The new perimeter hedge was planted with native shrubs at 5 plants per meter in two staggered rows and consists of the following species:

Species	Percentage %	Plant numbers
Blackthorn	1	172
Crab apple	2	312
Dogwood	5	384
Field maple	1	204
Goat willow	10	768
Guelder rose	1	204
Hawthorn	70	4738
Hornbeam	1	77
Spindle	1	77
Wayfaring tree	1	172
Wild privet	2	154
Hazel	5	543
Total	100	7805

2.18 Site maintenance

Flitwick Town Council manage the site by fortnightly site checks and actioning anything that needs it promptly. Litter picks are regularly carried out on site and dog waste generally isn't a problem. In the future site checks will be more regular as the site develops. Litter bins and dog waste bins will be installed on site and these will be regularly emptied and checked by the Public Realm team. Access rides are cut monthly during the summer months. Larger areas may see the Council make use of contractors. Herbicides will be used when required for control of invasive species such as ragwort.

2.19 Partnership organisations

Flitwick Town Council are committed to working with outside organisations; these include volunteers, community payback, local schools and businesses, the Greensand Trust and the Forest of Marston Vale.

2.20 Staff and labour resources

Flitwick Town Council employ 3 full time Public Realm Operatives and a full time Supervisor. The Public Realm team report to the Amenities Officer. Volunteers and Councillors are drafted in when required. Flitwick Town Council currently work with the Community Payback team and when the opportunity arises, the team will be utilised at the Nature Park.

3. Site analysis and assessment

A welcoming site

Site strengths	Site weaknesses	Opportunities	Threats
<p>Access points - Via the rights of way network and desire lines</p> <p>Usage – site popular with dog walkers, runners and walkers</p>	<p>Signage – no external or internal signs/maps or info boards.</p> <p>Car parking – limited spaces and uneven pot holed surface. Can attract anti-social use.</p> <p>Facilities – no toilets, benches, picnic tables or other infrastructure</p> <p>Access for all – limited access for disabled people</p> <p>Dog bins – only one available</p>	<p>Signage – whole site requires waymarking, signage and info boards</p> <p>Car Parking – a new surfaced car park is proposed.</p> <p>Access points – provide signposts from all site access</p> <p>Access for all – new surfaced routes for all abilities and for all year use</p> <p>Dog bins – install 2 more dog bins to control dog mess</p>	<p>Antisocial behaviour – vandalism to wooden gates. Litter left where cars park.</p> <p>Antisocial behaviour – livestock fences cut, and trees removed.</p>

A healthy and safe site

Site strengths	Site weaknesses	Opportunities	Threats
<p>Safety policy – Flitwick Town Council update policy annually</p> <p>Environmental policy - Flitwick Town Council update policy annually</p> <p>Tree survey – Biannual survey for roadside oaks due Oct 2027</p> <p>inspections Health and safety checks carried out to protect public fortnightly</p> <p>Risk assessments - carried out for all tasks and events held within the site</p> <p>Safe systems of work – for higher risk activities or specialist tools etc</p>	<p>Staff - small Public Realm team stretched across multiple sites within Flitwick and around.</p> <p>Staff – site not manned 24/7 which can lead to antisocial activities on site</p> <p>Conflicts of use – irresponsible dog walkers leading to dog fouling and poor dog control.</p> <p>Access points – site used by horse riders</p>	<p>Uniformed staff – increase staff attendance on site and/or use volunteer rangers as site develops</p> <p>Police – FTC work very closely with Bedfordshire Police</p> <p>Central Beds Council – increase support from Safer Neighbourhood Team</p> <p>Monitoring – use wildlife cameras to monitor areas where anti-social activities take place.</p>	<p>Housing developments – potential increase in anti-social behaviour and wear/tear on site infrastructure</p> <p>Unauthorised access – motorbikes using the site risking other users and livestock</p>

Site maintenance

Site strengths	Site weaknesses	Opportunities	Threats
<p>Site maintenance – site checked regularly and maintained by Public Realm team</p> <p>Regular visitors – Help monitor site and report problems found on site via Facebook or contacting FTC reception</p> <p>Litter – litter levels low and regular litter picks</p>	<p>Dog bins – only one bin for whole site leading to littering and dog fouling.</p> <p>Litter – only one litter bin on site leading to littering.</p> <p>Litter and dog bins will be increased onsite once planning permission has been approved.</p> <p>Isolated & exposed – no daily staff presence and</p>	<p>Events – Raise profile of responsible dog walking</p> <p>Volunteering – Recruit a team of volunteers to help maintain and monitor the site.</p> <p>Central Beds Council – Work with Rights of Way Officer to improve access and surfacing.</p>	<p>Increased visitor numbers – could result in more anti-social activities, conflicts of use and wear & tear within the site.</p> <p>Staffing – limited staff resource needs to cover multiple sites.</p> <p>Resources – limited funding available so more visitors mean higher maintenance</p>

<p>Budget – Annual budget set for site maintenance and improvements</p>	<p>isolated nature of the site can lead to anti-social activities and vandalism. Surfacing & drainage – no surfaced routes so some areas unusable during winter. Poor drainage results in localised flooding which also affects access.</p>	<p>Developments s106 – Work with planning officers and developers to gain financial contributions to help maintain and upgrade on site access and facilities.</p>	<p>costs through wear and tear etc. Fly tipping – site exposed to fly tipping</p>
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Conservation and heritage

Site strengths	Site weaknesses	Opportunities	Threats
<p>Diversity of habitats – mixture of open accessible grassland, fenced grassland for livestock, new woodland/hedgerow/wood pasture habitat. Ground nesting birds – Fenced grassland to reduce disturbance from dogs and walkers. Suitable habitat for lizards, bats and hedgehogs. Below ground heritage – protected by leaving areas as grassland.</p>	<p>A new site – limited habitat value due to young age of trees and hedges. Conservation tasks – limited volunteer numbers and high demand on existing staff limits opportunities Even aged woodland – lack of diversity in new woodland blocks which will change as they mature and are thinned/coppiced. Water – no water supply available for livestock</p>	<p>Grassland management – graze grassland to create ground nesting bird habitat. Woodland management plan – will help identify early opportunities to add interest to even aged woodland. Water supply – install water supply for livestock Ponds – restore pond shown on 1910 OS map. Woodland edge – create a herbaceous woodland edge by leaving 1m grass verge along access rides. Bird/bat boxes – install bird and bat boxes on site.</p>	<p>Livestock – limited availability of suitable graziers and animals Rabbit and deer – eating young trees and flora and fauna. Grey squirrel – negative impact on trees. Mink – negative impact on birds, lizards, insects and small mammals. Invasive plants – creeping thistle, ragwort or Himalayan balsam. Climate change – may bring drier weather or periods of heavy rain leading to localised flooding. Tree pests and diseases – Oak and Ash die back and invasive pests like processionary moth.</p>

			Increase visitor pressure – conflicts of use and for wildlife.
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Community involvement

Site strengths	Site weaknesses	Opportunities	Threats
<p>Ownership – owned by Flitwick Town Council.</p> <p>Feedback – encouraged through social media, email or visiting Council Offices.</p> <p>Budget – set annual budget to maintain and improve the site</p> <p>Visitors – local community using the site for dog walking, running and walking.</p>	<p>Promotion - not signed at access points.</p> <p>Facilities – no surfaced paths, benches, info panels or picnic benches.</p> <p>Visitors – no data on number of people using the site</p>	<p>Events – community targeted events on site</p> <p>Community engagement – use social media and staff to consult and engage with local communities and via the annual resident’s survey</p> <p>Volunteering – recruit a volunteer ranger team to help manage and monitor the site.</p> <p>Community Pay Back – Have team help maintain site</p> <p>Financing – funds available to support community events</p> <p>Visitor counting – use volunteers to spot check user numbers, activities⁹ and diversity</p>	<p>User group conflicts of use – could be a future concern as more user groups/volunteers are attracted to the site as it matures.</p>

Sustainability

Site strengths	Site weaknesses	Opportunities	Threats
<p>EMS – FTC has an Environmental Management System/policy in place</p> <p>Green Waste – all green waste from FNP will be stacked in habitat piles.</p> <p>Herbicides – risk assessments, contractors for large</p>	<p>Recycling litter – only one bin so difficult to separate waste from recycling.</p>	<p>Machinery – purchase more efficient sustainable models</p> <p>Recycle waste - install more bins with options to separate and recycle</p> <p>Sustainable access – encourage more users to walk or cycle</p>	

<p>areas and trained staff for backpack sprayers (smaller areas) Hazel compartments – offer potential to generate a supply of material for hedge laying, making fencing hurdles or sellable products such as baskets or pea sticks etc. Machinery – Newer equipment is environmentally friendly and more efficient. Equipment has a maintenance and replacement schedule</p>		<p>to the site rather than drive. Staff Qualifications - learning and training opportunity for staff</p>	
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Marketing

Site strengths	Site weaknesses	Opportunities	Threats
<p>Website – https://www.flitwick.gov.uk/visiting-flitwick/parks-and-open-spaces/ Facebook – https://www.facebook.com/FlitwickTC https://x.com/NewsFTC Press releases – Budget – finance available to help promote site Staff – FTC has a marketing officer</p>	<p>Accreditation – no Green Flag accreditation News blog – site still in early days but could this happen once works start on new site infrastructure? Yes Site info panels – no structures on site to inform users about the site and how its managed. Interpretation boards will be introduced following planning permission</p>	<p>Greenflag accreditation – seek membership New info site panels – funding to be sourced for new site info and interpretation panels. New leaflets</p>	<p>Budget – There is a marketing budget to cover all of FTC’s marketing activities including the Nature Park</p>

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Management

Site strengths	Site weaknesses	Opportunities	Threats
<p>Council owned – Experienced staff and resource to manage site in a consistent manner.</p> <p>Funding – 15 years of guaranteed income to help manage and develop site with Trees for Climate grant.</p> <p>Community – Local community offer opportunity to create volunteer ranger team and further support.</p>	<p>Council officers – staff resource stretched across multiple sites.</p>	<p>Volunteer Ranger Team – a potential vital resource on the sites doorstep.</p> <p>Stronger partnerships – with local schools, businesses and stake holders.</p>	<p>Economic climate – cuts in staff leading to less site management and maintenance.</p>

4. Vision

To create a thriving nature park where woodland and grassland habitats flourish, providing a sanctuary for wildlife and a place for people to connect with nature. The park will inspire people to connect with nature, fostering a sense of stewardship and responsibility for the environment.

5. Management aims and objectives

The management aims and objectives for the Flitwick Nature Park will be to manage public access whilst protecting, improving and creating habitats for all wildlife are as follows.

a) MA1: To provide a welcoming, safe, and clean park for the enjoyment of all

MO1a - Welcoming

- MO1a - Provide clear and welcoming entrance signage for all users.
- MO1ab - Improve car parking facilities.
- MO1ac - Install map boards to assist orientation around the site and show surrounding connectivity via public rights of way network.
- MO1ad - Deliver a new perimeter surfaced access route suitable for all users.
- MO1ae - Waymark access network
- MO1af - Maintain all existing access routes within the park.
- MO1ag - Provide new benches and picnic tables.
- MO1ah - Provide dog litter bins and all formal entrance/exit points to site.

- MO1ai - Monitor anti-social activities/vandalism and work with local community support officer.
- MO1aj - Establish a volunteer team to help maintain park and manage areas of woodland and hazel coppice.
- MO1ak - Become a destination for learning how to manage hazel coppice and make related products such as hurdles, hedge laying materials and garden products.

MO1b - Healthy and safe

- MO1b - Monitor site usage and as numbers increase provide a uniformed ranger presence on site.
- MO1ba - Carry out monthly site safety inspections to include tree inspections, access infrastructure, livestock fencing and signs of vandalism or antisocial activities.
- MO1bb - Review and update site risk assessments, health and safety and environmental policies.
- MO1bc - Work with visitors and local communities to promote respectful and appropriate use of the park including responsible dog walking.
- MO1bd - Provide first aid training to staff and volunteers

MO1c - A well maintained site

- MO1c - Carry out regular litter picking using staff and volunteers
- MO1ca - Promote responsible dog walking and monitor dog fouling and carry out focused campaigns to tackle problem areas.
- MO1cb - Monitor dog bins and ensure bins are emptied to meet demand.
- MO1cc - Ensure all staff and volunteers are trained to use maintenance equipment and machinery and refreshed every 3-5 years depending on frequency of use.
- MO1cd - Maintain all maintenance machinery as per recommended schedules.
- MO1ce - Ensure all contractors carrying out works on site have appropriate training and certification.
- MO1cf - Monitor and maintain all site infrastructure and respond to visitor pressure.
- MO1cg - Recruit and maintain a volunteer team to help maintain and monitor site.

b) MA2: To maximise the biodiversity of the Nature Park

MO2a - Grassland

- MO2a - Working with the grazier improve the sward within the 3 grass fields for grazing whilst increasing plant diversification.
- MO2ab - Any fields not grazed to be managed for hay and if mown all cuttings to be collected and composted.
- MO2ac - Grassland within and surrounding the woodland compartments to be managed as rough grassland and cut every 2-3 years to prevent scrub establishing.
- MO2ad - Monitor and remove ragwort and creeping thistle from all grazing and hay fields.
- MO2ae - Recruit volunteers to record bird, insect, mammal and lizard populations.

MO2b - Woodland

- MO2b - Retain 1m herbaceous buffer between recently planted woodland compartments and all maintained access routes.
- MO2ba - Control grass competition and replace dead plants during first 3 years.

- MO2bb - Plant more fruit trees along access routes.
- MO2bc - Monitor woodland and hazel compartments for damage by deer and voles.
- MO2bd - Manage hazel compartments as prescribed within the Hazel Management Plan.
- MO2be - Recruit volunteers to record bird, insect, mammal and lizard populations.
- MO2bf - Draft a woodland management plan by 2030.
- MO2bg – Create deadwood habitat at every opportunity through brash piles, leaving dying trees if safe to do so and leaving felled trees on the ground.

MO2c - Ponds and wetland habitat

- MO2ca - Restore pond located to the south of the site shown on 1910 OS map.
- MO2cb - Investigate other areas within the park for pond creation linked to wetland areas shown on the 1910 OS map.
- MO2cc - Connect perimeter security ditch with culverts to allow free flow of water and create seasonal wetland features.
- MO2cd - Monitor and control mink numbers.

MO2d - Hedgerows

- MO2da - Retain 1m herbaceous buffer between recently planted hedge and all maintained access routes.
- MO2db - Control grass competition and replace dead plants during first 3 years.
- MO2dc - Allow hedges to grow tall and bushy to promote nesting, foraging and sheltered habitat where growth will not impede access.

MO2e - Successional areas and scrub

- MO2ea - Retain areas of scrub along western and north-western boundaries.
- MO2eb - Prevent scrub from establishing in designated open space associated with woodland creation to prevent damage to below ground heritage features.

c) MA3: Work with local communities and user groups to enhance their onsite experience whilst protecting habitats and wildlife

- MO3a - In line with Flitwick Town Council objectives promote and enhance recreational activities within the park.
- MO3b - Recruit and support a volunteer team to support council staff and help monitor and manage the park.
- MO3c - As the site matures design a varied program of tasks and activities for volunteers to promote volunteering on site.
- MO3d - Provide effective channels for visitor feedback.
- MO3e – Monitor effects of public access on wildlife/habitats and take effective action to mitigate

d) MA4: Manage the Environmental Management System

- MO4a - Ensure Flitwick Town Council is aware of best practice and current knowledge on environmental management to make informed decisions regarding the park.

- M04b - Review and maintain a Coshh Manual (Control of Substances Hazardous to Health).
- MO4c - Encourage all staff to contribute to the sustainable management of the park.
- MO4d - Review and maintain risk assessments associated with tasks and works on site.
- MO4e - Stack green waste as habitat piles where possible and especially dead wood habitat.
- MO4f - Encourage the use of sustainable transport methods for accessing the park.
- MO4g - Ensure all new machinery or tools are environmentally friendly as possible.
- MO4h - Minimise waste and promote recycling.

e) MA5 Increase the understanding and interest in Flitwick Nature Park and the surrounding countryside

- MO5a - Design and install interpretation for the park in line with Flitwick Town Council brand guidelines to provide information about the park, access and the surrounding countryside.
- MO5b - Ensure all signage and infrastructure follows Disability Discrimination Act regulations.
- MO5c - Promote the site via the Councils website and social media channels.

f) MA6 To monitor and review the management, species, habitats and visitors to the park:

- MO6a - Monitor and review annually management plan objectives.
- MO6b - Survey and monitor wildlife species on site to influence habitat management practices.
- MO6c - Monitor customer feedback and act on valid points where budgets or assets allow.
- MO6d - Monitor habitats, access and site usage.
- MO6e - Check for potential income from grants to improve habitat, access or interpretation on site.
- MO6f - Form stronger partnerships with local schools, businesses and organisations to deliver infrastructure or adapt management practices that improve their usage and visitor experience. This must not be detrimental to existing habitat or species.
- MO6g - Long term aim is to apply for Green Flag status.

6. Five-year action plan

Flitwick Nature Park Action Plan

Annual actions (MA - Management Aim MO - Management Objective)						
Aim	Objective	Action	Responsible officer	Finance	Date	Actions/status
MA1: To Provide a welcoming, safe, and clean park for the enjoyment of all						
MA1a: Welcoming	MO1a	New welcome signs				
	MO1ab	Improve parking facilities				
	MO1ac	New map boards				
	MO1ad	New surfaced perimeter access route				
	MO1ae	Waymark access network				
	MO1af	Maintain grass access routes				
	MO1ag	New benches & picnic tables				
	MO1ah	Provide dog bins				
	MO1ai	Monitor antisocial activities				
	MO1aj	Establish volunteer team				
	MO1ak	Become a learning destination				
MA1b: Healthy and Safe						
	MO1b	Monitor site usage including uniformed ranger presence				
	MO1ba	Monthly safety inspections				
	MO1bb	Review risk assessments, health & safety and environmental policies				
	MO1bc	Work with visitors to reduce conflicts of use				
	MO1bd	Provide first aid training to staff and volunteers				
MA1c: A well maintained site						
	MO1c	Regular litter picking				
	MO1ca	Promote responsible dog walking				
	MO1cb	Monitor dog bins				
	MO1cd	Maintain machinery				
	MO1ce	Check contractor certifications				
	MO1cf	Monitor & maintain site infrastructure				
	MO1cg	Recruit & maintain volunteer team				

Flitwick Nature Park Management Plan

MA2: Maximise the biodiversity of the Nature Park						
MO2a: Grassland	MO2a	Improve grassland sward				
	MO2ab	Ungrazed fields managed for hay or if mown cuttings collected & composted				
	MO2ac	Woodland grassed edge and glades cut every 2-3 years				
	MO2ad	Monitor & remove ragwort & creeping thistle from hay fields				
	MO2ae	Recruit volunteers to record ecology				
MO2b: Woodland	MO2b	Retain 1m herbacious buffer adjacent to woodland (cut every 3 years)				
	MO2ba	Control grass competition around new trees and replace dead plants				
	MO2bb	Increase fruit trees along access routes				
	MO2bc	Monitor woodland blocks for damage by deer and voles				
	MO2bd	Manage hazel compartments as per Hazle Management Plan				
	MO2be	Recruit volunteers to help manage and record				
	MO2bf	Draft woodland amnagement plan by 2030				
	MO2bg	Create dead wood habitat at every opportunity				
MO2c: Ponds and wetland habitat	MO2ca	Restore pond shown on 1910 map				
	MO2cb	Investigate possibility for other ponds				
	MO2cc	Connect perimeter ditch to allow free flow of water				
	MO2cd	Monitor & contril mink population				

Flitwick Nature Park Management Plan

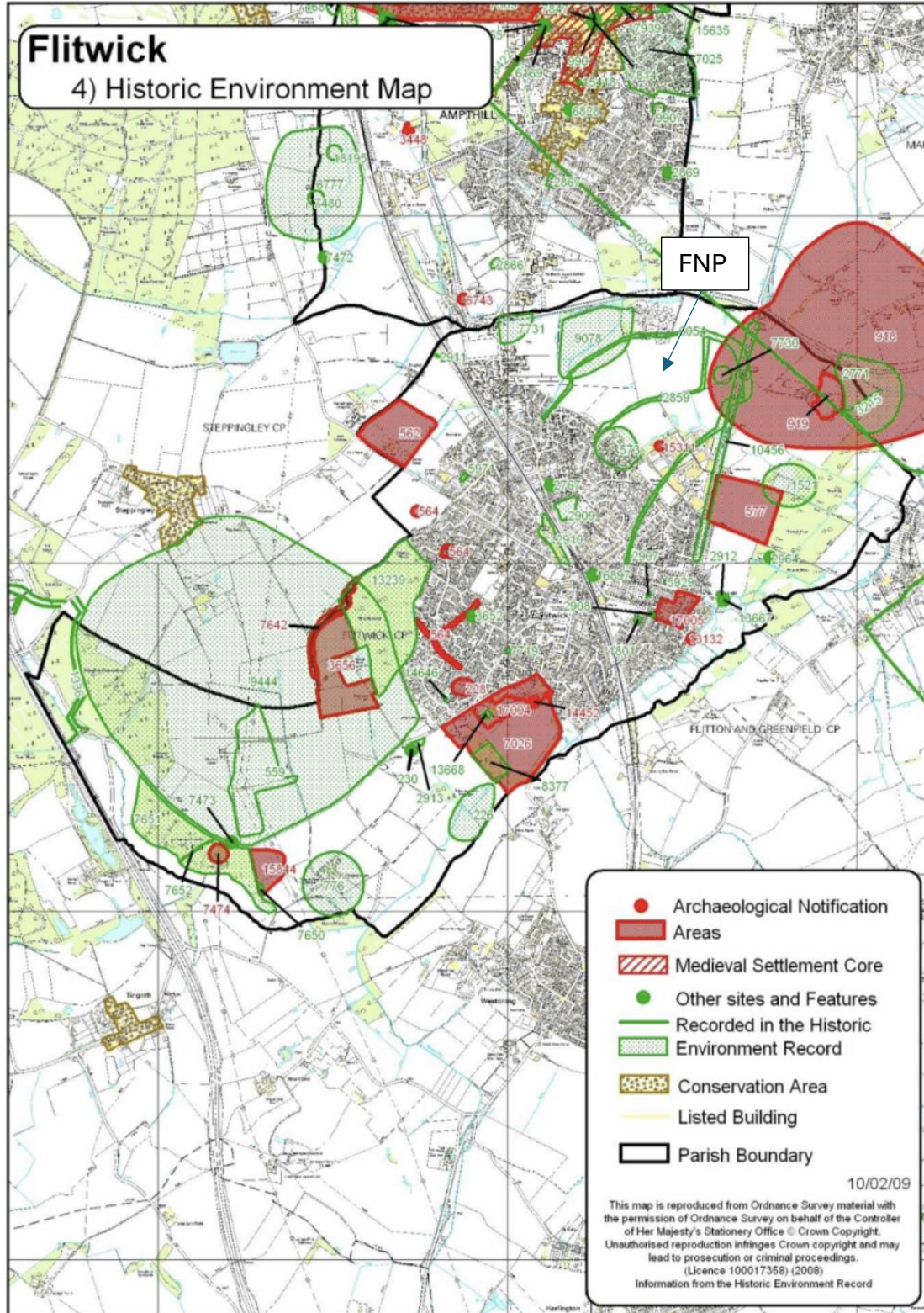
MO2d: Hedgerows	MO2da	Retain 1m grass buffer adjacent to all hedges (cut every 3 years)				
	MO2db	Control grass competition on new hedge and replace dead plants for first 3 years				
	MO2dc	Allow hedges to grow tall and bushy				
MO2e: Successional areas and scrub	MO2ea	Retain areas of existing scrub				
	MO2eb	Prevent scrub establishing in designated open space				
MA3: Work with local communities and user groups to enhance onsite experience whilst protecting habitats and wildlife	MO3a	Promote & enhance recreational objectives within the park				
	MO3b	Recruit and support volunteer team				
	MO3c	Design program of varied tasks as opportunities arise				
	MO3d	Provide opportunities for visitor feedback				
	MO3e	Monitor impacts of public access				
MA4: Manage the environmental management system	MO4a	Ensure FTC is aware of best practice and latest knowledge on environmental management systems				
	MO4b	Review and maintain Coshh manual				
	MO4c	Encourage all staff/volunteers to contribute to sustainable management of the park				
	MO4d	Review and maintain risk assessments				
	MO4e	Stack green waste as habitat piles where possible & especially dead wood habitat				
	MO4f	Encourage the use of sustainable transport methods for all users of the park				
	MO4g	Purchase environmentally friendly tools & machinery				
	MO4h	Minimise waste and promote recycling				

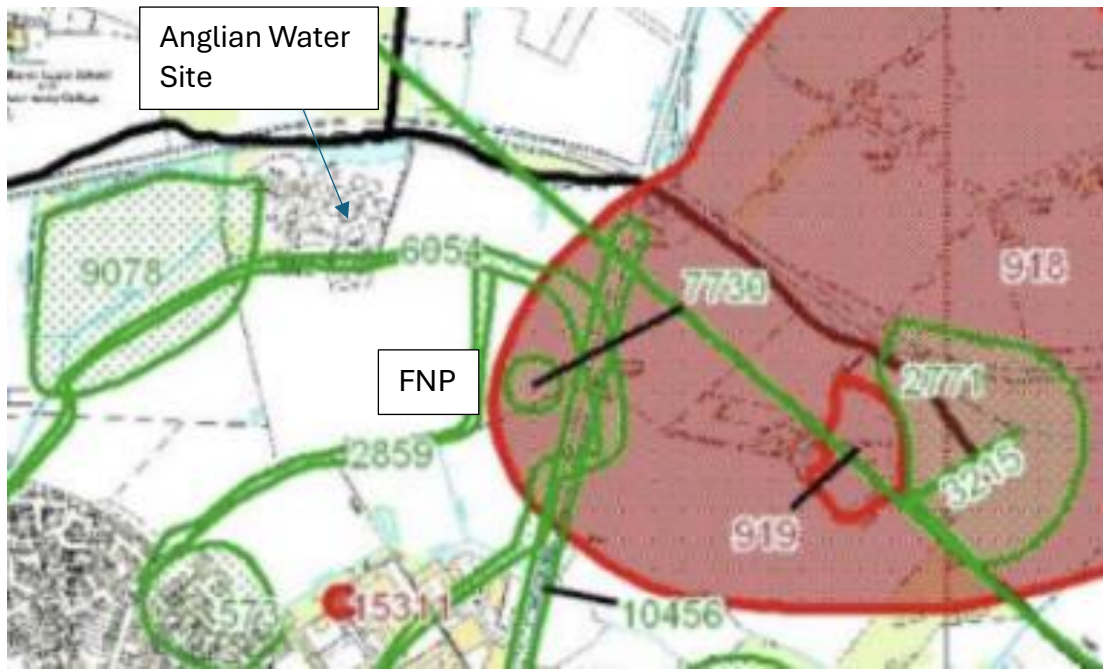
Flitwick Nature Park Management Plan

MA5: Increase the understanding and interest in Flitwick Nature Park and the surrounding countryside	MO5a	Design and install interpretation panels				
	MO5b	Ensure all signs and infrastructure follows Disability Discrimination Act regulations				
	MO5c	Promote the park via the councils website and social media platforms				
MA6: To monitor and review the management, species, habitats, and visitors to the park	MO6a	Monitor and review management plan objectives annually				
	MO6b	Survey and monitor wildlife species on site to influence habitat management practices				
	MO6c	Monitor customer feedback and act on valid points where budgets or assets allow				
	MO6d	Monitor habitats, access and site usage				
	MO6e	Check for potential income from grants to improve habitat, access or interpretation at the park				
	MO6f	Form local partnerships to help deliver habitat and access improvements				
	MO6g	Apply for Green Flag Status				

7. Appendices

7.1 Extract from Historic Environment Map and Record Extract





Key to Map Reference Numbers

Number	Feature
918	Roman occupation Ruxox
919	Ruxox Farm, moat / monastic house / manor
2859	Ridgeway
6054	Greenway
7730	Castle Green
9078	Cropmarks, west of sewage works

7.2. Flitwick Nature Park Hazel Coppice Woodland Management Plan

Creating Hazel Coppice from a New Plantation

1. Definition

- a. Coppicing is *the periodic cutting of broadleaf trees down to a stump and then allowing them to regrow. When cut at ground level some species of tree don't die but instead respond by sending up new shoots from the cut stump (often called a stool). This is the case for most species of native broadleaf tree and it is this characteristic that means a tree can be coppiced. Certain species coppice better than others with hazel, sweet chestnut, willow and ash being good examples.*
- b. Coppiced trees can go through the cutting and re-growing cycle over and over again and so provide a sustainable source of wood. In the spring after cutting, the established root systems of the stools enable new shoots to grow much more vigorously than a newly planted tree, reaching perhaps 1.5m (5ft) or more in the first growing season, depending on the species and the growing conditions. This means that useful poles are quickly produced which can be cut once they reach a useful size. The process then starts all over again. (Source and further information – The National Coppice federation - www.ncfed.org.uk).
- c. Some terms used in this document:
 - i. *Stool* – the cut stump of a coppiced tree
 - ii. *Coupe* – the area of a wood cut each winter
 - iii. *Coppice rotation* – time period between each successive cut. In the case of hazel, this is usually around seven years
 - iv. *In-rotation coppice* – coppice that is currently being managed on a known length of rotation.
 - v. *Ride* – the tracks adjacent to coppice coupes that allow access into and out of the wood
 - vi. *Product* – the commercially valuable stems resulting from each winter's cut
 - vii. *Brash* – parts of cut trees that are not saleable

2. Source of advice

- a. In 2023, a local commercial coppicing business (Wassledine¹) was asked to advise on the creation of an area of planting intended as hazel coppice, within the wider Flitwick Nature Park (FNP). Wassledine's experience suggests that there is a future, in Bedfordshire, for well-managed, commercial, hazel coppice and that there is potential for local people to become involved with such a venture.
- b. This section of the management plan is based on Wassledine's experience over the course of work since 1998 and also discussion with others in the UK who have broadly similar experience. There appears

however, to be little knowledge and experience of how best to create a coppice rotation in new plantations.

3. Practical considerations

- a. Coppicing requires an open-ended, constant effort, that is, cutting and removal of product is necessary annually. Plans for creating coppice therefore must embrace this annual need for labour, whether professional, volunteer, or a combination of the two. As with other endeavours in the forestry world, coppice is a long-term affair and it will be decades before a really valuable harvest can be expected from coppice created from scratch. Other non-monetary benefits will arise earlier however.
- b. As mentioned above, although many tree species coppice, this advice focusses exclusively on hazel.
- c. The main commercial markets in hazel coppice are for long, straight poles of varying size - usually less than 50mm diameter. The small size lends itself to cutting with hand tools. Whilst at any scale, a chainsaw is accepted as essential for the initial cut, every other part of the process can be carried out with basic, relatively cheap hand tools. The skills required to use such tools safely and efficiently can be acquired fairly quickly by most able-bodied people who have the enthusiasm and determination to have a go, if taught by an experienced person, on-the-job, without the need for expensive external training courses. The relatively small and light stems cut in hazel coppice in combination with the simple, cheap and easy-to-use tools makes coppicing the only aspect of forestry (apart from planting) that lends itself well to the safe and enjoyable involvement of initially unskilled volunteers.

4. Financial considerations

- a. This document assumes:
 - i. all the initial costs of tree planting and establishment incurred at FNP to the present, has been covered through *Trees for Climate*²
 - ii. the availability of a budget to manage and develop the site in future
- b. Establishment of a coppice rotation will incur costs over the course of several years (see below). A small amount of equipment is required, as well as fuel, training, insurance etc. but most of the cost will be time for work on the ground
- c. Well-managed hazel coppice can start to bring in a small income after perhaps a decade. This should increase over time.

5. Other considerations

- a. It seems unlikely that as a local authority body, the primary motivation for FTC creating FNP and its hazel coppice is to make a profit. Other benefits

of woodland and open spaces, focusing on the hazel coppice are listed (in no particular order):

- i. Carbon capture, possibly faster than woodland managed as high forest
- ii. Improved landscape diversity particularly within the coppice area
- iii. Improved informal leisure opportunities for local people, bringing, in its simplest form, mental and physical health benefits
- iv. Accelerated creation of diversity of habitats through the coppice cycle
- v. Opportunities for education and information about woodlands - new and traditional uses of wood products, tools and techniques, biodiversity, the woodland economy, etc.
- vi. Coppice products sold to local people, thus contributing to a reduction in imported goods and road miles
- vii. Opportunities for local people to get involved in coppice management. These will primarily be of a voluntary nature and would focus on practical work. Such involvement is well proven as bringing important physical and mental health benefits, not only from simple physical activity but also from being part of a group, doing something useful, contributing to the common good and feeling valued. Volunteer labour can reduce costs generally, but it takes significant investment in time to achieve such a goal and then to maintain it. In net terms therefore, volunteers generally have a cost
- viii. More commercial work-related opportunities exist in the medium to long term. Whether FTC manage the coppice in-house or contract it to a third party, the profit in the hazel could contribute to the costs of an apprentice who would learn the skills required and potentially take on the management. This is very much a long-term aspiration.

6. Establishing coppice in newly planted hazel

- a. In established, in-rotation hazel coppice, the whole area is divided into seven coupes of roughly equal size and shape (the length of coppice cycle can be longer or shorter for a number of reasons but this document uses seven years throughout). One is cut each winter so that when the last is cut in year seven, the first will have regrown and be ready to cut again in year eight. The combined area of coppice always contains all stages of growth, from completely clear after cutting, through middle stages where regrowth produces a dense, impenetrable thicket, to the last year when hazel's dense canopy of leaves is raised to 4-5m and creates a dark understorey in which few other plants can survive. This is in marked contrast to an uncoppiced woodland plantation, where the age structure is uniform throughout. The diversity created within a small area is what

makes coppice relatively attractive to so many species. It also creates a woodland that holds much interest and beauty for human visitors.

- b. In the case of FNP, the planting plan already has seven coupes outlined. They appear to be roughly the same size and shape (as square as possible) and all are accessible directly from a ride. This layout is ideal and should be followed as far as possible in future. Location of rides was fixed by the planting. The coupes should be marked out on the ground as soon as possible (the longer this is left, the more difficult the process will be amongst the quickly growing and tightly planted trees), perhaps using simple wooden pegs driven into the ground at each coupe's corner
- c. In the future, the aim should be to bring the 3.5 hectares of hazel into a seven-year rotation as soon as possible.
- d. Nothing should be cut until the hazel is established and growing vigorously – perhaps after its third summer, so by the end of summer 2026. Delay is recommended if there is any doubt about the vigour of the hazel's growth
- e. Before the first cut, the tree guards will have to be removed.
- f. Each cut of a healthy and vigorous hazel plant stimulates it to produce larger numbers of stems, a feature that gardeners will recognise from pruning other woody shrubs or trees. Hazel's response is particularly marked. Production of multiple stems in plants growing close together forces each stem to grow straight upwards, towards the light, resulting in large number of long straight, generally unbranched stems – exactly what a commercial coppice business requires.
- g. To achieve a seven-year rotation Wassledine advises cutting the whole area over three winters, a third each year (temporarily ignoring the coupe boundaries). Cutting the whole 3.5 hectares in one winter might produce results slightly more quickly but this *third at a time* approach is less radical and allows room for delaying a second cut if plants in the first area don't respond as hoped. Cuts would be taken at the end of the winters of 2026/27, 27/28, and 28/29.
- h. In winter 2029/30, the first cut would be taken from coupe 1, following the mapped boundaries as closely as possible. In subsequent winters, each of the seven coupes would be cut until 2035/36 during which winter, coupe seven would be cut to complete the rotation. Thus, following these proposals, a complete rotation would be achieved after thirteen summers from planting in 2023/24.

Table 1. Summary of suggested actions to create a coppice rotation

Year No.	Winter of	Action
0	2023/24	Planting
1	2024/25	No action
2	2025/26	No action
3	2026/27	Cut one third of hazel
4	2027/28	Cut one third of hazel
5	2028/29	Cut one third of hazel

6	2029/30	Cut coupe 1 following mapped boundaries
7	2030/31	Cut coupe 2 following mapped boundaries
8-12	2031-2036	Cut coupes 3-7
13	2036/37	Cut coupe 1

- i. Coupe order – there is on-going debate in the coppice world regarding whether to cut adjacent coupes each winter or to move the cut around at random. There are pros and cons to each approach. Wassledine suggest that cutting adjacent coupes makes life slightly more straightforward in that the next coupe to cut at any time is clear – it’s simply the next one along. Once this decision is made it will be difficult to change, but it won’t be completely fixed until 2035.

7. Managing the coppice – workforce and the case for a commercial approach

- a. Management of hazel coppice is a labour intensive business requiring significant investment of time through the winter and into the spring every year. Coppice management in a wood can lead to worthwhile outcomes for wildlife and landscape and there are examples of coppice being managed successfully purely for these reasons. However, without a commercial element, the work has a cost that can be difficult to justify even in ancient woodland where special wildlife (bats, dormice, bluebells, oxlips, butterflies, etc.) are being looked after. A potential financial return could be important in the decision making process. Two simple options present themselves for Flitwick Town Council to develop a hazel coppice rotation.
 - i. Use existing or recruited employee/s to carry out the necessary work – early in the process this could be an existing grounds maintenance team without the need for additional skills or training.
 - ii. Engage a suitable contractor to carry out the work
- b. However, a third option is definitely worth considering:
 - iii. Development of a volunteer team to be involved with the coppice management into the future. This could be managed in-house or through a third party contractor - the same or a different contract to the one in ii. above (see below)

8. Involving local people in Flitwick Nature Park³

- a. FNP’s location close to large populations of people means that lots of local people are likely already to be interested in what happens there. For the same reason it’s a likely project for the development of a volunteer team to help with a whole array of tasks. There are at least two sides to involving people
 - i. Intellectual - information about what’s planned and what’s going on now

- ii. Physical - opportunities to get involved in the process
- b. To be successful, a volunteer group needs support in the form of information, management, training, finances, tools and guidance. As it develops, other facilities might become necessary - storage, workshop, admin, decision making and financial management structure, etc. Although volunteer-led and managed volunteer groups are common, there is usually a support network of some kind provided by professionals somewhere in the background.
- c. Information
 - i. It has been assumed here that Flitwick Town Council (FTC) and the Forest Team, have carried out some promotion amongst people in and around the town so there should be a general, possibly low level awareness of at least the fact that the Park has been created and perhaps of the intentions for management in the future. It is also highly visible from Maulden Road and the A507, so many people who pass by will know something's happening there.
 - ii. Coppicing, by its very nature, appears to be destructive, so in a newly created woodland, the first cuts have potential to cause concern if people aren't aware of what's going on. Even without an ambition to recruit volunteers in future, a regular effort should be made to introduce the idea of coppice to people as soon as possible, by on-site signage⁴ and guided walks; information on websites reached perhaps via QR codes on site; social media posts; a local radio, TV and newspaper(?) campaign and talks to local groups. It has been assumed that this kind of effort is planned or has already started with regard to the wider Park.
 - iii. If involvement of local people in the future management of coppice is seen to be important, recruitment of a volunteer team should be mentioned in this publicity at an early a stage as possible – even though there won't be anything practical to do with regard the coppice until the winter of 2026/27
- d. Volunteer involvement - there are several ways in which volunteers could be involved in FNP's future management. Many apply to the wider Park but this section will focus specifically on involvement of volunteers in the hazel coppice.
 - i. Practical work:
 1. Remove guards from trees to be coppiced
 2. First cut of hazel over three winters and removal of cut material, starting winter 2026/27
 3. First cut of coupe 1, winter 2029/30. Training provided on the job. Use of power tools as necessary by professionals, volunteers with hand tools
 4. From this point, there should be a small amount of saleable material produced and potential for the beginnings of some

craft workshops. These opportunities should develop each year.

- ii. The approach to volunteer working - from the outset, Flitwick Town Council should make their ambitions as clear as possible in this regard. Three approaches present themselves:
 - a. Develop and manage a volunteer team in-house
 - b. Contract a coppicing business to develop and manage a volunteer team in exchange for money and/or coppice products – the balance of which should change over time. Volunteers working alongside the contractor
 - c. Contract a local charity⁵ to develop and manage a volunteer team in exchange for money. Volunteers working alongside the charity's staff
- e. Commercial – In the long term (15 years plus), there should be saleable products available from the coppice. As has been mentioned above, a commercial element would provide incentive for the coppice to be cut every year, which is what is needed to bring it into production and maintain it in future. FTC may see an opportunity for its own business enterprise here and have the necessary skills to develop it. Alternatively, it is possible to foresee volunteers running a small coppice business, perhaps as a social enterprise, most likely with some support. Equally, a local coppice business might work in partnership with FTC to provide expert supervision and training for volunteers as well as more labour and use of power tools where necessary, in exchange for payments initially and then, if successful, for the products, as more volume is produced.
- f. Formal training and employment – Again in the long-term, it is possible that a commercial venture could be successful enough to provide opportunities for work-based training such as an apprenticeship or internship and eventually a paid post.

Notes

1. *Wassledine is a Bedfordshire based coppice business established in 2003, cutting hazel, willow and birch - <http://wassledine.co.uk>*
2. *Trees for Climate – an ambitious multi-million-pound programme offering landowners, farmers and community groups free expert advice and funding to transform their land through hedge and tree planting and woodland creation - <https://www.marstonvale.org/trees-for-climate>*
3. *For the purposes of this document, Flitwick Town Council is assumed to be committed to involving local volunteers in the management of the whole site in future*
4. *Wassledine has access to some explanatory signs produced by the National Coppice Federation and others*
5. *Likely organisations – The Greensand Trust, The Forest of Marston Vale Trust, The Wildlife Trust (BCN), The Conservation Volunteers*

Author – Guy Lambourne, Wassledine, 07794 013876, info@wassledine.co.uk
<http://wassledine.co.uk> March 2025

Email from resident about Hinksley Music Park - July 2025

To whom it may concern,

I am writing this email in response to your message about the next community services committee meeting and the Hinksley road music park.

I am under no illusion that when moving to an area you need to fit in to your area of choice. When moving in 15 years ago the park and football pitches were a positive in us making our decision to choose a home on Hinksley Road.

Over the years I have used the park, even taught my son to ride his first bike over there. I very rarely use the park now as he's now grown up. I do venture over to pick up litter (when visible from our windows) after some of the youngsters meet there after darkness. There have been many changes of visitors and use and until recently the only real issue was the off road bikers tearing up and down the field which I did report to the police many times, it was very noisy and possibly dangerous to the children.

Very recently there has been messages about noise from the industrial estate and again its not been a problem here, but since the music park was installed we have had some periods of extremely hot weather and the noise from the music park is horrendous and near impossible to have your windows open. Now with the park run which is not a issue either but it does attract people to the park and start playing the drums and windchime's from 8.00 am on a Sunday, so no let up in noise not even on a Sunday morning. We have it every day on and off all day, we have it in the evenings and after dark when the teenagers meet up and even up to and sometimes beyond midnight 7 days a week.

I also understand that not many people who don't live as close as 35 meters to the park like I do realise the amount of noise this actually creates. Yes I may only be half an hour to them, but it is one of many half an hours for us. Im sure the police would be called if I sat out in the street banging drums all day.

We had no consultation on this project, we thought I was going to be a tree park kind of thing and then boom in come the drums. It would of been nice to be asked our opinions on this before it went ahead or even do one now to see the true impact it is having and from results the distance of dissatisfaction from the park. There is a lot of room over there and to put it right at the bottom of many peoples back gardens was a poor decision at best.

I am not one for vandalism or disorder but forgive me for not being one of the horrified community members when the battens went missing or for not stopping anyone if i see them doing it in the future as im quite enjoying the lower level of noise.

Mant Thanks

Flitwick Town Council Community Committee Financial Summary 25/26

01 April to 30th June 2025

	YTD Income	Income Budget	+/- EMR Mvts	% Budget Achieved		YTD Expenditure	Expenditure Budget	+/- EMR Mvts	% Budget Spent
Community Services	£ 79,382	£ 37,477	£ 7,000	230%		£ 180,899	£ 616,959	£ 19,626	26%

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 Summary 25/26

		01-30 June 25	
		Income	Expenditure
4001/300, 4002/300, 4014/300	Staff Costs		£ 27,414
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 943
4064/300, 4103/300	Other Costs (CCTV & Internal Hire)		£ -
1004/301, 1013/301, 4015/301, 4068/301	Burial Grounds (301)	£ 2,203	£ 182
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 53	£ 239
1014/302, 1177/303 4013/303, 4015/303, 4078/303, 4084/303, 4085/303, 4110/303, 4128/303, 4132/303, 4137/303, 4140/303, 4700/303, 4702/303	Local Amenities & Tractor Store (303)	£ 20,788	£ 1,815
1012/305, 4075/305, 4098/305, 4122/305	Play Areas / Millennium Park (305)	£ -	£ 182
4096/306, 4097/306	Street Lighting		£ 596

2025/26 Year to date							
Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
				£ 80,837	£ 407,572		20%
				£ 6,849	£ 17,850		38%
				£ 131	£ 5,300		2%
£ 9,261	£ 6,000	£ -	154%	£ 687	£ 650		106%
£ 467	£ 4,500	£ -	10%	£ 1,161	£ 2,350	£ 735	18%
£ 20,788	£ 1,100	£ -	1890%	£ 11,172	£ 29,730	£ 4,650	22%
£ 320	£ 1,700	£ -	19%	£ 11,158	£ 9,300	£ 9,994	13%
				£ 1,193	£ 9,609		12%

Community Services Narrative

Apr-25	Public Realm Casual Staff	4014/300	Casual Public Realm team member in place to cover staff shortages.
	Allotments Portalooos	4088/302	Spending for Allotment Portalooos directly from Allotments Earmarked Reserve (EMR 324) as per Council Resolution, negating any overspend.
	Public Realm Equipment	4084/303	Spending for supply and fit of Flail (£4,650) from Nature Park Annual Grant Earmarked Reserve (EMR 317) as per Council Resolution, negating any overspend.
May-25	Play Areas Repairs and Maint.	4075/305	Spending for Hinksley Music Park (£9,994) directly from Hinksley Music Park Earmarked Reserve (EMR 323) as per Council Resolution, negating any overspend.
Jun-25	Local Amenities	1177/303	Spending relating to purchase of Vault Plaques which are then cross-charge against income code 1004/301 negating any overspend
	Burial Grounds Costs	4068/301	Section 106 grant funding for Public Realm resurfacing outside Station Road buildings seen in July 25. To be matched to costs for works paid from 4133/303 when works are completed.

Community Activities & Events Summary 25/26

		01-30 June 25	
		Income	Expenditure
1148/310, 1177/310 4003/310, 4005/310, 4008/310, 4012/310, 4071/310, 4102/310, 4103/310, 4619/310	Food Hub <i>(including Van Costs)</i>	£ -	£ 358
1181/312 4606/312	Cost Of Living (312)	£ -	£ 1,247
1041/311, 4049/311	Youth Activities	£ -	£ 13,063
1035/311, 4013/311, 4015/311, 4016/311, 4082/311, 4128/311, 4132/311, 4134/311, 4138/311, 4140/311, 4151/311	Youth Hub	£ -	£ 423
1177/312 4617/312	Flitwick Heritage (312)	£ -	£ -
1032/312, 1036/312, 1120/312, 1147/312 4103/312, 4554/312, 4558/312, 4613/312, 4614/312, 4625/312	Community Activities (312)	£ 649	£ 1,490
1127/313, 1142/313, 1165/313, 1169/313 4043/313, 4200/313, 4204/313, 4211/313, 4213/313, 4540/313, 4551/313, 4618/313	Community Events (313)	£ 120	£ 12,700

2025/26 Year to date							
Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
£ 18,025	£ 192		9388%	£ 19,731	£ 3,096	£ 2,987	541%
£ -	£ -		n/a	£ 1,262	£ 500	£ 1,100	32%
£ 15,000	£ 15,000		100%	£ 26,125	£ 52,250		50%
£ 315	£ 1,000		32%	£ 4,613	£ 15,786		29%
£ 7,000	£ -	£ 7,000	n/a	£ 160	£ -	£ 160	n/a
£ 1,001	£ 3,200		31%	£ 2,229	£ 16,030		14%
£ 7,205	£ 4,785		151%	£ 14,853	£ 47,466		31%

Community Activity Narrative

Apr-25	Food Hub Van Costs	4005/310 4008/310 4012/310	Purchase and costs relating to Food Hub Van offset by funding received from TM Charities (1177/310) negating any overspend. Ongoing running costs for the van (fuel etc) are included in revenue budgets for cost centre 310.
	Flitwick Living History	4617/312	Spending for Flitwick Living History Project for costs relating to drop in sessions (£40) and Otter AI Subscription (£78) directly from dedicated Earmarked Reserve (EMR 321) and grant funding.
	Easter Egg Trail	4211/313	Spending on Easter Egg Trail fully grant funded (1142/313) negating any overspend.
May-25	Food Hub FTC Internal Hire	4103/310	No budget set for FTC internal Hire for Food Hub related meetings. To be review for 26/27 budgets
	General Community Fridge Costs	4619/310	Spending for Replacement Display Fridge (£1,250), new trolley (£68) and Whiteboard (£71) from Cost of Living earmarked reserve (EMR 330) negating any overspend
Jun-25	Cost of Living	4606/312	Spending relating to purchase of Freezer for Community Fridge (£1,099.98) from EMR 330 negating any overspend.

FTC Projects Review 2025-26

(315)	Central Project Fund	Opening Balance	£	92,164	
315	PLUS 2025/26: Agreed CPF Precept Funding		£	89,747	(1st Instal £44,874 rec'd April & 2nd Instal £44,873 received Sep)
800s	LESS: 25/26 Projects Opening Balance		£	186,576	
	LESS Projects Overspend		£	-	
	PLUS Projects Underspend		£	4,665	
(315)	Central Project Fund YTD Funds Available		£	0	Working balance (315) less 2nd precept instal (Oct)= -£44,874

Accepted Project budget variance at 5%.

Last Updated: **30 June 2025**

2025-26 Capital Projects Funding

As at April 25, the Central Project Fund is committed spend to 3 Station Road project.
All identified capital projects to be considered on a case-by-case basis and funded through the Operations Reserves (EMR 319).

	PROJECT Details					Project Details								24/25 FUNDING Details				Comments		
	Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	25/26 Opening Project Balance	GRANT Received	25/26 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	Prev Yrs Funds Received		25/26 Funds Received	Grants/ Funding Budget Remaining
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 13,490	£ -	£ -	£ -			£ -	0%	£ 283,385	£ 10,490	£ -	£ 272,895	S106 remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23. Jan 25 : CPF Fund & 24/25 Grant Instal complete. Outstanding approved grant fund (£272,895) not yet claimed. No further CPF spend committed. £10,490 received oo. ETCR584 June 2024.
	801	4819 110	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -	£ -			£ 722	41%					Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ 1,580			£ 2,220	58%					
	803	4837 110	Proj - Rural Match Fund Benches	Community	5226e	Mar-22	£ 2,000	£ -	£ 2,000	£ -	£ -			£ 2,000	100%					Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673	£ 21,859	£ 1,814	£ -	£ 1,650			£ 164	1%					
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600	£ 9,600	£ 36,100	£ -	£ 36,100			£ -	0%	£ 64,900	£ 64,900	£ -	£ -	£38,400 match funding from CBC UKSPF Community Grant £26,500 from CBC S106 Funding PROJECT COMPLETED & CLOSED - June 25
NEW Projects: 2025/26	106		3 Station Road Project	FTC			£ 137,476		£ 142,140											Please refer to full project schedule for details
			Historic Project Refund										£ 4,665							Refund from UKPN (Chq rec'd, paying in reference 201765) for historic project dated 25/10/2022 in relation to feeder pillar installation credited to CPF.

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY Services								
300 CORE SERVICES								
4001 Salaries & Wages	26,755	78,627	406,942	328,315		328,315	19.3%	
4002 Uniform	101	162	600	438		438	27.0%	
4005 Vehicle/Trucks Maintenance	0	426	750	324		324	56.8%	
4006 Fuel	211	1,005	5,000	3,995		3,995	20.1%	
4008 Vehicle/Trucks Insurance	0	3,221	3,200	(21)		(21)	100.7%	
4014 CASUAL STAFF Wages	558	2,048	0	(2,048)		(2,048)	0.0%	
4063 Vehicle/Truck Lease Repayments	732	2,197	8,900	6,703		6,703	24.7%	
4064 Town Centre CCTV	0	0	2,800	2,800		2,800	0.0%	
4103 FTC Internal Hire	0	131	2,500	2,369		2,369	5.2%	
CORE SERVICES :- Indirect Expenditure	28,357	87,818	430,692	342,874	0	342,874	20.4%	0
Net Expenditure	(28,357)	(87,818)	(430,692)	(342,874)				
301 BURIAL GROUNDS								
1004 Burial Grounds Income	2,203	9,261	5,000	(4,261)			185.2%	
1013 CBC-Closed Burial Ground	0	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	2,203	9,261	6,000	(3,261)			154.4%	0
4015 Utility - Water	32	32	150	118		118	21.6%	
4068 Burial Ground	150	655	500	(155)		(155)	131.0%	
BURIAL GROUNDS :- Indirect Expenditure	182	687	650	(37)	0	(37)	105.8%	0
Net Income over Expenditure	2,020	8,574	5,350	(3,224)				
302 ALLOTMENTS								
1005 Allotment Rents	53	467	4,500	4,033			10.4%	
ALLOTMENTS :- Income	53	467	4,500	4,033			10.4%	0
4015 Utility - Water	0	111	500	389		389	22.1%	
4072 Allotments Maintenance	0	252	1,500	1,248		1,248	16.8%	
4088 Portaloo Hire	220	735	0	(735)		(735)	0.0%	735
4103 FTC Internal Hire	19	64	350	286		286	18.2%	
ALLOTMENTS :- Indirect Expenditure	239	1,161	2,350	1,189	0	1,189	49.4%	735
Net Income over Expenditure	(186)	(695)	2,150	2,845				
6000 plus Transfer from EMR	220	735	0	(735)				
Movement to/(from) Gen Reserve	34	40	2,150	2,110				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 LOCAL AMENITIES/TRACTOR STORE								
1014 Phone Mast (Station Rd)	4,500	4,500	1,100	(3,400)			409.1%	
1177 Grants & Donations Received	16,288	16,288	0	(16,288)			0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Income	20,788	20,788	1,100	(19,688)			1889.8%	0
4013 Utility - Electric	66	199	1,000	801		801	19.9%	
4015 Utility - Water	0	0	1,000	1,000		1,000	0.0%	
4078 Planting/Weeding	646	685	1,500	815		815	45.7%	
4084 Plant/Equip -PURCHASE	0	5,548	2,000	(3,548)		(3,548)	277.4%	4,650
4085 Plant/Equip- MAINTENANCE	0	556	2,500	1,944		1,944	22.3%	
4110 Tree Maintenance	640	1,240	4,000	2,760		2,760	31.0%	
4128 Waste Disposal	323	1,207	7,000	5,793		5,793	17.2%	
4132 Building Maintenance	0	0	1,000	1,000		1,000	0.0%	
4137 Water Dispenser Maintenance	0	0	300	300		300	0.0%	
4140 Maintenance Contracts	0	870	1,430	560		560	60.8%	
4700 FLITWICK MANOR PARK	140	866	7,000	6,134		6,134	12.4%	
4702 Flitwick Nature Park	0	0	500	500		500	0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	1,815	11,172	29,230	18,059	0	18,059	38.2%	4,650
Net Income over Expenditure	18,973	9,617	(28,130)	(37,747)				
6000 plus Transfer from EMR	0	4,650	0	(4,650)				
Movement to/(from) Gen Reserve	18,973	14,266	(28,130)	(42,396)				
305 PLAY AREAS								
1012 Millennium Park Hire	0	320	1,700	1,380			18.8%	
PLAY AREAS :- Income	0	320	1,700	1,380			18.8%	0
4075 Play Areas Repairs & Maint.	127	10,608	8,000	(2,608)		(2,608)	132.6%	9,994
4098 Skate Park Lighting	20	39	650	611		611	6.0%	
4122 Changing Rooms - Hinksley Rd	34	511	650	139		139	78.7%	
PLAY AREAS :- Indirect Expenditure	182	11,158	9,300	(1,858)	0	(1,858)	120.0%	9,994
Net Income over Expenditure	(182)	(10,838)	(7,600)	3,238				
6000 plus Transfer from EMR	0	9,994	0	(9,994)				
Movement to/(from) Gen Reserve	(182)	(844)	(7,600)	(6,756)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	596	1,193	7,609	6,416		6,416	15.7%	
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	596	1,193	9,609	8,416	0	8,416	12.4%	0
Net Expenditure	(596)	(1,193)	(9,609)	(8,416)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 FOOD HUB								
1148 Comm Fridge Mileage Reimbusem	0	20	192	172			10.4%	
1177 Grants & Donations Received	0	18,005	0	(18,005)			0.0%	
FOOD HUB :- Income	0	18,025	192	(17,833)			9388.0%	0
4003 Travel Costs	0	184	1,200	1,016		1,016	15.4%	
4005 Vehicle/Trucks Maintenance	0	345	0	(345)		(345)	0.0%	
4008 Vehicle/Trucks Insurance	0	1,463	0	(1,463)		(1,463)	0.0%	1,463
4012 Vehicle/Trucks PURCHASE	0	15,666	0	(15,666)		(15,666)	0.0%	
4071 FUEL - Community Fridge	0	0	400	400		400	0.0%	
4102 FTC Internal Rent	108	324	1,296	972		972	25.0%	
4103 FTC Internal Hire	0	61	0	(61)		(61)	0.0%	
4619 General Community Fridge Costs	250	1,687	200	(1,487)		(1,487)	843.7%	1,524
FOOD HUB :- Indirect Expenditure	358	19,731	3,096	(16,635)	0	(16,635)	637.3%	2,987
Net Income over Expenditure	(358)	(1,706)	(2,904)	(1,198)				
6000 plus Transfer from EMR	135	2,987	0	(2,987)				
Movement to/(from) Gen Reserve	(223)	1,281	(2,904)	(4,185)				
311 YOUTH HUB/ACTIVITIES								
1035 Youth Hub Hire	0	315	1,000	685			31.5%	
1041 Youth Activities	0	15,000	15,000	0			100.0%	
YOUTH HUB/ACTIVITIES :- Income	0	15,315	16,000	685			95.7%	0
4013 Utility - Electric	137	266	1,173	907		907	22.6%	
4015 Utility - Water	109	109	4,500	4,391		4,391	2.4%	
4016 Business Rates	0	1,921	2,113	192		192	90.9%	
4049 Youth Activities	13,063	26,125	52,250	26,125		26,125	50.0%	
4082 Youth Hub CCTV	0	0	1,000	1,000		1,000	0.0%	
4128 Waste Disposal	28	83	400	317		317	20.7%	
4132 Building Maintenance	0	75	1,500	1,425		1,425	5.0%	
4134 Cleaning Costs	108	432	1,850	1,418		1,418	23.4%	
4138 Equipment	0	9	500	491		491	1.8%	
4140 Maintenance Contracts	0	1,592	2,200	608		608	72.4%	
4151 Broadband Costs	42	126	550	424		424	22.9%	
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	13,486	30,738	68,036	37,298	0	37,298	45.2%	0
Net Income over Expenditure	(13,486)	(15,423)	(52,036)	(36,613)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
312 COMMUNITY ACTIVITIES								
1120 Keep Fit / Dance Fitness	649	1,001	3,200	2,199			31.3%	
1177 Grants & Donations Received	0	7,000	0	(7,000)			0.0%	7,000
COMMUNITY ACTIVITIES :- Income	649	8,001	3,200	(4,801)			250.0%	7,000
4103 FTC Internal Hire	201	901	11,500	10,600		10,600	7.8%	
4554 Stitches	0	0	200	200		200	0.0%	
4558 Keep Fit / Dance Fitness	0	0	1,850	1,850		1,850	0.0%	
4606 Cost of Living Initiative	1,247	1,262	500	(762)		(762)	252.4%	1,100
4613 Recycle / Reuse	0	0	130	130		130	0.0%	
4614 Proud AF Initiative	30	30	1,500	1,470		1,470	2.0%	
4617 Flitwick Living History	0	160	0	(160)		(160)	0.0%	160
4625 Forget Me Not Group	12	36	850	814		814	4.2%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	1,490	2,389	16,530	14,141	0	14,141	14.5%	1,260
Net Income over Expenditure	(842)	5,612	(13,330)	(18,942)				
6000 plus Transfer from EMR	1,100	1,260	0	(1,260)				
6001 less Transfer to EMR	0	7,000	0	(7,000)				
Movement to/(from) Gen Reserve	258	(128)	(13,330)	(13,202)				
313 COMMUNITY EVENTS								
1127 Flitwick Fun Day	120	6,855	4,500	(2,355)			152.3%	
1142 Easter Egg Trail	0	350	0	(350)			0.0%	
1165 Christmas Lights EVENT	0	0	285	285			0.0%	
COMMUNITY EVENTS :- Income	120	7,205	4,785	(2,420)			150.6%	0
4043 Remembrance Event	0	0	890	890		890	0.0%	
4200 Christmas Lights Installation	0	0	20,475	20,475		20,475	0.0%	
4204 Flitwick TownSq Christsmas Tree	0	0	1,500	1,500		1,500	0.0%	
4211 Easter Egg Trail	0	350	0	(350)		(350)	0.0%	
4213 Summer Programme	904	904	1,400	496		496	64.6%	
4540 Christmas Lights EVENT	0	0	5,201	5,201		5,201	0.0%	
4551 Flitwick Fun Day	11,796	13,500	16,000	2,500		2,500	84.4%	
4618 COMMUNITY Events Expense	0	99	2,000	1,901		1,901	5.0%	
COMMUNITY EVENTS :- Indirect Expenditure	12,700	14,853	47,466	32,613	0	32,613	31.3%	0
Net Income over Expenditure	(12,580)	(7,648)	(42,681)	(35,033)				
COMMUNITY Services :- Income	23,812	79,382	37,477	(41,905)			211.8%	
Expenditure	59,407	180,899	616,959	436,060	0	436,060	29.3%	
Net Income over Expenditure	(35,594)	(101,517)	(579,482)	(477,965)				
plus Transfer from EMR	1,455	19,626	0	(19,626)				
less Transfer to EMR	0	7,000	0	(7,000)				
Movement to/(from) Gen Reserve	(34,139)	(88,891)	(579,482)	(490,591)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	23,812	79,382	37,477	(41,905)			211.8%	
Expenditure	59,407	180,899	616,959	436,060	0	436,060	29.3%	
Net Income over Expenditure	(35,594)	(101,517)	(579,482)	(477,965)				
plus Transfer from EMR	1,455	19,626	0	(19,626)				
less Transfer to EMR	0	7,000	0	(7,000)				
Movement to/(from) Gen Reserve	(34,139)	(88,891)	(579,482)	(490,591)				



Flitwick Town Council

Community Services Committee – 5th August 2025 Officer Update – Amenities

1. **Manor Park**

A team of volunteers met on site on Tuesday 22nd July and spent the morning clearing vegetation from the face of the Ha-ha. This work has been undertaken so a building restorer can visually check the retaining wall and prepare a quotation for repair and restoration of the Ha-ha. The Amenities Officer will investigate funding opportunity to progress this project.



The MPWG have their next meeting on 27th August.

New benches have been ordered from the donation from the STOP Campaign and these will be installed in the park over the next month.

2. **Eat Feast**

Eat Feast will be back at Millennium Park on Saturday 30th August 4pm – 9pm.

3. **Sec 106 – Millennium Park**

Quotes are being sought to replace the vehicular access gates on Temple Way and at the top corner by the Village Hall. Quotes will also be sought to replace/add bins and replacement of the water bottle dispenser.

4. **Public Realm**

Planting is now complete and ongoing watering and maintenance continues before replacement with winter bedding later in the year.



The team have also been busy replacing and repairing play equipment over the 9 play areas. The Amenities Officer has been investigating options for replacement safety surfacing at both Fir Tree Close and Station Road play areas.

Remedial works to the tractor store are due to start imminently in readiness for the team to return later in the year.

5. Allotment Working Group

Date for your diary – the AGM will be held on Tuesday 14th October.

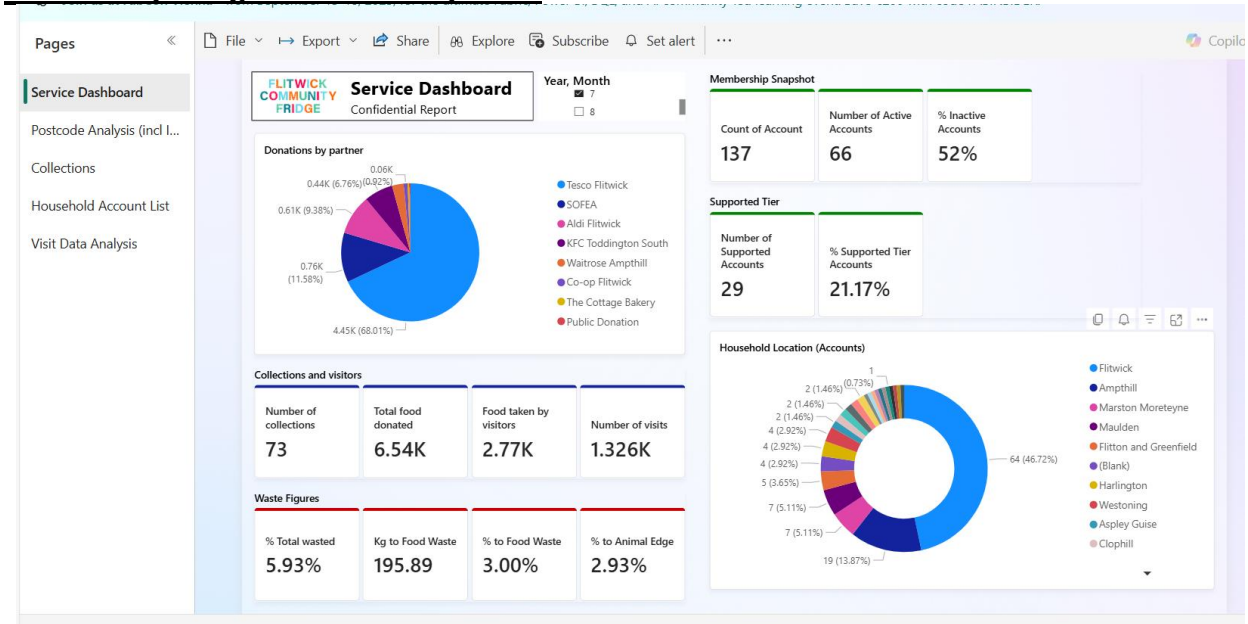


Flitwick Town Council

Community Services Committee – 5th August 2025

Officers Update

1. Community Fridge as at 29th July 2025



2. Fridge Update

The Supported Tier of the Membership has been live for 2 weeks (as at 31st July). Not all supported Tier accounts are live, we are waiting for visitors to bring their evidence of support. The Supported Tier only runs on a Wednesday morning. Visitors have access to larder foods, toiletries, household cleaning items. They can take the usual 3kg of fresh food and meat from the freezer. They can access the fridge on other days as usual.

We opened the Standard Tier on 29th July and visitors are starting to sign up. We are asking for a £1.00 donation for visitors on the Standard Tier. We have been promoting this with visitors, and the response has been positive so far.

The review of the Kingsmoor pop-up has demonstrated that we are not reaching people who could not access the fridge due to its location at the Rufus Centre, or are in the top IMD statistics. This may be because of the location at the school, it is only open to parents. We have decided not to continue the pop-up in the new term. We are looking for another location that can provide wider access. Ideally, we would like a space where some of the stock could be left, rather than loading and unloading for each session. As we are moving into autumn/winter, the space would need to be inside.

3. Hinksley Music Park

It has been reported that the beaters for the instruments have been removed. We have posted on FB asking for any information about this. It is yet to be decided how best to resolve this issue as it is likely this will continue to happen.

4. Flitwick Living History Application

Black Sheep Collective and Katie Allen have been commissioned for the Town Trail project. Sessions will start in Kingsmoor with the children in September.

5. Christmas Lights 30th November

The SAG, Risk assessment and Road Closure have been submitted for the event. A form for trader stalls is on the website. Templefield Lower School would like to bring their choir for the event. We have also had a request for a dance school to perform.

6. Young People Trip

The Town Mayor's Charity has secured £1,250 from Waitrose towards funding a trip for the young people at the Hub. DGSS has asked for ideas from the young people about what they'd like to do, and it is likely going to take place during the October half-term.

The top trips for interest are:

Bowling
Legoland
Top golf
Thorpe Park

All of the above meet the aims of the charity, as we would be providing an opportunity that would benefit Flitwick residents.