



FLITWICK TOWN COUNCIL
Minutes of the Community Services Committee meeting
held on Tuesday 3RD September at the Rufus Centre

Present:

Cllr Thompson (Chairman)

Cllr Toinko (Vice Chair)

Cllr Platt

Cllr Wilsmore

Cllr Connell

Cllr Livens

Cllr Gleave

Cllr Copleston

Cllr Snape

Cllr Roberts

Susan Eldred - Community Services and Amenities Manager (CSAM)

Darren Bushey - Public Realm Supervisor (PRS)

Sue Quinn - Community Services Officer (CSO, SQ)

Zoe Putwain - Community Services Officer (CSO, ZP)

1197. APOLOGIES FOR ABSENCE

No apologies were received.

1198. DECLARATIONS OF INTEREST

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

- (a) No disclosable Pecuniary interests in any agenda item where disclosed
- (b) Non-Pecuniary interests were given by Councilor Snape and Thompson in relation to the agenda item pertaining to Proud Ampthill and Flitwick.

1199. CHAIRMAN'S ANNOUNCEMENTS

The Chairman confirmed that the Highways Walk around Flitwick, which had taken place since the last meeting had been an interesting opportunity. Going forward to aid in identifying areas of concern, progress, and completion of work, a standing agenda item would be created from the next committee meeting and ongoing.

The Chairman acknowledged that the Grant reviews originally scheduled to be presented at the September meeting had been postponed to October. This was in part to both the long agenda and the high volume of applicants. The Chairman confirmed that the Grant Policy would be shared with members before the next meeting to allow them to reacquaint themselves with the information therein.

The Chairman raised awareness as to the limited responses around the Social Value training being offered, previously discussed at the Council meeting. Members were requested to reply to the offer with their availability.

Action – CSAM

1200. PUBLIC OPEN SESSION

No members of the public attended the meeting.

1201. INVITED SPEAKER

There were no invited speakers at the meeting.

1202. MEMBERS QUESTIONS

Councilor Livens requested clarity as to the implementation, maintenance, and agreement in relation to the Tiny Forest Project. Concerns were raised about the volume of weeds, volunteer numbers, trees, and correspondence.

The CSAM addressed the concerns confirming that Earth watch who implemented and are responsible for the project, were happy with the progress. It was suggested that any weeds removed from the enclosed forest area be disposed of around the boundary, to enable the nutrients can be utilized. The PRS also confirmed that the weeds could not be disposed of by the tractor as they get caught within the rotary blades.

1203. MINUTES

- a. Members received and adopted the minutes of the Community Services meeting held on **Tuesday 2nd July 2024.**

It was **RESOLVED** to accept the Community Services Minutes held on Tuesday 2nd July with no amendments.

Action – Reception

1204. MATTERS ARISING

- a. Members raised no questions in relation to the minutes of the meeting held on **Tuesday 2nd July 2024.**

1205. ITEMS FOR CONSIDERATION

- a. **Park Run – Hinksley**

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.

b. Millennium Park Path

Members received a report from the Amenities Officer and considered recommendations within the report surrounding the implementation of a tarmac path at the entrance to Millenium Park from Coniston Road.

It was **RECOMMENDED** to allocate £4611.25 from the project fund and award Quote two, to construct 25m x 1.8 m of tarmac. This including, excavation to sub formation and consolidation, installing Tiber edges, placing / compacting 100mm of type 1 stone to formation level and laying 60mm of a 20mm binder and 20mm of a 6mm surface.

Action – CSAM / PRS

c. Family Fun Day Review

Members received a report from the Community Services Officer and considered recommendations within the report surrounding the Flitwick Family Fun Day event in 2025. Suggestions were made to reduce the length of the event and adding live music to the offer.

Members raised previous concerns surrounding the events continued increase of attendance from outside of Flitwick and the impact of the volume of visitors at the event. Discussions as to suggested additional restrictions being added along with the requirements to implement were raised. The consensus being both the implementation and management made any restrictions laborious.

A request was made for a rebranding of the event due to there being no change since the original.

Members addressed the noise implications from live music and the CSAM confirmed that a letter drop did take place before the event to residents informing them of the event and schedule. It was also identified that the music would be family friendly.

It was **RESOLVED** to reduce the event running time to between 12 noon and 7pm, with a free funfair and stalls for the same duration. To have two films and live music for approximately 3 hrs., in-between the film showings. Offer including free popcorn and soft play with a food court. This in subject to the budget being confirmed for £21,250 for 2025-2026.

Action – CSAM / CSO (ZP)

d. Public Art

Members received a report from the Community Services Officer (SQ) and considered recommendations within the report in relation to the Public Art projects previously raised to be explored in previous meeting.

Discussions took place surrounding the possible location of the musical equipment, residential parameter, fencing and cost breakdown of the project. The CSAM addressed the members explaining the idea of including the tiny forest and instruments together to create an outdoor learning area.

The workshops using the equipment were identified as required due to the nature of the money being used.

The report included information about the lack of applications for the other two potential projects with the CSO (SQ) stating that this may be in part to the fact that we do not give a price range for the work. It was confirmed that we should work out the available funds and give an approximation for the projects to attempt to raise more interest. These to be returned to the November meeting.

It was **RESOLVED** to approve the proposal for the installation of musical instruments at Hinksley Playing Fields at the total cost of £34,660 though the application for 106 funds.

Action – CSO (SQ)

e. **Activity Donation**

Members were informed that Flitwick Club had kindly offered a donation of £250 for an activity for young people. The Community Services & Amenities Manager had spoken to young people at The Hub who expressed an interest in swimming or a visit to a trampoline park.

During discussions it was mentioned that other funds were available from Waitrose towards HAF funding of £750 could be combined to increase the children involved.

CSAM offered a suggestion of three sessions at the Flitwick Leisure Centre, who had offered a reduced rate and room after so that food could be offered. The suggestion was three sessions, with designated one being for SEN, one General and One HAF. It was mentioned that the HAF offer would be restricted for the first two weeks but then opened if space was available. It was noted that a £5 refundable deposit would be requested on booking, due to the large volume of no shows over the Summer Program.

It was **RESOLVED** to offer three swim sessions with food offer designated as SEN, HAF and General utilizing the funding offered by Waitrose and Flitwick Club

f. **Station Road Allotment Fencing**

Members received a report from the Amenities Officer and considered the recommendations within the report around the Station Road Allotment Fencing and quotes to correct the fence that has been raised at the Allotment meetings.

The CSAM confirmed that the speck of the work being quoted for was the same but the duration of one of the quotes was longer. They also confirmed that the funding would be allocated if approved from the Allotment EMR.

It was **RESOLVED** to accept Quote two at a cost of £4500 plus VAT from the allotments EMR fund, to include all labor and materials required.

Action – CSAM / CSO

g. **Nature Park – Management Plan**

Members received a report from the Amenities Officer and considered the recommendations within the report around delivering a Management Plan for the Nature Park. The report included two quotes for the work.

Members raised questions as to the quotes to deliver the Management plan and if there was one of the quotes that would work better with the existing partnership.

It was **RESOLVED** to accept Quote two at a cost of £1500 to be funded from the Trees for Climate Scheme.

Action – CSAM / CSO

h. **Proud Ampthill & Flitwick**

Members received a report from Cllr Thompson and considered recommendations within

the report surrounding the Proud Ampthill and Flitwick project.

It was requested that Flitwick Town Council offer £1500 for the next three years, subject to budget approval with Ampthill Town Council contributing the same amount to ensure the future of the group and allowing for planning to be made.

It was **RECOMMENDED** to request a budget of £1500 for the next three years for Proud Ampthill and Flitwick, to continue to support inclusivity.

Action – CSAM

1206. ITEMS FOR INFORMATION

a. Community Financial Report

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

b. Officer Update

Members noted the Officer update commenting about the successful movement of the Community Fridge and great engagement with the Summer Programme.

Members asked for clarification as to the location of the trees that require removal in Manor Park with an explanation given by the PRS. Members request to be informed when the next tree survey was to be completed.

Action – CSAM

1207. PUBLIC OPEN SESSION

No members of the public attended the meeting.

1208. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

a. Youth Provision – School Reports

Members requested a report from the youth provider. Members requested additional information in relation to the outreach provision, with further details of the Mentor Support Programme and volume of Flitwick young people at the last meeting, this report was supplied, reviewed, and noted by members.

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.