



**Draft Minutes of the Community Services Committee meeting
held on Tuesday 3rd March 2026 at the Rufus Centre**

Present:

Cllr Thompson (Chairman)

Cllr Crawford

Cllr Bandy

Cllr Toinko

Cllr Platt

Cllr Harald

Cllr Wilsmore

Cllr Earles

1353. APOLOGIES FOR ABSENCE

There were no apologies for absence.

1354. DECLARATIONS OF INTEREST

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

- a. Disclosable Pecuniary interests in any agenda item – none.
- b. Non-Pecuniary interests in any agenda item – none.

1355. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

1356. PUBLIC OPEN SESSION

There were no members of the public.

1357. INVITED SPEAKER

There was no invited speaker.

1358. MEMBERS QUESTIONS

There were no members questions.

1359. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held on **Tuesday 3rd February 2026**.

It was **RESOLVED** to adopt the minutes from the Community Services meeting held on Tuesday 3rd February 2026 as an accurate record of the meeting.

1360. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting on **Tuesday 3rd February 2026**.

There were no matters arising.

1361. ITEMS FOR CONSIDERATION

a. Youth Provision

The Chairman gave a brief overview of the background of the youth provision.

The Community Engagement Manager advised Members that the proposed approach to delivery would mean there would be improved measurement of the current service and time for officers to prepare options for a long term plan which would be implemented in April 2027.

A member asked if there was enough time for Officers to implement this. The Community Engagement Manager advised this would be achievable.

It was **RESOLVED** to:

1. Approve continuation of current youth provision during the 2026 optimisation and alignment phase from August 2026 – March 2027 (budget for this duration already agreed)
2. Approve formal alignment of the service specification and reporting arrangements with Central Bedfordshire's framework to demonstrate partnership outcomes and support funding opportunities.
3. Officers to create a Youth strategy for consideration by the council in September.

b. Community Events & Activities

Members had previously asked for clarification of all events and activities that were proposed for 2026/27 and officers had prepared a report containing this information along with a recommendation for the proposed Festival of Lights.

The Community Engagement Manager advised Members that the proposed Festival of Lights had been scaled back due to several factors such as planning constraints, funding etc. The lantern workshop and procession had been suggested in place of this to gauge what appetite there was from the Community for this type of event.

Members commented that although the proposal was scaled back, the cost to deliver the events was the same.

A Member questioned whether the schools were willing to get involved or not, and was against the workshops taking place during school time, as this could impact core subject learning. They asked how enthusiastic the schools were to take part. The Community Engagement Manager advised that it would work similarly to the involvement the schools have had in the Flitwick Town Trail project.

Some Members liked the idea of the event but were unsure how much community engagement there would be. They were in favour of building the events programme in the town but had reservations about this proposal. Members were not sure it would attract more people to the Christmas Lights events, as it was already a very successful event.

It was **RESOLVED** not to proceed with the lantern procession and workshops, and leave the budget in the community cost centre for the time being.

Members were happy with the list of events circulated.

1362. ITEMS FOR INFORMATION

a. Community Financial Report

Members noted the financial report.

b. Officer Update

(i) Amenities Update

Members asked if the ornamental bridge was a priority project within Manor Park. The Town Clerk advised that this project was still outstanding and the Council had previously made a resolution to complete this work, subject to identifying suitable funding. She also advised that the preliminary work had already been completed to progress this.

(ii) Community Update

Members noted the report and commented that it was good to see the team back up to full strength.

1363. PUBLIC OPEN SESSION

There were no members of public.

1364. 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.

No items.

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 closed at: 20.12

Signed:(Chairman)

Equipment	Unit	Unit Price	TOTAL	Potential
Motorla Walkie Talkie Kit	2	£164.33	£328.66	
Flood Sign	10	£50.32	£503.20	
Road Frame Signs	10	£22.99	£229.90	
Hydro Sacks (2 each)	10	£13.13	£131.30	
Hydro Snake Packs (2 each)	10	£13.13	£131.30	
Floor Squeeges	3	£14.74	£44.22	
Wooden Brush	2	£11.73	£23.46	
Foil Blanket (10 each)	10	£9.44	£94.40	
Heavy Duty Flashlights	3	£11.34	£34.02	
Storage Boxes	3	£28.16	£84.48	
Draining Rod Set	1	£49.49	£49.49	
First Aid Kits	2	£9.44	£18.88	
Manhole Lifting Keys (2)	1	£10.38	£10.38	
Rechargeable Torch Light	1	£25.16	£25.16	
Stanley Mobile Tool Set	1	£48.13	£48.13	
Wrecking Bar 450mm	2	£6.55	£13.10	
Wrecking Bar 910m	2	£13.49	£26.98	
Builders Buckets	2	£2.62	£5.24	

TOTAL (£1800 from Env Agency) £1,802.30

Other Needs not available/responably priced in catalogue

Wet/Dry Vacuum - 40 Litre	2	£99.99	£199.98	
Bilge Pumps - 750W	2	£59.99	£119.98	
				£319.96



Flitwick Town Council

Community Emergency Response Team (CERT) - Emergency Plan

CERT Name: Flitwick CERT

Plan Version No: Draft2

Date last updated: 23 April 2026

Template Version: 3.1

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1. CERT Role and Actions

Emergency scenarios can vary widely, including: Flooding, Severe Weather (heat, cold, snow), Utility disruptions (electricity, gas, water), Disruptions to food, fuel, and telecommunications, Major transport and industrial accidents, Fires and explosions, Widespread public disorder and terrorism. These scenarios are detailed in the [National Risk Register](#). Despite their differences, the consequences and management strategies often overlap. Common impacts include: Disruption of essential services, Evacuations or sheltering in place, Damage to property, infrastructure, and the environment. As a result, the response from a Community Emergency Response Team (CERT) will generally be similar across various situations.

A CERT does not in any way replace the work of the Emergency Services. When a threat to life is present, please call 999. However, a CERT can do the following:

1. Situation Monitoring and Communication

- **Monitor the Situation:** Keep track of ongoing developments.
- **Share Updates:** Communicate impacts and needs through the WhatsApp Group.
- **Report Issues:** Direct concerns to appropriate organisations using the [Emergency Contacts List and relevant guidance](#).

2. Community Information Sharing

- **Inform the Community:** Alert members about the current situation and potential risks.
- **Share Trusted Updates:** Distribute accurate safety information and advice.
- **Signpost Help:** Direct individuals to [relevant resources and support services](#).

3. Establish Community Emergency Hub

- **Create a Safe Space:** Set up a hub for community members to gather, using [guidance available on our website](#).
- **Provide Assistance:** Offer information and support to those in need.

4. Practical Support and Assistance

- **Leverage Local Knowledge:** Use community members' skills and resources to address needs.
- **Assist in Response Activities:** Engage in tasks that contribute to the emergency response.
- **Consult the CERT Handbook:** Follow guidelines and advice for effective and safe support.

Guidance, advice and emergency contacts can be found on the Central Bedfordshire Council [emergency webpages](#).

3. Communication Methods

Communication Channel	Details	Who can update this communication channel	24/7 Emergency Contact	Member of the CERT WhatsApp Group?
WhatsApp				
Social Media				
Phone Tree				

4. Community Emergency Hubs

Building Name	Area Serving	Address/Location/What3Words	Details e.g. size, capacity, access details or anything of note	In the flood plain or at risk of flooding?	Owner	24/7 Emergency Contact/Key Holders	Member of the CERT WhatsApp Group?
PRIMARY							
Rufus Centre	All Flitwick Areas – Assistance Centre						
Flitwick Village Hall	All Flitwick Areas – Emergency Responder Centre						
Flitwick Library	All Flitwick Areas – Comms Hub						
Secondary							
The Hub	Flitwick West						
Royal British Legion	Flitwick East						
Scout Hut	Flitwick East						
Sea Cadet Hall	Flitwick East						

5. Health, Care, Education and Other Community Settings

Type / Category	Service Name	Address/Location/What3Words	Details	Owner	Points of Contact	Member of the CERT WhatsApp Group?
Churches						
	Flitwick Methodist Church					
	King's Church Flitwick					
	Sacred Heart Catholic Church					
	Saint Andrews Church Flitwick					
	St Peter's & St Paul's Church					
Schools						
	Flitwick Lower School					
	Kingsmoor Lower School					
	Templefield Lower School					
	Redborne Upper School					
	Woodland Middle School Academy					
GP Surgeries & Primary Care						
	Flitwick Surgery					
	Greensand Surgery					
	Houghton Close Surgery					
	Oliver Street Surgery					

Key Local Businesses						
	Tesco					
	Co-op					
	Aldi					
	Flitwick & Ampthill Plumbing Supplies					
	Flitwick Leisure Centre					
	Flitwick Manor Hotel					
	Flitwick Taxis					
	Howdens Flitwick					
	Jewsons					
	Screwfix					
	FlitBus					
Pubs & Social Clubs						
	Blackbirds					
	Bumble Bee					
	The Crown					
	The Flitwick Club					
	The Swan Inn					
Community & Youth Groups						
	1985 (Flitwick) Squadron Air Training Corps					
	1st Flitwick Boys Brigade & Girls Association					
	Ampthill & Flitwick Good Neighbours					

	Flitwick & Ampthill Sea Cadets					
	Flitwick Royal British Legion					
	Flitwick Scout Group					
	Girl Guides Flitwick					
Sports Clubs						
	Ampthill & Flitwick Flyers					
	Flitwick Bowls Club					
	Flitwick Community Football Centre					
	Flitwick Cricket Club					

6. Local Risks

For each scenario below, the CERT's role is to support CBC and statutory agencies – not to lead the response. Actions listed are illustrative and should always be confirmed with CBC at the point of activation.

Emergency scenarios can vary widely, including: Flooding, Severe Weather (heat, cold, snow), Utility disruptions (electricity, gas, water), Disruptions to food, fuel, and telecommunications, Major transport and industrial accidents, Fires and explosions, Widespread public disorder and terrorism. These scenarios are detailed in the [National Risk Register](#). Despite their differences, the consequences and management strategies often overlap. Common impacts include: Disruption of essential services, Evacuations or sheltering in place, Damage to property, infrastructure, and the environment. As a result, the response from a Community Emergency Response Team (CERT) will generally be similar across various situations.

6.1 Flooding (River Flit and or Surface Water)

- Trigger: CBC activates flood warning response for Flitwick
- CERT actions: Support evacuation assistance; check on vulnerable residents; assist at rest centre if established; support FlitBus or other transport to move residents
- Escalation: All decisions on evacuation routes and centre management rest with CBC and emergency services
- Notes : Areas that have flooded in the past included **X, X, and X**

6.2 Major Gas Leak

- Trigger: Bedfordshire Fire & Rescue or National Grid report a significant gas leak requiring evacuation or exclusion zone within Flitwick
- CERT actions: Support evacuation of affected residents, with particular attention to vulnerable individuals who may need assistance leaving their homes; help establish and manage a rest centre at a Tier 1 or Tier 2 location outside the exclusion zone; assist with communications to affected residents and signposting to welfare support; support FlitBus or other transport for those unable to self-evacuate
- Escalation: Incident command rests with Bedfordshire Fire & Rescue and National Grid; no CERT volunteer should enter or approach the exclusion zone; all actions to be confirmed with the incident commander or CBC

6.3 Severe Weather / Power Outage

- Trigger: Prolonged power failure or severe weather affecting Flitwick
- CERT actions: Welfare checks on vulnerable and isolated residents; assist in establishing a warm/safe space; distribute information from CBC
- Escalation: Coordinate with CBC on messaging and prioritisation.

6.4 National Power Outage

- In the scenario of a National or regional power outage it could take up to 7 days for supplies to be fully reinstated. In this scenario all forms of communication apart from Amature Radio and some Satellite phones or Satellite internet services will fail very quickly. This means in most circumstances communities will not be able to call for help.
- It is recommended that at least one location is selected within the Town which the CERT will endeavor to open up and advertise through any means possible as a 'Community Emergency Hub/Assistance Centre' for people to go to to ask for help or get support. Flitwick CERT will look to open the Rufus Centre.
- With this location being identified in advance the emergency services will know of its existence and may be able to deploy emergency service staff to check while fuel supplies last.

6.5 Major Road or Rail Incident

- Trigger: Significant incident on A507, at Flitwick railway station, or major road within the town
- CERT actions: Support diversion of pedestrians; welfare support for affected residents; assist statutory agencies as directed
- Escalation: Scene management is led by police and fire services

6.6 Public Health Emergency

- Trigger: CBC or NHS activates community response to a public health incident
- CERT actions: Support communications to residents; assist with logistics of any community distribution (e.g. medication, information)
- Escalation: All clinical decisions rest with NHS and public health authorities

7. Emergency Equipment

Community Emergency Hub Kit

Location Stored:

24/7 Access Instructions:

Contents:

No.	Item Details	Current Stock	Notes
1			
2			
3			

Community Flood Kit

Location Stored:

24/7 Access Instructions:

Contents:

No.	Item Details	Current Stock	Notes
1			
2			
3			

Information Materials

Location Stored:

24/7 Access Instructions:

Contents:

No.	Item Details	Version number	Current Stock	Notes
1	Leaflet on the Community Emergency Hub			
2				
3				

8. Plan Storage and Distribution

Important Note: Once you have started filling out this document, you are legally required to comply with GDPR, as it will contain personal information. Please see the **CERT Handbook** for more detailed information on this.

Live Electronic Version

This plan is stored electronically on the Central Bedfordshire Council SharePoint Site. Only people given access rights to the file will be able to edit or view the file. If you need to give more people access to this plan, please email emergency@centralbedfordshire.gov.uk and this can be provided.

Access Level	Name	Role	Email
Editor			
Editor			
View Only			

Printed/Paper Copies

Please be aware that any printed copies should be treated as uncontrolled and may not be the latest version. They need to be stored following the rules mentioned in the Handbook section on data management.

Name	Role	Email	Location Stored

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Call: 0300 300 8000

Email: emergency@centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council,
Priory House, Monks Walk, Chicksands,
Shefford, Bedfordshire, SG17 5TQ



Flitwick Town Council - Memorial & Benches Policy

Overview

Flitwick Town Council implement a bench policy to standardise on recycled 'plastic wood' benches, with a 25 -year guarantee, and 'natural hardwood' benches with a 10-year guarantee with a view to reducing ongoing maintenance and to facilitate a formal manageable regime.

Introduction

Flitwick Town Council receives occasional requests from members of the public who wish to place a memorial bench within a public open space. These are often places with which individuals or families have a particular connection or special relationship. There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.

The provision and management of all seats and benches on all public open spaces owned or managed by the Council is the responsibility of the Town Council. This policy covers the provision of memorial benches in public open space which includes areas such as parks, other recreational land, and streets (subject to approval from CBC Highways Department).

In general, most requests have been accommodated but procedures followed have varied over time, with decisions often being left to the discretion of the Clerk. In most circumstances, 'the applicant' have purchased new benches, although in a few instances they have only purchased plaques to be fitted onto existing benches. This approach, although generally accommodating to the applicant, has resulted in over provision and inappropriate siting of memorial benches in some areas, maintenance difficulties due to a wide range of bench styles being used, and ineffective recording of memorial bench information.

This policy recognises the need for a consistent approach to the provision of memorial benches in public open spaces, much more consideration of the level of infrastructure that can be provided and maintained is required. A rationalisation of the range and quality of infrastructure is also needed to avoid items which are onerous to maintain or have a poor life expectancy. In addition, opportunities to provide infrastructure for public benefit in different and new ways need to be maximised.

The policy therefore continues to welcome donations of suitable benches for appropriate locations in the public open spaces the Town Council manages. The operating principles below will ensure that requests for memorial benches are responded to in a consistent, efficient, and helpful manner. It will result in benches being purchased and installed in appropriate locations to ensure they are easy to maintain and not unduly prone to vandalism.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy, including fees, will be revised as necessary to meet changing circumstances.

Operating principles:

1. Only sites which do not already have a sufficient number of benches will be considered. This will be determined by any site-specific management plans or by any Committee with this designated responsibility.
2. Suitable locations within the Town where people are likely to make good use of the bench will be considered. These will be areas which lack any seating nearby or are at a likely stopping point such as a particular view or rest point on a path. In addition, the location will be chosen to minimise maintenance and possible vandalism. Remote locations with poor access for maintenance and users will not be considered.
3. In locations where there will be several benches in the same area, no more than 80% will be offered as a placement for a memorial bench. This is to prevent the area taking on the ambience of a dedicated 'memorial garden' which may compromise the enjoyment of the space for general recreational activities.
4. A limited selection of suitable low maintenance standard designs for memorial benches will be available at a range of costs, the choice of bench being dependent on the location.
5. Occasionally a unique rather than standard bench design may be requested as a memorial. In these circumstances, details of the bench construction, materials and specifications will need to be submitted to the Town Council for approval. On approval the bench would then be supplied to Town Council for installation in an agreed location. There is no guarantee that damage could be repaired, and any costly repairs would be at the discretion and cost of the original applicant.
6. The cost and life expectancy of the bench will depend on the type of bench and its location. To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque and surfacing in all cases. The applicant's costs will include the bench, plaque, inscription, installation & surfacing, and, as the benches should require minimal maintenance, there will be a moderate 10 year 'up front' charge for this, included in the initial purchase price.
7. Retention of a memorial bench will be for the expected life period of the bench only, after which time it may be removed. Removed plaques will be offered to the original applicant where practical. Any replacement bench on that site would be treated in the same way as a new memorial bench.
8. Where there is no space for an additional memorial bench, requests for placement of a memorial plaque on an existing town bench will be considered where the bench is in good condition and point 3 above has been assessed. As the bench has already been provided through public funds, a charge which includes a modest contribution towards the original purchase of the bench, plus the plaque and installation cost will be required. This will accommodate an applicant's wishes and ensure a fair contribution is made towards the provision of the bench as a personal memorial. The funds raised will be used for the repair or provision of other public benches. The same conditions on life expectancy and maintenance will apply to any existing benches as apply to new benches.
9. The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing built up algae and grime, removal of graffiti and repairing minor faults within resources available. There is a move away from regular painting as in the long term this proves more costly than just replacing the bench

when it has reached the end of its natural life. The range of new benches has been chosen for durability without the need for regular painting or treatment.

10. Publicity on the Town Council website will provide information and an enquiry form for those interested in purchasing memorial benches.

11. A standard written letter of agreement will be sent by the Town Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form will be returned to the Council with payment in advance of the memorial bench being purchased & placed.

Memorial bench purchase procedure

This procedure describes the process which will be followed from the first contact with the applicant / donor's enquiry to the last contact to inform them that their memorial bench is in place.

1. Applicant enquiries coming to the Town Council are directed to the website to view the policy and download a memorial bench enquiry form. If required, this information can be sent by post or e-mail to the applicant.
2. The applicant completes the enquiry form specifying a requested location, bench and plaque style, and sends this by e-mail or post to the Town Clerk. The request is allocated to the appropriate Committee for consideration and action.
3. The allocated Committee considers the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate in this location. If the requested location is not suitable, the nearest alternative location will be offered.
4. The Committee will ensure that the requested bench and plaque size and style is suitable for the location and that the plaque text is clear and suitable for use on a public bench. Only approved bench styles will be used and will be at the discretion of the Committees or Council for each specific site.
5. The appropriate officer contacts the applicant to confirm or discuss the details by phone. If an alternative location is required, a letter with a map to illustrate the alternative site being offered will be sent.
6. On agreement, a standard agreement letter is sent to the applicant to confirm arrangements and request payment / donation in full.
7. When payment / donation is received, the Town Clerk orders the memorial bench with plaque and inscription from the Council's nominated supplier, and schedules installation with a completion target of 2 months from receipt of payment / donation and bench from supplier. From this point, the ownership of the bench is with the Town Council
8. The allocated officer will ensure the work has been carried out as specified, photographs the bench, and ensures all information is recorded in the asset register for future reference.
9. The Clerk ensures a letter and photograph are sent to the donor to notify them that the bench is in place.

Council specification, and prices for installation of memorial plaques.

Plaques should be either bronze, stainless steel, or plastic, and will measure 5" x 2" (127mm x 51mm).

All text must be approved by the Council.

Plaques will be mounted centrally on the topmost back rail, or on the back seat slat of a basic bench. A photograph of the new bench and plaque will be sent to the donor. Plaques provided by the applicant direct, for fitting on their new donated bench, must comply with the specification above, and be received by the council prior to bench installation.

Plaques provided by an applicant, to replace a missing, or damaged plaque, on a bench previously donated by them will be subject to a contribution of £50 towards the cost of fitting by the Council, and photographic evidence of such.

Plaques provided by an applicant, to be fitted to an existing Council bench, should comply with the specification above, and will be subject to a contribution of £100 towards the cost of the bench, its maintenance, fitting of the plaque, and photographic evidence.

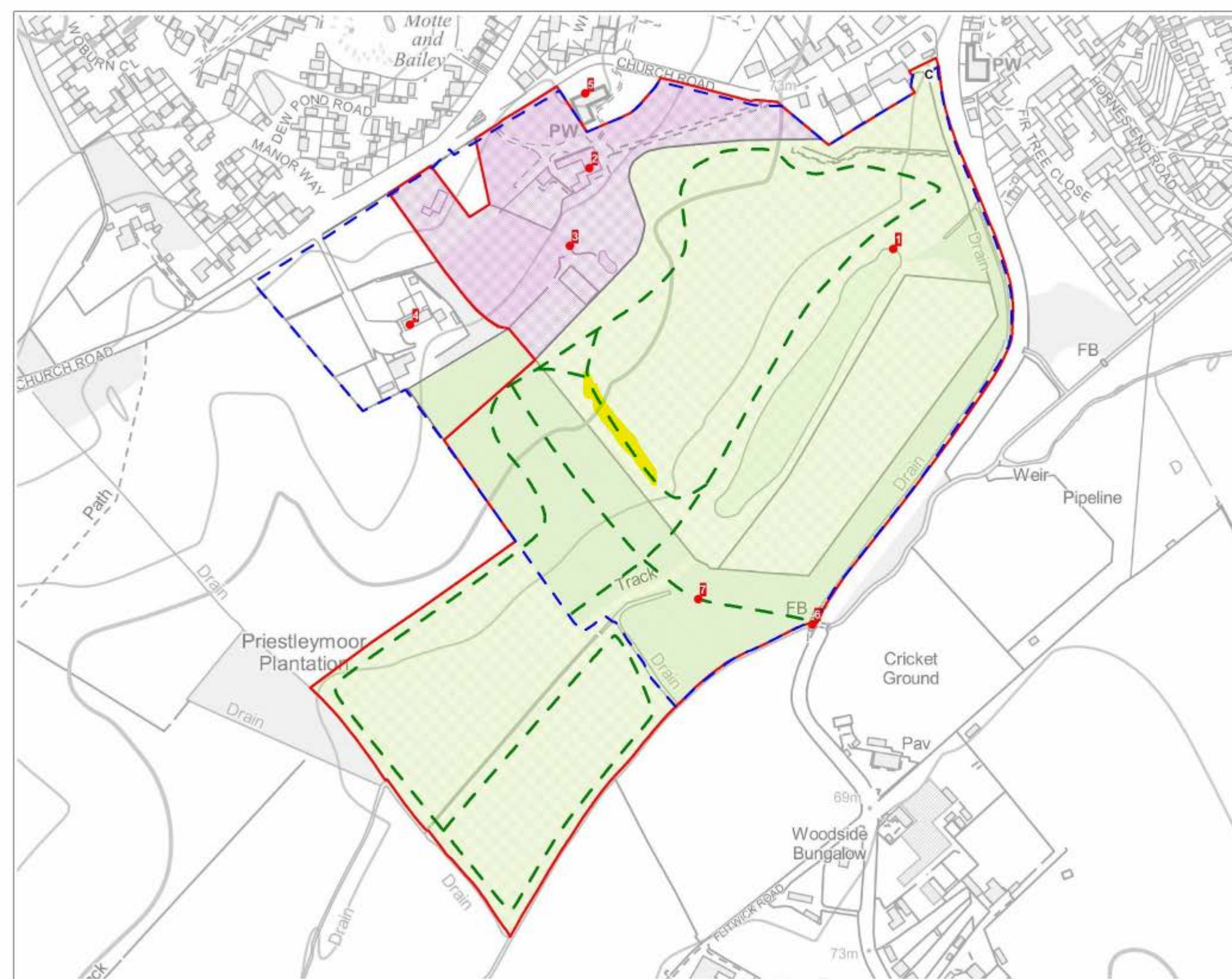
The Council will place the bench / plaque in the agreed location within two months of receiving cleared funds, as well as the plaque and/or memorial bench. The Council will be responsible for the bench for the period of its natural life (approximately 10 to 15 years if teak, or 30 to 50 years if plastic). Once the bench has reached the end of its natural life, the bench and plaque may be removed.

The council will then contact you, the applicant, offering to return the plaque to you, or giving you the opportunity to purchase / donate another bench to replace the removed bench. Please keep the council advised of your contact details, giving reference to your memorial bench. If the council is unable to contact you, the plaque will be disposed of. The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

POLICY – Terms & Conditions

- 1. All applications for memorial benches should be completed on the official request form and be signed by the applicant.***
- 2. All memorial benches should be paid for by the applicant as a donation.***
- 3. All fees to cover the plot, installation, & maintenance is due to the Town Council prior to installation.***
- 4. The Town Council may limit the number of memorial benches in particular areas.***
- 5. The Town Council will notify the applicant in the event that the memorial bench is damaged, beyond normal wear and tear. The applicant should ensure that the Parish council is in possession of current contact details***
- 6. The Town Council reserves the right to remove any memorial bench that has been damaged and is in the view of the Council beyond economical repair, or dangerous, or has not been repaired within 4 weeks of the notification referred to in T&C 5 above.***
- 7. The Town Council accepts no liability for damage to any memorial bench from vandals, third parties, or whilst the Council carries out routine maintenance.***
- 8. Benches will be of the type specified by the Town Council to be in keeping with the intended location.***
- 9. Memorial plaques fitted to benches to be a maximum size of 127mm x 51mm (5" x 2") and shall fit in the centre of the upper most lath of the back of the bench.***
- 10. The Town Council will maintain memorial benches in line with the current maintenance regime.***
- 11. The Town Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench at that time. Any replacements of benches or plaques will be the responsibility of the original applicant.***

12. Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.



- Key**
- Study Boundary
 - Registered Park & Garden
 - Flitwick Town Council
 - Flitwick Manor Hotel
 - - - path
 - C** car park
 - listed building/notable structure
- 1 - lake retaining / wall cascade
 - 2 - Flitwick Manor (Grade II)
 - 3 - grotto (Grade II)
 - 4 - old farmhouse (Grade II)
 - 5 - Church of St Peter & St Paul (Grade I)
 - 6 - lower lodge gate
 - 7 - historic bridge



Date	Details	Revision
05/09/22	Revised Study Boundary	-01

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Client Flitwick Town Council

Project Flitwick Manor Park, Bedfordshire

Title Figure 3.1 Designations, Ownership and Access

Scale 1:3,250 @ A3

Date	Drawn	Checked
14/10/22	JHD	CB
Reference	Revision	
FMPBPP22.10	-01	



Flitwick Town Council

Community Services Committee – 5th May 2026 Officer Update – Amenities

1. **Manor Park**

Ornamental Bridge:

An expression of interest was submitted for funding to restore the Ornamental Bridge. Unfortunately, we were not invited to submit a full bid. The funders decision is based on the building and overall site are not a Regional Priority, insufficient regional budget availability. Other funding avenues will be explored.

MPWG:

The volunteers have continued to go from strength to strength with their hard work being noticed in the park within the community. A couple of new volunteers have recently joined the group, and it is pleasing to see the younger generation joining us. Some of the work the group have been involved in recently includes ditch clearance (primarily around the bridge), removal of old barbed wire fencing and removal of brambles and epicormic growth along Sweet Chestnut Avenue.

The next MPWG is happening on Thursday 7th May. All are welcome to attend anytime between 9am and 12noon. Some of the tasks the group will be working on this week include continuing bramble and epicormic growth removal, removal of old fencing between the main field and arboretum, exploration to expose the cascade.

Saturday Volunteer Morning:

The first Saturday morning volunteer event happened on 7th March and was well attended by new people who wouldn't normally be able to make the monthly Thursday session. Officers are looking at ways to offer more weekend sessions.

Cattle:

Stock fence repairs are required before the cattle move back into Manor Park to graze for another season. Officers are working on obtaining quotations for these repairs.

2. **Millennium Park**

Roundabout:

A new accessible roundabout will be installed in the park next week. The park will be closed from Monday 11th May for up to a week whilst the works take place.

Eat Feast:

Eat Feast are back on Millennium Park on Saturday 30th May between 4pm & 9pm for their first of 3 events in Flitwick this year.

Fun Fair & Flitwick 10K:

The fun fair occupied Millennium Park for two weeks during the first half of April and was a well-received addition for the younger members of our community.

The Flitwick 10K took place on Sunday 12th April with the starting and finishing points at Millennium Park. The event was well attended by individuals and running clubs from all over, bringing many new people into our town.

3. Play Areas

Maintenance:

Last week a contractor was working in three of our play areas; Millennium Park, Fir Tree Close and Station Road, to tend to repairs identified within the Annual Inspection Report. The shift will now focus on repairs at the remaining parks.

Officers are working hard to get the basket swing at Millennium Park back up and are in negotiations with the supplier to remedy this. We are aware this has been out of action for some time now.

Safer Play:

A new, cost-effective app had been identified to move the weekly play area inspections away from paper and into the digital world. This app will enable the PRT to carry out these inspections in a timelier manner and will strengthen the liaison between field and office. For example, images can be uploaded directly onto the inspection and officers can see exactly what is being reported. Any reports of maintenance or repairs will remain on the inspection until they are remedied, omitting the need for the PRT to repeat the reports.

4. Nature Park

Planning Application:

The planning application for formalisation of the park has been paused following advice from our planning consultants. There is scheduled to be a change in legislation relating to BNG that would mean the Nature Park be exempt. The BNG Sec106 currently would have significant implications for the Council for a duration of 30 years.

Guided Walk:

A FREE guided walk will take place on Wednesday 3rd June at 7pm. Working in partnership with Guy Lambourne from Wassledine, a local hazel coppicing entity.

The event will look to encourage interest in volunteering opportunities within the park whilst learning about the park's history, planting, management and future plans.

Please join us if you can.

Sheep:

The sheep will return to the Nature Park hopefully soon. The grazier is keeping an eye on the condition of the grazing areas, due to the low to no rainfall.

5. Public Realm Team

The PRT have been supporting and guiding our apprentice who is developing and becoming a valuable member of the team. Recently, he has lovingly restored the gates to the burial ground. Although the gates remain open generally, they make a big difference to the entrance of the cemetery.

Plants for summer bedding have been ordered for end of May and will be planted out there after.



Flitwick Town Council

Community Services Committee –

Officers Update

Flitwick Community Fridge

The Community Fridge continues to grow both in capacity and influence. Collections have increased now that Marston Moretaine Co-op is open, adding to our Friday Use By provision, as well as Saturday evening.

During the previous month we have seen an increase in members joining the supported tier and the local need remains high. With this we have seen developments to the CRM system showing more detailed reporting and the needs of members.

Following the council meeting in February developments of the Stocksfield room has started. A new accessible concrete ramp is being built, and further work will continue over the next few weeks. The new fridge door was installed which has improved access and security of the fridge hub.

Household Support Fund Grant

Cleaning products and household essentials such as washing powder remain in stock and available to supported members across multiple sessions. This flexible approach ensures accessibility for those unable to attend on Wednesdays.

Online vouchers were distributed to those on the supported tier to ensure continued support outside of fridge hours. Redeemable at stores such as Tesco and Asda, these vouchers have been positively received, offering essential support.

Grant funding enabled us to purchase extra ingredients for curated recipe bags, designed to help supported tier members maximise items from our community fridge. Featuring dishes like chicken fajitas, chilli con carne, quorn pasta bolognese, and chicken pie, these kits have been well-received. Families have expressed gratitude, sharing that they enjoyed preparing and sharing these meals together.

Recently an online survey has been circulated to gain further insight to how the project is running and the impact of the services. We have received over 60 responses so far and we will review these to evaluate impact and ways to development and change going forward.

Community Events 2026

Up Coming Events

- 8th May – Town Mayor's Charity Quiz
- 9th May – Community Litter Pick with Kingsmoor Lower School (9.30am–11.30am, Hinksley Park)
- 26th May – Youth Hub Mini Olympics
- 27th May – Community Free Movie Day (11am / 2pm)
- 13th June – Flitwick Family Fun Day (12pm–7pm)

- 20th June – Community Litter Pick, Millennium Park (9.30am–11.30am)
- 20th July – Town Mayor’s Afternoon Tea (TBC)

Easter Egg Hunt/Trail – sponsorship

The annual Easter Egg Trail took place in Flitwick Woods on 2nd April and proved to be a success for the community. It was generously supported by Temple Flooring, Everyone Active, and Crystal-Clear Ltd, we were delighted to provide over 320 Easter eggs for participating families.

This year, we enhanced the event by introducing a colouring competition at the end of the trail, with three prizes kindly donated by Aldi. Everyone Active were also in attendance with their mascot bee, handing out free swim sessions. These additions were well received and helped to further engage children and families on the morning.

Feedback from attendees was overwhelmingly positive. Many residents expressed their appreciation for a well-organised, free community event in Flitwick, while parents shared how much their children enjoyed taking part in the trail and activities.

The event saw a particularly strong turnout, with all Easter eggs distributed by 11am. Encouragingly, many families chose to continue and complete the trail even after the eggs had run out, demonstrating the value of the experience beyond the incentive. However, given the event’s growing popularity, we will be exploring opportunities to expand and enhance it further next year, including potentially introducing a booking system to help manage demand and ensure an even better experience for all attendees.



Town Mayor Civic Event

On 17th April, Cllr Roberts held his Civic Reception at The Rufus Centre. The Reception celebrated the work of volunteers and local charities. Over 100 guests and dignitaries attended and enjoyed a delicious meal, all prepared and cooked onsite. The highlight of the evening was the presentation of the Mayor’s Special Recognition Awards. These went to Dave Elliott, Anthony Kemp, Marjorie Martin, Mark Rankine and Neil Yates. Over £600.00 was made on the raffle for The Mayors Charities with prizes kindly donated by local businesses.



Flitwick Family Fun Day

Planning for the Family Fun Day continues to progress very well, with strong support from local businesses. To date, over £2,200 has been successfully raised through sponsorship.

Stall bookings have been particularly encouraging and are now close to full capacity, with over 30 stalls confirmed. The food court is fully booked and will offer a diverse range of options, including Mexican, Greek, Indian cuisine, as well as burgers, hot dogs, desserts, and baked goods.

We are also pleased to confirm the return of the popular bus bar, alongside two ice cream vans which will be conveniently located on either side of the park's main seating area.

Final arrangements are currently being made regarding the films to be shown during the event, and further details will be shared in due course.

We would be delighted if you were able to attend on the day to show your support. Your presence is always appreciated and helps to demonstrate the value placed on community events such as this.

If you are available, we would also welcome any support you may be able to offer on the day. Whether assisting with activities, engaging with residents, or simply being on hand, your involvement would be greatly appreciated.