



FLITWICK TOWN COUNCIL

Draft Minutes of the Community Services Committee meeting held on Tuesday 5th August 2025 at the Rufus Centre

Present:

Cllr C Thompson (Chairman)
Cllr M Platt
Cllr L Bandy
Cllr A Snape
Cllr R Wilsmore
Cllr T Harald
Cllr A Crawford

Also present:

Stacie Lockey - Town Clerk & Chief Executive (TC)
Grace Bunyan - Administration Officer
Aaron Pepper - Public Realm Supervisor (PRS)
Sarah Burgess – Amenities Officer (AO)

1293. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept the apologies for Cllr Earles (holiday) and Cllr Toinko (holiday).

1294. DECLARATIONS OF INTEREST

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

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

1295. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that the newly appointed Community Engagement Manager was due to start on Monday 11th August which the team were looking forward to. Members were reminded that the Town Mayor's Charity Coffee Morning was taking place on Friday (8th August) and welcomed them to come along. The Chairman advised Members that the Summer Programme for 2025 was underway and had been going well. The Chairman gave special thanks to the Flitwick Town Council Officers in regards to the programme, especially with the current staff shortages.

1296. PUBLIC OPEN SESSION

No members of the public attended the meeting.

1297. INVITED SPEAKER

No speaker was invited to the meeting.

1298. MEMBERS QUESTIONS

Members raised no questions at this time.

1299. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held on **Tuesday 1st July 2025**.

It was **RESOLVED** to accept the minutes from the Community Services meeting held on **Tuesday 1st July 2025** with no amendments.

1300. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting on **Tuesday 1st July 2025**.

No Committee members raised any questions in relation to the Minutes of the Community Services Committee Meeting on **Tuesday 1st July 2025**.

1301. ITEMS FOR CONSIDERATION

- a. **Village Hall Car Park**

The Chairman reiterated the request made at the Community Services Committee meeting on 1st July by the Village Hall Management Committee (VHMC) to reinstate barriers between the Village Hall and Hub car park. The Chairman also clarified that the Council had taken legal advice, and reminded Members that the Council were within their rights to leave the single white line as adequate delineation. The Chairman explained the alternative option to install temporary barriers between the car parks on a Friday and advised Members that the barriers could potentially be stored at The Village Hall but would belong to Flitwick Town Council, meaning the Council could also use these for other occasions. The Chairman also told Members that the Council had informed the VHMC that they would look into the alternative barrier options.

Cllr Wilsmore queried whether the Council had confirmed with the VHMC whether they were able to store the barriers at the Village Hall and whether they would allow the Council permission to put these up between the car parks on a Friday. The Chairman advised that they did not believe the Council had confirmed this information with the VHMC yet and that they would need to clarify this before purchasing any of the barrier options.

Cllr Wilsmore told Members that he believed the Traffic Chapter 8 Barriers were too heavy and difficult to maneuver, so were unlikely to be a suitable option. He also asked for clarification as to whether it was essential that the Crowd Control Barriers were red, as he had found alternative options online which were built to the same standard and from the same materials as the barriers included in the Amenities Officer's report, however the barriers he had seen were cheaper (approximately £16 each).

Cllr Harald queried whether the Council would have much use of the barriers aside from the use to separate the two car parks on a Friday. The AO suggested that the barriers could also possibly be used for events such as Family Fun Day.

Cllr Snape requested clarification as to whether the Village Hall had an up-to-date risk assessment for the car park and also queried how the Council proposed to pay for the barriers. The TC advised Members that they would need to review the Community revenue budget.

Cllr Snape explained to Members that he appreciated that he was not present at the July Community Services Committee meeting, however he believed that it seemed as though the responsibility for the issue was being put solely on the Council when it should be a joint responsibility between the Council and the Village Hall.

Cllr Wilsmore suggested that the Village Hall could potentially trial a different layout of their stalls at the market on a Friday in order to create a temporary barrier between the car parks, however the Chairman explained that there was no guarantee as to which stall holders would be present at the Friday market, so this may not always be possible.

Cllr Harald did not believe that the Council should purchase temporary barriers as he believed what they had already done was adequate. Cllr Bandy argued that the Village Hall currently had lower funds as they were completing projects such as roof so believed the Council should take some responsibility while thinking of the safety of the public. Cllr Wilsmore agreed with Cllr Harald and believed that it was not entirely the Council's responsibility to install barriers, but he also agreed with Cllr Bandy.

Cllr Snape informed Members that historically, access for The Hub car park had been an issue and there were letters dating back into the 1980's regarding issues in relation to the car park.

Cllr Snape objected to the idea that this was solely the Council's issue and believed as it was a joint issue, the costs to purchase barriers should be split between the Council and the Village Hall.

Members questioned that although the VHMC had stated that the single white line currently separating the car parks was a problem, there was no actual proof of this in terms of specific individual incidents that have occurred.

The Chairman told Members that there seemed to be three options in which Members could choose to progress with: purchase temporary barriers, do nothing, or contact the VHMC to propose splitting the costs of the barriers.

It was **RESOLVED** to contact the VHMC to check their capacity, confirm whether they had a risk assessment in place, and propose splitting the cost of purchasing temporary barriers.

b. Christmas Lights Display

The Chairman explained to Members that the Council's contract with Lamps & Tubes Illuminations Ltd was coming to an end and, given the current resources of the Community Services team, they were proposing that the Council extend the contract. The Chairman also highlighted to Members that Officers were happy with the service received from the company thus far.

Cllr Wilsmore explained that he believed Christmas Lights were for the purpose of attracting Christmas trade, and due to the location of the lights, did not believe they would be of benefit to anyone. He suggested that the Christmas Lights display should be reduced to just cover Station Square.

Cllr Snape thought that it made sense to extend the current contract, even though he would love to see a different display. The Chairman agreed with Cllr Snape.

It was **RESOLVED** to extend the current Christmas Lights Display contract for a further two years to 2027 (inclusive).

c. Event Booking Protocol Policy Review

Cllr Snape requested clarification as to who was responsible for making the decision as to whether something went to the Safety Advisory Group or not. The TC explained that this was currently a 'grey area' and that she would support Officers to make a judgement at the time depending on the type of event. Members felt this needed to be reflected in the document.

There was some discussion on where partial fees or no fees were applied and whether this needed to be more specific, but the committee agreed the current wording on officer discretion was adequate, as any large-scale or contentious requests would come to committee anyway

Members discussed the fees and recalled a discussion on these at the last meeting. The AO advised that a report would be coming to the next meeting to discuss fees for various upcoming events.

It was **RESOLVED** to adopt the reviewed Event Booking Protocol with one amendment regarding SAG approval.

d. **Allotment Facilities**

The Chairman advised Members that the Council had previously looked into providing a compostable toilet facility; however, this option was expensive, so the Council would need to look at getting a grant to fund this.

The TC advised Members that whichever decision was made during this meeting would be the decision going forward and that this agenda item would not come up again next year, as it was believed to be difficult to continue to communicate different decisions to plot holders each year.

The Chairman recommended that, once Members had decided whether or not to install toilet facilities at the allotment sites, plot holders, including the reps, would need to be informed as soon as possible, before their plots were due for renewal for next year.

Members questioned whether the toilet facilities currently on site were used much. The Chairman advised that there were a number of plot holders who really appreciated the facilities; however, overall, they were not used to a great extent. Cllr Wilshire argued that the costs were an extensive amount of money to spend on facilities which only a small number of people use.

Cllr Snape felt that it was not appropriate to use the Allotment EMR to supply portaloos.

The Chairman requested that the allotment representatives be informed of the decision made regarding toilet facilities at the allotment sites as soon as possible.

It was **RESOLVED** to not reinstate toilet facilities in the future at Station Road and Steppingley Road allotment sites.

e. **Burial Ground & Allotment Fees**

The Chairman reminded Members that, during July's meeting, Members had decided to introduce a fee for the transfer of exclusive rights.

Allotments

The Chairman highlighted to Members that they had just made the decision not to reinstate toilet facilities at the allotment sites and that building works would be starting next to one of the sites, so suggested these factors be taken into consideration when reviewing the allotment fees.

Cllr Harald believed that the proposed 5% fee increase was marginal and considered it fair, given the recent lack of fee increases.

The Chairman requested Officers' thoughts and recommendations in terms of deposit amounts for the end of tenancy. The AO explained that other Councils' fees ranged from £30/40 - £100, so advised a median of these would be a sensible figure. The AO advised Members that the deposits would only be introduced to new tenants and would not apply to existing plot holders.

It was **RESOLVED** to increase the Allotment fees for 2027/28 by 5% (£28.56) and to introduce a £50 deposit for end of tenancy.

Burial Ground

Members did not believe it made sense to change the burial ground fees, considering there were currently no available burial plots.

It was **RESOLVED** for Burial Fees for 2026/2027 to remain the same.

f. Nature Park Management Plan

Members thought that the management plan was well-written and comprehensive.

The AO informed members that the grazier at Manor Park was extremely interested in also grazing at The Nature Park. The AO highlighted that the management plan included grazing within the plan, so the AO was looking to proceed with the proposition quite quickly.

It was **RESOLVED** to adopt the draft Nature Park Management Plan 2025-2030.

g. Hinksley Road Music Park

Cllr Harald queried whether the Council had received any additional complaints in relation to Hinksley Music Park. The TC clarified that the Council had not received any further complaints which she was aware of. Cllr Wilsmore suggested that the lack of complaints does not confirm that the Music Park had not been causing upset to other residents.

The Chairman proposed that the Council look into purchasing signage to display at the Music Park to indicate that the park be used during appropriate hours to avoid disruption. Members agreed with the proposal as they believed their options were limited, as the park had already been installed, so it could not be moved.

Action: AO

Cllr Snape raised concerns regarding the disruption caused by the Music Park during the early hours of Sunday mornings while the Hinksley Park Run takes place. Cllr Snape asked whether Officers had spoken to the organisers of the Park Run to ask whether there were marshals on site to stop this from happening.

Action: AO

It was **RESOLVED** for the Town Clerk to respond to the complainant with actions the Council would be taking to minimise disruption.

1302. ITEMS FOR INFORMATION

a. Community Financial Report

Members noted the report from the Senior Finance Officer.

b. Officer Update

- i) The Chairman reminded Members that they had requested a list of sites owned and managed by Flitwick Town Council at the July Community Services meeting and informed Members that the AO had now provided them with this. The Chairman thanked the AO for providing the list and asked if it was possible to produce a map that highlighted the sites, as they thought this would be useful.

The PRS informed M that the Public Realm Team was up to date with maintenance within the town and emphasised that the team had been working extremely hard. The PRS also thanked Members for passing on positive comments regarding their work, stating that it goes a long way and was greatly appreciated.

Cllr Wilsmore proposed the possibility of installing a pedestrian gate at Millennium Park in addition to replacing the gates on Temple Way, as there was currently no pedestrian access on that side of the park. The AO agreed to look into this.

Members queried whether the reason for littering at Millennium Park was due to the bins being full or whether people just chose not to use them. The PRS advised that, the majority of the time, the bins were not full so there was no reason as to why people would not be able to use the bins to appropriately dispose of waste. Cllr Wilsmore suggested there was little point in installing more bins as it seems this would not help to alleviate the littering issue.

The PRS mentioned that, occasionally, large pizza boxes blocked the bins, causing the bins to appear full. Cllr Wilsmore suggested the Council could look into installing larger bins or differently designed bins in order to make them easier to access.

Cllr Snape agreed that providing more bins was unlikely to prevent littering, however, he believed that the litter around the skate park was not as bad as it was made out to be on social media, and that this was more reflective of a singular incident.

The Chairman requested clarification as to whether the water bottle dispenser at Milenium Park was broken, to which the PRS confirmed that it was. The Chairman queried whether this was still under warranty, however the TC confirmed that it was not.

- ii) Cllr Wilsmore queried what we were going to do regarding the removal of the beaters from Hinksley Music Park. The Clerk advised that they were uncertain of what the solution would be as of yet. Members requested clarification as to whether the beaters were attached to the park. The PRS confirmed that the beaters were attached and that tools would have been required to remove these. Members questioned whether there was a way that the Council could make these more difficult to remove to prevent this issue from re-occurring.

Cllr Snape drew Members attention to the 'Fridge Update' and highlighted the snapshot of the dashboard report. He informed Members that there were now up to 250 active membership accounts and that this number was still growing. Cllr Snape told Members that the third supported tier session for those with low income/in need of additional support was due to take place tomorrow (3rd August). He advised Members that there was a vast number of sign-ups for the supported tier, however, not all of these had brought in their evidence of need to enable their account to be activated. Cllr Snape reported that they had received positive comments regarding the membership scheme so far and told Members that he believed the scheme was going well in terms of supporting Members of the community and reducing food waste. Cllr Snape highlighted the recent challenges the Community Fridge had incurred in relation to the new 'suggested donations'. He advised that, on average, there were around 60-90 people visiting the fridge each day and leaving with high-quality food; however, a handful of these people were against making the suggested donation.

Cllr Harald questioned why 52% of the accounts were currently inactive. Cllr Snape informed Members that the figures had changed since the report had been written and that there were now more active accounts. He explained that visitors were required to provide proof of address and proof of need (if applicable) to activate the account.

1303. PUBLIC OPEN SESSION

No members of the public attended the meeting.

1304. 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. **Confidential Report** – members noted the Confidential 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 at 20:43

Signed(Chairman)



FLITWICK TOWN COUNCIL

Report to Community Services 02.09.2025 Event Bookings Fee Review –

Flitwick 10K, Baptist Church Christmas Eve, Hinksley Parkrun

Background

Flitwick 10k –

The Flitwick 10K is hosted by Ampthill and Flitwick Flyers (AFF) annually every April and request use of Millennium Park to facilitate the start and finish of the race. For the last couple of years the organisers have been charged a reduced rate at 50% as agreed by Council previously.

Following the race in April 2025 the following correspondence received from AFF was presented to May Community Services:

We have a couple of issues to flag given that we pay to use the site and have always been accommodating about sharing with the fair:

- We were very disappointed this year about the situation with the gravel path to the skate park, which created a hazard we weren't expecting to have to deal with and had to use extra marshals and first aid cover there
- The work on the skate park has pushed the fair further across the site. The fair operators are always accommodating in doing what they can, but the space available to us gets smaller each year.

On that basis we would ask that you consider a reduction in the fee for this year and/or next year. I am of course happy to discuss this with you and/or Stacey – the race is a great community event with over 700 runners and 100 volunteers, which showcases Flitwick really well and we want to ensure that all the facilities we use reflect that as well.

This was discussed by Members and a resolution made as follows:

Members were asked to note the correspondence from Ampthill & Flitwick Flyers regarding the 10k race. The TC explained to Members that the Ampthill & Flitwick Flyers Club already received a 50% discount for the hire of Millennium Park for the Flitwick 10k Race. Members queried who specifically was requesting a fee reduction and how much the reduction would be. The TC advised that the Club was asking for the reduction, but it had not been made clear how much for.

Members did not believe that a refund should be given as they considered there to have been no extra expense for the Club, as the issues raised regarding the gravel path and skatepark works did not create any financial impact. Members requested clarification as to where the race began and ended, to distinguish whether participants would run across this specific part of the park.

Members all agreed that there was no significant impact on the event.

Members also discussed whether the Town Mayor was invited to this event, as independent Ward Councillors had previously been asked to attend and start the race. Cllr Snape clarified that the Town Mayor had not been invited to the event.

It was **RESOLVED** to reject the request for a fee reduction for this year.

Baptist Church Christmas Eve –

Officers have received the following correspondence from Kings Church regarding a Christmas Eve event on Station Square as follows:

I understand that Susan left FTC earlier in the year. She was previously my contact regarding holding our 'Carols in the Town Square' event on Christmas Eve. I have attached

the booking form as usual - Susan always told me to send it in during the summer. In case you're not familiar with the event, we have run it on Christmas Eve the last few years and it has become well attended in the town - our brass band leads a short carol service followed by refreshments back at King's Church. We have been very kindly given the key to the electricity supply to enable the event to run - for which we're always extremely grateful to the Council.

I was speaking to Andy Snape at the Fun Day on Saturday about this (it was that conversation that reminded me I hadn't submitted this yet), and he said it shouldn't be an issue but to send it to you.

Although the event is considered 'major' it is tightly contained as everybody gathers round the Christmas tree, and it only lasts 30 minutes. We submitted a risk assessment which also put in place control measures such as stewards surrounding the town square. Consequently, I don't believe that in the past the event has been subject to SAG (or at least not to my knowledge).

Very happy to chat if that would be helpful, but we're extremely keen to keep running the event as in the last few years.

Hinksley Parkrun –

The Junior Parkrun to be held at Hinksley Road Recreation Ground was discussed at the September 2024 Community Services as follows:

Members received a report from the Community Services & Amenities Manager and considered recommendations within the report surrounding the introduction of the Park Run at Hinksley Park.

Members discussed the report and positive comments were made as to the introduction of a weekly junior park run, with an expected attendance of 25 – 75 people. Members did request that there be stipulations in place as to avoidance of areas such as the Wildflower Meadows' and Tiny Forest, to protect these aspects of the park. It was also suggested that there be a 6-month review of the activity in relation to the no charge, so that the committee had the opportunity to evaluate any impact on the space or staff time, which may incur unexpected costs.

As a general observation in relation to the location the access to the site from the car park situated by the Sea Cadet building was raised as an ongoing concern, due to the large volume of footfall. A request was made to improve the ground by introducing a material to the area. The PRS Officer confirmed that they would investigate additions to improve access.

It was **RESOLVED** to approve a weekly junior park run on Hinksley Playing Field, free of charge to be reviewed in six months' time.

Introduction

Flitwick 10k –

The Flitwick 10k has been going for many years, with the first race taking place in 1986. The race starts at Temple Way, Millennium Park, and finishes in Millennium Park. There is a free children's 1k race after the main event. The event is supported by local organisations, such as the Scouts, providing refreshments, and Everyone Active, helping to marshal and promote the event. Previously, the Town Mayor had not been invited to 'start' the race.

Baptist Church Christmas Eve –

King's Church has run a successful Christmas Eve carol service, with a brass band, around the Christmas tree on Station Square for the last few years. The space is offered to the Church free of charge, along with the use of the electricity. They have not previously submitted a SAG application.

Hinksley Parkrun –

The Parkrun's first event took place on Sunday 23rd February and the six-month mark passed on Sunday 24th August. Officers have regular contact with the event organisers and the event appears to be well attended and received.

Since the installation of the Music Park at Hinksley Park, the Council has received one complaint from a neighbouring property regarding the use of the instruments in the park early on Sunday mornings. This coincides with the Parkrun. Officers have added temporary operational times signage to the park and liaised with the organisers of Parkrun. The organisers were accommodating to the request to have a marshal at the Music Park to deter anyone from using the instruments before 9am. To date, we have received no further complaints.

Additional Information

Flitwick 10k –

Entrants are charged a fee of £18. Every year AFF donates 15% of net income after costs of the 2 club races, the *Flitwick* 10k and the Marston 5K to their chosen charity of the year.

Baptist Church Christmas Eve –

This event is free of charge to attendees and is open to all.

Hinksley Parkrun –

Beverley Gous, Event Support Ambassador (Volunteer) | parkrun UK has provided the following update:

We are delighted with the success of Hinksley Park Rec Ground junior parkrun. To date 285 different children have taken part, 1132 times between them and a collective distance of 2,264km has been covered. On average there are 44 children who take part every week, and a total of 61 different adults / children from the local community help to ensure the event takes place.

During the summer, a junior parkrun Snapshot survey was done across 282 events, including Hinksley Park which informed us that for every 100 young people who cross the finish funnel at junior parkrun, there are 46 adults running or walking alongside. We know from our Health & Welfare Survey that this means these young people and adults are prospering from the incredible benefits of taking part in parkrun, which include spending quality time together outdoors plus the health and wellbeing benefits of the adults.

In addition, we discovered that for every 100 young people there are 57 spectators in the park, cheering our young people on, which means Hinksley Park is alive with over a hundred people from the local community, every Sunday morning for up to an hour.

Every child is welcomed and encouraged, but two notable children at Hinksley Park are "EW" who has completed all 24 of her parkruns at Hinksley Park, only missing out when away for her summer holiday and "GM" who has completed 19 parkruns and managed to volunteer 14 times too. EW's mum says "EM loves it", whilst GM rates volunteering as course tidy up afterwards as "1000/100".

As we march towards the new school year, we look forward to welcoming local families every Sunday morning and will be mindful of the conditions underfoot.

If anyone from the Community Services would like to pop down for a visit, they will be most welcome - parkrun never turns away a volunteer nor is there a time limit to complete the 2k.

Options

Flitwick 10k –

Option 1: Continue offering AFF use of Millennium Park for Flitwick 10K at a 50% reduced rate

Option 2: Consider full charge or an alternative charge for AFF's use of Millennium Park for Flitwick 10K

Baptist Church Christmas Eve –

Option 1: Continue offering Kings Church the use of Station Square for Christmas Eve Carols free of charge

Option 2: Consider full charge or an alternative charge for King's Church use of Station Square for Christmas Eve Carols

Hinksley Parkrun –

Option 1: Continue offering Parkrun use of Hinksley Park for weekly Junior Parkrun free of charge

Option 2: Consider full charge or an alternative charge for Parkruns' use of Hinksley Park for weekly Junior parkrun

Sarah Burgess
Amenities Officer

Flitwick Car Show

We would like to propose the date for the 2026 Flitwick Car Show as 16th August, Using the Hub and the Park.

We would take over the site from 06:00- 18:00 with the show open to public from 10:00 – 15:00

This date would facilitate changes that we have learnt from this years event and has been detailed in the accompanying table.

This will be the 6th year running this event which has become one of Flitwick's highlights. The event brings in much needed revenue to local businesses and brings the community together.

2025 we had no reported incidents needing to be attended by blue light services and our on site medic was not called upon during the event.

Flitwick Lower School are fully behind the event and has already agreed the use of the school. The Swan are also behind the event again and are providing staff to assist us once again.

Flitwick Car Show

Concern	Proposed Resolution
Vehicles moving without escort within show areas.	<ul style="list-style-type: none">● 2026 show Zero Tolerance for movement.● Exhibitors to be given very obvious details of this clause. (it was in this years booking T&C's)● Closing Temple Way to all traffic: 7:00-9:30 exhibitors only then full closure at 10:00- 15:00.● Dedicated zone for people wishing to leave early.● Bringing the show to a close an hour early.
Bad parking along Dunstable Road and Temple Way.	<ul style="list-style-type: none">● Close Temple Way to all traffic.● Dedicated Security to patrol Dunstable Road moving along anyone attempting to park.● Improved signage to alleviate traffic build up from people asking where parking can be found.

Flitwick Car Show

<p>Vehicles unable to gain access to the park from Temple Way which caused delay in getting vehicles into the show adding to the traffic concerns.</p>	<ul style="list-style-type: none">● Open discussions with F.T.C around this issue.
<p>Traffic build up in Town Centre</p>	<ul style="list-style-type: none">● Improved signage to alleviate traffic build up from people asking where parking can be found.● Temple Way dedicated zone for vehicle access.● Club areas to be filled by meeting up off site to convoy together meaning the marshals are able to fill spaces as they arrive rather than needing to go back and forth to club areas.● Details to be included at time of booking so exhibitors are aware of the protocols before the event.
<p>Number of vehicles on field</p>	<ul style="list-style-type: none">● Passes allocated to Millennium Park were well within the permitted allowance. We had been

Flitwick Car Show

advised that trade and staff vehicles would not be counted towards this total.

- If you see ChargeHeads vlog from the day it shows, there were large gaps in the field where we could fit more vehicles safely.
- Aerial drone footage shows the amount of room on the field.

Flitwick Town Council Community Committee Financial Summary 25/26

01 April to 31st July 2025

	YTD Income	Income Budget	+/- EMR Mvts	% Budget Achieved		YTD Expenditure	Expenditure Budget	+/- EMR Mvts	% Budget Spent
Community Services	£ 84,026	£ 37,477	£ 7,000	243%		£ 213,583	£ 616,959	£ 20,989	31%

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

		01-31 July 25	
		Income	Expenditure
4001/300, 4002/300, 4014/300	Staff Costs		£ 24,081
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 1,046
4064/300, 4103/300	Other Costs (CCTV & Internal Hire)		£ 60
1004/301, 1013/301, 4015/301, 4068/301	Burial Grounds (301)	£ 3,392	£ 100
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 53	£ 381
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)	£ 1,199	£ 2,495
1012/305, 4075/305, 4098/305, 4122/305	Play Areas / Millennium Park (305)	£ -	£ 211
4096/306, 4097/306	Street Lighting		£ -

2025/26 Year to date							
Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
				£ 104,918	£ 407,572		26%
				£ 6,849	£ 17,850		38%
				£ 131	£ 5,300		2%
£ 12,653	£ 6,000	£ -	211%	£ 878	£ 650		135%
£ 519	£ 4,500	£ -	12%	£ 1,542	£ 2,350	£ 955	25%
£ 21,987	£ 1,100	£ -	1999%	£ 13,666	£ 29,230	£ 5,400	28%
£ 320	£ 1,700	£ -	19%	£ 11,369	£ 9,300	£ 9,994	15%
				£ 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 Portaloo	4088/302	Spending for Allotment Portaloo 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	Income from donations from STOP Campaign (£1,199.32)
Jul-25	Burial Grounds Costs	4068/301	Increase spending to be matched to income exceeding budgets (1004/301), negating any overspend.
	Public Realm Costs	4133/303	Section 106 grant funding for Public Realm resurfacing outside Station Road buildings received. To be matched to costs for works paid from 4133/303 when works are completed.
	Nature Park	4702/303	Spend for Draft Management Plan (£750) taken from Nature Park Annual Grant (EMR 317) negating any overspend.

Community Activities & Events Summary 25/26

		01-31 July 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>	£ -	£ 1,970
1181/312 4606/312	Cost Of Living (312)	£ -	£ -
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	£ -	£ 509
1177/312 4617/312	Flitwick Heritage (312)	£ -	£ 54
1032/312, 1036/312, 1120/312, 1147/312 4103/312, 4554/312, 4558/312, 4613/312, 4614/312, 4625/312	Community Activities (312)	£ -	£ 581
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)	£ -	£ 1,197

2025/26 Year to date							
Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
£ 18,025	£ 192		9388%	£ 21,701	£ 3,096	£ 3,325	594%
£ -	£ -		n/a	£ 1,262	£ 500	£ 1,100	32%
£ 15,000	£ 15,000		100%	£ 26,125	£ 52,250		50%
£ 315	£ 1,000		32%	£ 5,122	£ 15,786		32%
£ 7,000	£ -	£ 7,000	n/a	£ 214	£ -	£ 214	n/a
£ 1,001	£ 3,200		31%	£ 1,548	£ 16,030		10%
£ 7,205	£ 4,785		151%	£ 16,050	£ 47,466		34%

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.
Jul-25	Food Hub	4012/310	Spend for EV Charger purchase and installation (£1,279)

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: **31 July 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 31/07/2025

Month No: 4

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	23,352	101,979	406,942	304,963		304,963	25.1%	
4002 Uniform	46	208	600	392		392	34.6%	
4005 Vehicle/Trucks Maintenance	0	426	750	324		324	56.8%	
4006 Fuel	314	1,320	5,000	3,680		3,680	26.4%	
4008 Vehicle/Trucks Insurance	0	3,221	3,200	(21)		(21)	100.7%	
4014 CASUAL STAFF Wages	683	2,731	0	(2,731)		(2,731)	0.0%	
4063 Vehicle/Truck Lease Repayments	732	2,929	8,900	5,971		5,971	32.9%	
4064 Town Centre CCTV	0	0	2,800	2,800		2,800	0.0%	
4103 FTC Internal Hire	60	191	2,500	2,310		2,310	7.6%	
CORE SERVICES :- Indirect Expenditure	25,187	113,005	430,692	317,687	0	317,687	26.2%	0
Net Expenditure	(25,187)	(113,005)	(430,692)	(317,687)				
301 BURIAL GROUNDS								
1004 Burial Grounds Income	3,392	12,653	5,000	(7,653)			253.1%	
1013 CBC-Closed Burial Ground	0	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	3,392	12,653	6,000	(6,653)			210.9%	0
4015 Utility - Water	0	32	150	118		118	21.6%	
4068 Burial Ground	100	755	500	(255)		(255)	151.0%	
BURIAL GROUNDS :- Indirect Expenditure	100	787	650	(137)	0	(137)	121.1%	0
Net Income over Expenditure	3,292	11,865	5,350	(6,515)				
302 ALLOTMENTS								
1005 Allotment Rents	53	519	4,500	3,981			11.5%	
ALLOTMENTS :- Income	53	519	4,500	3,981			11.5%	0
4015 Utility - Water	0	111	500	389		389	22.1%	
4072 Allotments Maintenance	142	393	1,500	1,107		1,107	26.2%	
4088 Portaloo Hire	220	955	0	(955)		(955)	0.0%	955
4103 FTC Internal Hire	19	83	350	267		267	23.7%	
ALLOTMENTS :- Indirect Expenditure	381	1,542	2,350	808	0	808	65.6%	955
Net Income over Expenditure	(328)	(1,022)	2,150	3,172				
6000 plus Transfer from EMR	220	955	0	(955)				
Movement to/(from) Gen Reserve	(108)	(67)	2,150	2,217				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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)	0	4,500	1,100	(3,400)			409.1%	
1177 Grants & Donations Received	1,199	17,487	0	(17,487)			0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Income	1,199	21,987	1,100	(20,887)			1998.8%	0
4013 Utility - Electric	17	216	1,000	784		784	21.6%	
4015 Utility - Water	0	0	1,000	1,000		1,000	0.0%	
4078 Planting/Weeding	120	805	1,500	695		695	53.7%	
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	0	1,240	4,000	2,760		2,760	31.0%	
4128 Waste Disposal	437	1,645	7,000	5,355		5,355	23.5%	
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	1,170	2,036	7,000	4,964		4,964	29.1%	
4702 Flitwick Nature Park	750	750	500	(250)		(250)	150.0%	750
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	2,495	13,666	29,230	15,564	0	15,564	46.8%	5,400
Net Income over Expenditure	(1,296)	8,321	(28,130)	(36,451)				
6000 plus Transfer from EMR	750	5,400	0	(5,400)				
Movement to/(from) Gen Reserve	(546)	13,721	(28,130)	(41,851)				
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.	156	10,764	8,000	(2,764)		(2,764)	134.5%	9,994
4098 Skate Park Lighting	22	61	650	589		589	9.5%	
4122 Changing Rooms - Hinksley Rd	33	544	650	106		106	83.7%	
PLAY AREAS :- Indirect Expenditure	211	11,369	9,300	(2,069)	0	(2,069)	122.3%	9,994
Net Income over Expenditure	(211)	(11,049)	(7,600)	3,449				
6000 plus Transfer from EMR	0	9,994	0	(9,994)				
Movement to/(from) Gen Reserve	(211)	(1,055)	(7,600)	(6,545)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	0	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	0	1,193	9,609	8,416	0	8,416	12.4%	0
Net Expenditure	0	(1,193)	(9,609)	(8,416)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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 Reimburse	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	1,279	16,945	0	(16,945)		(16,945)	0.0%	
4071 FUEL - Community Fridge	0	0	400	400		400	0.0%	
4102 FTC Internal Rent	108	432	1,296	864		864	33.3%	
4103 FTC Internal Hire	0	61	0	(61)		(61)	0.0%	
4619 General Community Fridge Costs	583	2,270	200	(2,070)		(2,070)	1135.1%	1,862
FOOD HUB :- Indirect Expenditure	1,970	21,701	3,096	(18,605)	0	(18,605)	700.9%	3,325
Net Income over Expenditure	(1,970)	(3,676)	(2,904)	772				
6000 plus Transfer from EMR	338	3,325	0	(3,325)				
Movement to/(from) Gen Reserve	(1,631)	(350)	(2,904)	(2,554)				
311 THE HUB & YOUTH ACTIVITIES								
1035 Youth Hub Hire	0	315	1,000	685			31.5%	
1041 Youth Activities	0	15,000	15,000	0			100.0%	
THE HUB & YOUTH ACTIVITIES :- Income	0	15,315	16,000	685			95.7%	0
4013 Utility - Electric	103	369	1,173	804		804	31.4%	
4015 Utility - Water	0	109	4,500	4,391		4,391	2.4%	
4016 Business Rates	0	1,921	2,113	192		192	90.9%	
4049 Youth Activities	0	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	41	124	400	276		276	31.1%	
4132 Building Maintenance	0	75	1,500	1,425		1,425	5.0%	
4134 Cleaning Costs	132	564	1,850	1,286		1,286	30.5%	
4138 Equipment	16	25	500	475		475	5.0%	
4140 Maintenance Contracts	0	1,592	2,200	608		608	72.4%	
4151 Broadband Costs	217	343	550	208		208	62.3%	
THE HUB & YOUTH ACTIVITIES :- Indirect Expenditure	509	31,247	68,036	36,789	0	36,789	45.9%	0
Net Income over Expenditure	(509)	(15,932)	(52,036)	(36,104)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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	0	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	0	8,001	3,200	(4,801)			250.0%	7,000
4103 FTC Internal Hire	219	1,119	11,500	10,381		10,381	9.7%	
4554 Stitches	0	0	200	200		200	0.0%	
4558 Keep Fit / Dance Fitness	350	350	1,850	1,500		1,500	18.9%	
4606 Cost of Living Initiative	0	1,262	500	(762)		(762)	252.4%	1,100
4613 Recycle / Reuse	0	0	130	130		130	0.0%	
4614 Proud AF Initiative	0	30	1,500	1,470		1,470	2.0%	
4617 Flitwick Living History	54	214	0	(214)		(214)	0.0%	214
4625 Forget Me Not Group	12	48	850	802		802	5.6%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	635	3,024	16,530	13,506	0	13,506	18.3%	1,314
Net Income over Expenditure	(635)	4,978	(13,330)	(18,308)				
6000 plus Transfer from EMR	54	1,314	0	(1,314)				
6001 less Transfer to EMR	0	7,000	0	(7,000)				
Movement to/(from) Gen Reserve	(580)	(708)	(13,330)	(12,622)				
313 COMMUNITY EVENTS								
1127 Flitwick Fun Day	0	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	0	7,205	4,785	(2,420)			150.6%	0
4043 Remembrance Event	62	62	890	828		828	7.0%	
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	488	1,392	1,400	9		9	99.4%	
4540 Christmas Lights EVENT	0	0	5,201	5,201		5,201	0.0%	
4551 Flitwick Fun Day	647	14,147	16,000	1,853		1,853	88.4%	
4618 COMMUNITY Events Expense	0	99	2,000	1,901		1,901	5.0%	
COMMUNITY EVENTS :- Indirect Expenditure	1,197	16,050	47,466	31,416	0	31,416	33.8%	0
Net Income over Expenditure	(1,197)	(8,845)	(42,681)	(33,836)				
COMMUNITY Services :- Income	4,644	84,026	37,477	(46,549)			224.2%	
Expenditure	32,684	213,583	616,959	403,376	0	403,376	34.6%	
Net Income over Expenditure	(28,041)	(129,557)	(579,482)	(449,925)				
plus Transfer from EMR	1,363	20,989	0	(20,989)				
less Transfer to EMR	0	7,000	0	(7,000)				
Movement to/(from) Gen Reserve	(26,678)	(115,569)	(579,482)	(463,913)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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	4,644	84,026	37,477	(46,549)			224.2%	
Expenditure	32,684	213,583	616,959	403,376	0	403,376	34.6%	
Net Income over Expenditure	(28,041)	(129,557)	(579,482)	(449,925)				
plus Transfer from EMR	1,363	20,989	0	(20,989)				
less Transfer to EMR	0	7,000	0	(7,000)				
Movement to/(from) Gen Reserve	(26,678)	(115,569)	(579,482)	(463,913)				

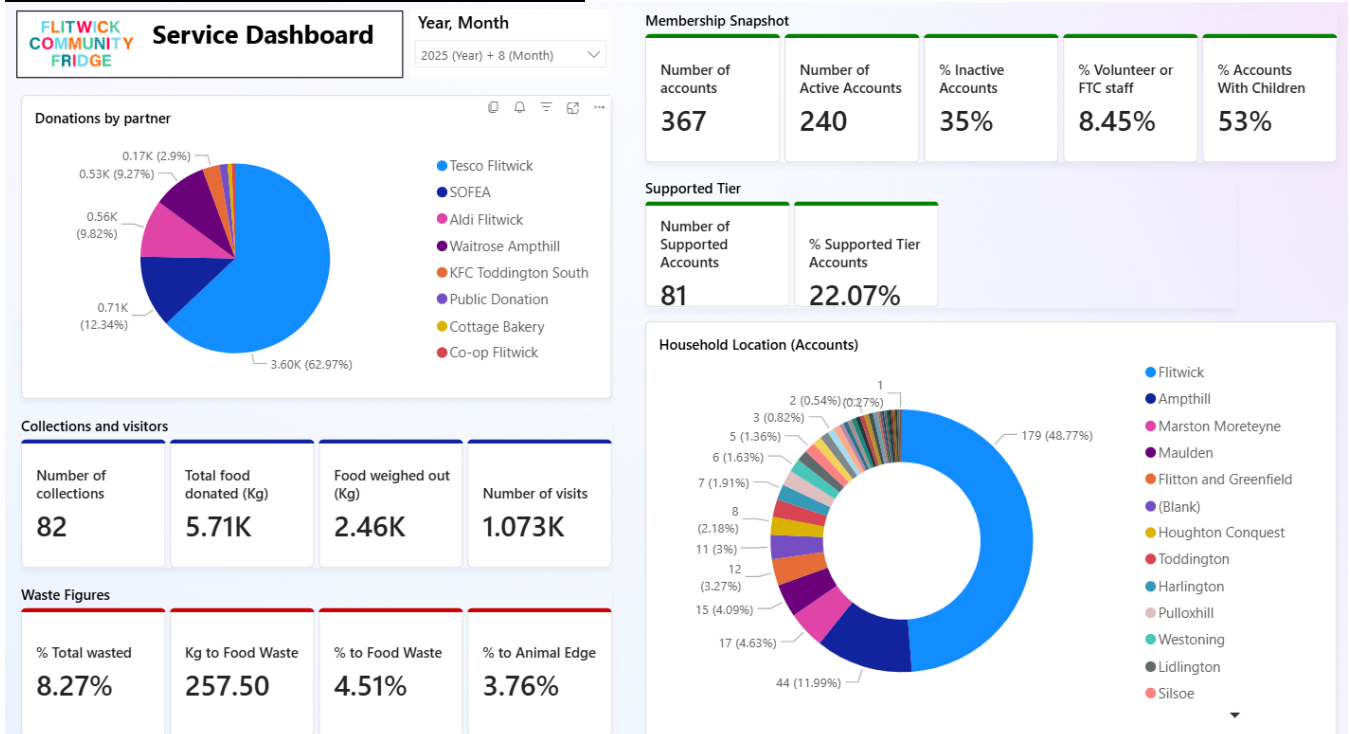


Flitwick Town Council

Community Services Committee – 2nd September 2025

Officers Update

1. Community Fridge as at 27th August 2025



2. Fridge Update

Facebook posts have gone out this week reminding people to sign up to the membership. Anyone unable to access the form to sign up is being assisted by the team at the Rufus Centre.

3. Flitwick Living History Town Trail Application

Sessions will be starting at Kingsmoor School on 8th September. We have contacted several businesses in the Town who are enthusiastic about being involved in the project.

4. Young People Trip

We are waiting for feedback from the young people with their ideas for the trip.

5. Summer Programme

The summer programme was reduced this year due to staffing levels. The most popular sessions were the Circus Skills with 88 children attending the first day. Final numbers will be available at the next meeting.



Flitwick Town Council

Community Services Committee – 2nd September 2025 Officer Update – Amenities

1. **Manor Park**

The MPWG held a meeting on 27th August and discussed the action plan. Members of the group have suggested a regular, monthly volunteer day within the park to keep up the interest in the group. This will be arranged with the Public Realm team.

The top five actions from the plan happening over the next few months are as follows:

- 1) Further investigations and cost implications to restore the Ha-ha
- 2) Collation of updated information for interpretation board & information to view on FTC website via QR code
- 3) Planting of additional wildflower areas in partnership with schools
- 4) Thinning work throughout the arboretum
- 5) Work to the 'driveway' from the Lower Gates to remove mulch and uncover the hard standing

2. **Nature Park**

The planning application is still with CBC and the hold-up is due to CBC solicitor. Officers are actively chasing this with our planning consultants and hope to see some movement soon.

Following the approval of the management plan for the park, we now have sheep grazing the fields. These have been well received by users of the park.

3. **Millennium Park events**

Eat Feast were back at Millennium Park on Saturday 30th August 4pm – 9pm and they hope to be able to continue this event next year.

John Lawsons Circus will be back on Millennium Park with showtimes on Thursday 25th, Friday 26th, Saturday 27th and Sunday 28th September.

4. **Public Realm**

The Public Realm team continue to be busy and are delivering a high standard of work; which is being recognised.

A winter plan of works is in progress, to include a focus on Manor Park and the teams return to the Tractor Store.

A machinery/tools maintenance and replacement schedule is being put together to ensure the team always have correctly working equipment and assist with budget setting.

5. **Skate Park**

Officers have been in discussions with Gravity Skateparks about the condition of the landscaping around the skatepark following the completion of the extension. Gravity are due to attend site to remove the 'fat hen' weed that has grown predominantly instead of grass and re-landscape the area.

Members may have noticed the offensive graffiti that has been painted onto the Skatepark. Officers have arranged to have this professionally removed as the Public Realm team were unsuccessful. This criminal damage has been reported to the Police and there is CCTV footage of the incident.

With the Skatejam due to take place on Sunday 21st September, both contractors have been requested to have this work completed before then. All Members are welcome to attend to the Skatejam which is on between 1pm and 4pm.

Management Approach	Priority	Timescale	Financial	Actions	Who	When
Access & Interpretation						
Improve access paths	Low	Long	£££	<p>Consideration to permanent path surfacing in the parkland. The path gradient issue at the northern entrance into the arboretum should be resolved with a gentle ramped path.</p> <p>Access could be improved radically across the site with an emphasis on circuits.</p> <p>Creation of new path along the perimeter belt.</p> <p>New access from Church Road/Fitwick Manor Estate.</p> <p>Circuit paths should be created in the arboretum and also in the southern field with a new crossing over the ditch at the sluice into the arboretum.</p>		
New paths	Low	Long	£££		Trevor (MPWG)	
Interpretation boards and waymarking	Medium	Short	££	<p>Improved interpretation should include more interpretive panels and updated information, ideally with interactive elements - such as QR codes.</p> <p>Improved and additional way markers.</p> <p>The Pinetum, which is now lost, should be part of the interpretive story on how the site was developed by the Brooks family. The manuscripts and maps authored by J T Brooks could be useful reference material in any interpretation.</p>		

Management Approach	Priority	Timescale	Financial	Actions	Who	When
Agricultural grassland west of Aboretum						
Maintain as permanent pasture and diversify grassland habitat	High	Short	£	These two fields should continue as permanent pasture grazed by cattle on a seasonal basis.	SB	Complete
Manage perimeter mixed species hedge, expand arboretum along perimeter.	Low	Long	££	Diversity could be improved by lowering the banks of the lake connecting drain to enable a proportion of higher flows to enter the fields on either side of the drain. There may be an opportunity to create scrapes or depression hollows within these fields to enhance habitat creation. Some parts of these fields show zones of high organic-matter soils and rewetting these areas would reduce carbon loss and further the sequestration of carbon across the site. Create some small areas of bare ground for invertebrates such as solitary bees and wasps, particularly where the soil is sandy and/or south facing		

Management Approach	Priority	Timescale	Financial	Actions	Who	When
Parkland						
Late cut in August and removal of all arisings	Medium	Short	£	Annual late cut	PRT	September/October
Selected areas should be identified for diversification	Medium	Short	£	Using locally sourced wildflower rich green hay in areas that are scraped beforehand to improve/encourage biodiversity and improved floristic interest.	MPWG/PRT	September/October
Consideration should be given to formalizing the surface of all existing paths in the parkland and to creating a new path adjacent to the southern perimeter belt.	Low	Long	£££			
Grazing	High	Short	£	The field to the south of the lake should be grazed with cattle and cutting on an occasional basis (every 2-3 years) to maintain the openness of the area and to prevent scrub and trees from invading.	SB	COMPLETE
Work should be carried out to any existing parkland or veteran trees identified for management	Medium	Medium	££	As per Tree Management plan	PRT/Contractors	Ongoing
The eastern interface between the arboretum and the parkland should be made crisper and more permeable	Medium	Medium	££	Managed grassland is allowed to come up to the edge of the arboretum and views into the arboretum are possible.	PRT/Contractors	Ongoing
Ha-ha should be restored	Medium	Medium	£££		1) MPWG/PRT	July
				1) Further investigations: fully remove all vegetation off the face of the wall, and remove young self-seeding trees from the top, face and base of the wall, to allow a further inspection. This will also allow any impact from the lime tree to be assessed. 2) Undertake a trial pit investigation, including localised opening up of the structure from behind to (i) assess the form of the structure - ie its width etc in cross section and (ii) assess its condition back away from the visible front. 3) Consolidate the brickwork by infilling the cavities and repointing all the open joints in a lime-based mortar (that will allow the free passage of moisture). Note this should only be done after (1) is complete. It may be considered advisable to introduce grout into the wall, depending on the findings of (1). 4) Once the Ha-Ha is back in good condition, introduce an ongoing maintenance regime.		
	High	Medium	£££			
A new metal bar rail estate type fence	Low	Long	£££	To replace the post and wire fencing that separates Flitwick Manor Hotel land from Flitwick Town Council land adjacent to the lime avenue and at the disused tennis court boundary.		

Management Approach	Priority	Timescale	Financial	Actions	Who	When
Perimeter Woodland	Medium	Medium	££	Screen from the road & helps to enclose the park. Ensure that the mixed structure of the wood is maintained and allow for continued tree planting when and where sufficient light exists. Monitor and remove any dying, dangerous or diseased trees in the interests of public safety.	PRT	Ongoing

Management Approach	Priority	Timescale	Financial	Actions	Who	When
Aboretum & Evergreen Drive						
Enhance the visibility of significant trees by undertaking extensive thinning work.	Medium	Short	£	Remove most of the naturally regenerating & mature sycamores together with the shrub layer of elder & hawthorn.	MPWG/PRT	Winter 2025
All trees should be tagged & named	Low	Medium	£	Check tree are tagged & named	MPWG	Winter 2025
Large areas or glades consisting of mature or semi mature and young sycamore, ash and elder should be clear felled to produce areas with sufficient light to promote sustainable tree growth.	Medium	Medium	££	Dead trees cut down & removed	PRT/Contractors	Ongoing
New arboretum trees should be planted in these areas at wide spacing (8.0m) + and protected against browsing damage by deer	Medium	Long	££	New trees planted based on existing species recorded on Fig 10.2 and / or the list of genus found in Hortus Botanicus Fitwickensis.	PRT/AO	Autum/Winter
Urgent consideration should be given to improving the parkland / arboretum interface. In this way visibility into the Arboretum from the park and vice versa should be radically improved. Exotic conifers should also be established at wide spacing along this eastern perimeter.	High	Short	££	By firstly levelling the ground on the parkland side and re-establishing a grass sward then crown raising the existing mature trees along the eastern fringe of the Arboretum and thinning unwanted species such as sycamore heavily.	PRT/MPWG	Winter 25/Spring 26
Work should be carried out to any trees identified for management in the detailed tree assessment	Medium	Medium	££	Ongoing - 3 yearly Tree Manangement assessments	Contractor	Oct-27
Improve footpath access and connectivity with other routes and entrances	Medium	Medium	££	Waymark key routes		
Thin areas of dense holly and rhododendron.	Medium	Short	£	Thin out		
Gates at Lower Lodge	High	Short	£££	Complete - ongoing maintenance	PR Team	Ongoing
Improve interpretation with new panel	Medium	Short	£	Research/info for new panel	Trevor (MPWG)	
Manage perimeter belt	Medium	Short	££	Manage perimeter belt by thinning understorey, promoting naturally regenerating trees and carrying out management recommendations noted for individual trees in the tree survey	PRT	
Culvert bridge	Medium	Long	£££	The debris ought to be removed from the ditch either side. It was noted that within the culvert itself, just inside the entrance at either end, there are some small cavities in the brickwork and some open joints. It is recommended these be infilled in mortar and new brickwork.		