



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD MEETING HELD ON TUESDAY 12TH NOVEMBER 2024 AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr Harald (Chairman)
Cllr Snape
Cllr Hodges
Cllr Roberts

1566. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Blazeby – unwell, Cllr Parsons – family commitment.

1567. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – no items.
- (b) Non-Pecuniary interests in any agenda item – no items.

1568. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

1569. PUBLIC OPEN SESSION

There were no members of the public in attendance.

1570. INVITED SPEAKER

There was no invited speaker.

1571. MEMBERS QUESTIONS

There were no items.

1572. MINUTES

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on **Tuesday 10th October 2024**, as an accurate record.

1573. MATTERS ARISING

There were no matters arising.

1574. ITEMS FOR CONSIDERATION

a. Office Space Refurbishment

Following a recent FOI request regarding the amount of money being spent with one contractor, it was felt that Officers should look into going out to tender for a 'call off contract' with a minimum and maximum value. This would avoid having to seek three quotations for works of this nature.

It was **RESOLVED** to accept quotation 1 - £3,477.60, to refurbish tenant office room 2. This would be funded via the earmarked Rufus Centre surplus (£40k).

1575. ITEMS FOR INFORMATION

a. Communication & Marketing Update

The Communications & Marketing Manager (CMM) advised the following;

- Flitwick Papers distribution has been successful with lots of positive feedback.
- A schedule of print/distribution deadlines would be circulated to all Members in due course.

Action: CMM

- Replacement signage (currently located on the grass verge) was being investigated, no planning permission would be required.
- The Marketing Intern was getting on well and had been working on social media, paid advertising and customer relationship marketing utilising the Ticketsolve customer database.

A Member commented that some of our content was being picked up in the Flitwick & Ampthill Life magazine and the Oracle and wondered if this was being lifted from FTC/Rufus platforms or if Officers were passing this on. The CMM advised that historically, content was being lifted without Officers being made aware, but relationships have since been built to discuss what content would be shared moving forward. Cllr Snape suggested the Community Fridge having an article included within the publications. The CMM advised that a recent article for the Fridge had been sent to them.

Members commented that there seemed to be more presence on Rufus/Rendezvous social media which was positive.

1576. PUBLIC OPEN SESSION

There were no members of the public in attendance.

1577. 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.

b) Business Draft Budget 2025/26

Members had a discussion about the draft budget.

c) Officer Update

Members noted the officer update.

d) Potential Projects Discussion

Members had a discussion about the Rendezvous Café.

e) Dance Studio

Members discussed the lease of the dance studio.

f) Occupancy Stats

Members noted the occupancy stats.

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.

Chairmans signature.....



Flitwick Town Council

Report to Business Improvement & Development Board

Date: Tuesday 10th December 2024

Rufus Centre Projects EMR

Background

Following a successful 23/24 year of business and associated surplus, Members previously agreed to allocate £40,000 of the surplus to be earmarked for capital works / projects at The Rufus Centre. The BFM highlighted earlier in the year the centres prioritised “forward capital plan”, and the intention is to fund these projects from this fund, in the absence of emergency works that may be deemed business critical and within the financial remit of this EMR.

To date, £3,477.60 has been spent from the £40k surplus for the refurbishment of room 2. This leaves a balance of £36,522.40.

Below is a list of projects that were included within the Forward Capital Plan for 2024/25.

Lockyer Audio Visual – completed	£48,700	4
Interior Signage – completed	£5,000	5
Rufus Centre Frontage - PROPOSED	£25,000	7
First Floor Common Areas (+ Foyer Flooring)	£40,000	4
Catering Offer - Field	£40,000	14
CCTV – completed	£4,000	8
Hybrid Meeting Upgrades - 2 Rooms	£6,000	9
Fryer for Café	£6,000	10
Guttering Replacement (phased) - PROPOSED	£22,000	11
Fire Alarm Panel - PROPOSED	£2,700	2

Introduction

The BFM had initially proposed for the £40k (Earmarked Reserve for Rufus Centre) to be utilised to complete the remaining works within The Lockyer Suite. As insurers are now happy to proceed with covering the cloth grip costs, it is proposed the monies are utilised elsewhere to include:

1. Remaining Lockyer AV works (overhead lighting)
2. Rufus Centre Frontage
3. Fire alarm panel
4. Guttering replacement (phase 1 of 3)

ITEM 1: Following the works within the Lockyer Suite to improve AV, cosmetics and entertainment lighting the remaining ambient lighting is in need of modernisation. We currently have 16 x 6ft linear fluorescent tubes at 160w per unit. The aim is to replace these for an LED variant (32w per unit) which will reduce energy consumption, improve coverage, enhanced cosmetics and we will implement a wireless control and dimming system for increased functionality.

ITEM 2: Our current frontage is lacklustre and underwhelming and presents The Rufus Centre in a dim light. The space doubles as our outside dining space and is an uneven and poorly turfed

space. During inclement weather the space continues to cause wear and tear to the foyer carpets and is not practicable. The proposal is to remove all of the soiled area and surface with levelled resin compound (colour to be agreed) and create a benched / seating area around the tree and a number of planters thus providing a more practical and sterile space for our clientele.

ITEM 3: The existing fire alarm panel is the buildings original fire alarm panel. The panel itself is not fit for purpose, unserviceable and incompatible with new technologies deeming us unable to expand on or update our fire detection system without risk to the existing system. The proposal is to replace and upgrade existing call points. Due to us being in an existing Service contract with ACE Fire & Supply the BFM is only proposing their quotation for this project and hopes that is deemed appropriate in this circumstance as this is at critical point.

ITEM 4: Members are aware of the long term issues with the centres roofing and guttering and have previously been presented a quotation for these works. Members enquired if the works could be phased and the BFM has confirmed this can and will be phased. Included is one quotation to replace the existing ground floor guttering that is in need of attention.

EXCLUDED ITEMS

The items for consideration in this report are in order of business-critical urgency or return revenue. The First Floor Common Areas (+ Foyer Flooring) – listed as 4th in order of preference is now being partially completed under our insurance claim following the previous water ingress caused damage. The BFM has decided that whilst the first floor common areas need to be brought in line with other areas of the centre this does not present itself as urgent at this stage.

Additional Information

Full specification of the quotations is attached.

ITEM 1: Upgraded overhead lighting to Lockyer Suite

Quote 1: £8,500,00 + VAT

Quote 2: £9,401.80 NOT VAT REGISTERED

Quotation no 1 comes from a reputable supplier but is not local and has not provided work for FTC previously. Quotation no 2 is a local supplier <15 miles and has delivered a number of successful projects for FTC.

ITEM 2: Upgrade to the frontage of centre

Quote 1: £16,575.00 + VAT

Quote 2: £22,195.00 + VAT

Quotation no 1 comes from a reputable local supplier that has provided work for FTC and other authorities previously. Quotation no 2 also comes from a reputable local supplier that has provided work for other authorities previously but NOT FTC.

ITEM 3: Fire Alarm Panel

Quote 1: £2,229.00 + VAT

(Quotation comes from current alarm contractor)

ITEM 4: Guttering Replacement (phase 1 of 3)

Quote 1: £3,945.00 + VAT

Quotation comes from a local contractor who FTC have a long term working relationship with, delivering numerous successful projects on our building. At time of writing this report a second quotation is pending.

Options

- 1) Item 1 - Lockyer Suite Lighting
 - A) Members to consider the quotations for the lighting in the Lockyer Suite.
 - B) To not go ahead with the lighting in the Lockyer Suite.

- 2) Item 2 – Upgrade to frontage of centre
 - A) Members to consider the quotations for the upgrades to the frontage of centre.
 - B) To not go ahead with the frontage of the centre.

- 3) Item 3 – Fire Alarm Panel
 - A) Members to consider the quotation for the fire alarm panel.
 - B) To not go ahead with the fire alarm panel.

- 4) Item 4 – Guttering (phased)
 - A) Members to consider the quotation for the guttering.
 - B) To not go ahead with the guttering.

Officer Recommendations

Option 1 - To spend £9,401.80 NO. VAT from EMR
Option 2 - To spend £16,575.00 + VAT from EMR
Option 3 - To spend £2,229.00 + VAT from EMR
Option 4 – To spend £3,945.00 + VAT from EMR
TOTAL: £32,150.80



QUOTATION

Flitwick Council
The Rufus Centre
Steppingley Road
Bedford
MK45 1AH

Quotation Number
QU-0178

Quotation Date
31 Oct 2024

Reference: The Rufus Centre - Lighting Upgrade

Description	Quantity	Unit Price	VAT	Amount GBP
Supply and Install of Standard Linear Fittings	12.00	380.00	20%	4,560.00
Supply and Install Emergency Lineaf Fittings	4.00	440.00	20%	1,760.00
Supply and Install Control System compatible with phone	1.00	2,180.00	20%	2,180.00
			Total VAT 20%	1,700.00
			Invoice Total	10,200.00

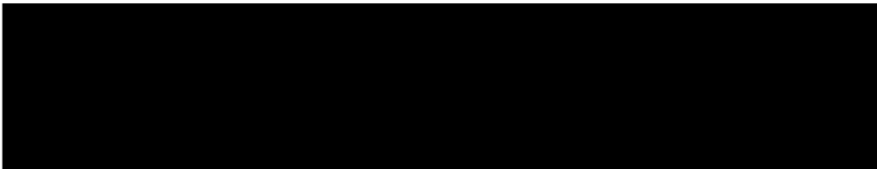


Figure 1- ITEM 1 - QUOTE 1

QUOTE

Mathew Earles
Attention: The Rufus Centre
Steppingley Road
Bedford
MK45
UK

Date
4 Dec 2024

Quote Number
QU-0500



Description	Quantity	Unit Price	Amount GBP
Main Hall			
Lutron RA2 Select System - leading in lighting and blind control, Lutron can just about be controlled with all smart systems, Alexa, Google Home, Apple HomeKit - wirelessly controlled via switches and/or tablet compatible even works without WIFI - set scenes based on your needs	1.00	5,600.00	5,600.00
UK based support is available 24/7, 365 days a year.			
6ft 32W Linear LED Lights - suspension kits included - adjustable CCT and compatible with Lutron Control System	8.00	244.40	1,955.20
6ft Linear LED Emergency Lights	4.00	284.40	1,137.60
Scissor Lift Hire	1.00	709.00	709.00
		Subtotal	9,401.80
		TOTAL NO VAT	0.00
		TOTAL GBP	9,401.80

Figure 2- ITEM 1 QUOTE 2

The Rufus Centre
Steppingly Road
Flitwick
Bedfordshire
MK45 1AH



For Attn: Matthew Earles

Re: Front Entrance Area - Landscaping

Date 17th April 2024

Dear Sir,

Thank you for giving us the opportunity of quoting for the above work which is as follows.

Front Entrance Area - Landscaping

We are allowing to dig out topsoil to areas between block paving and road keeping the cherry tree in situ, but the surrounding bed removed.
Dig down and lay teram to cover complete area.
Install on concrete and decorative block edge around tree.
Lay MOT type 1 subbase and whack in
Supply and pour porous concrete to areas, approx. 100mm thick
Supply and lay 18mm thick resin bound to complete area
Colour to be confirmed

Total cost of the above works £16,575.00

All Plus, VAT

Please note this quotation is ONLY valid for 30 days from the date stated above.
We hope the above is of interest to you and await your further instructions / order.

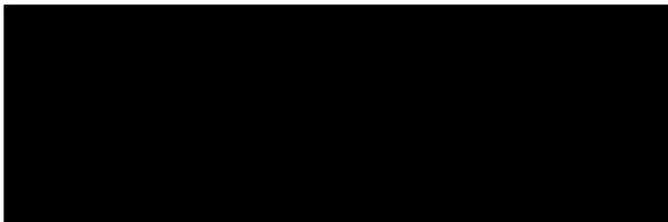
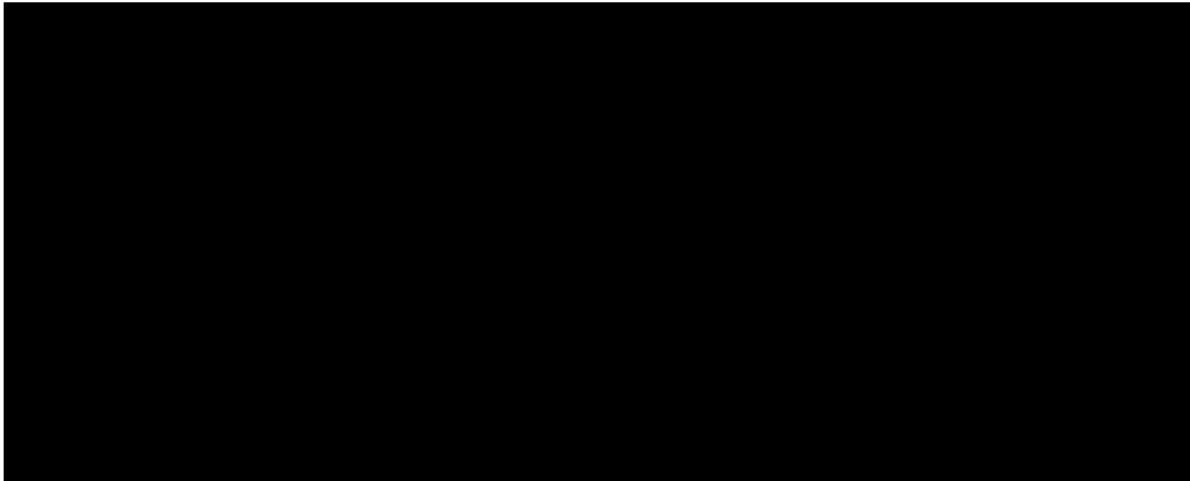


Figure 3- ITEM 2 QUOTE 1



For the attention of Mathew Earles
The Rufus Centre
Steppingley Road
Flitwick, Beds
MK45 1AH

Email: mathewearles@flitwick.gov.uk
Our Ref: **LD/LC**

Tuesday 3rd December 2024

Re: The Rufus Centre – Exterior Seating Area

We thank you for your enquiry and, have pleasure in submitting our quotation for works required all as your request below.

Dig out topsoil to areas between block paving and road keeping the cherry tree in situ, but the surrounding bed removed.

Dig down and lay terram to cover the complete area.

Install on concrete and decorative block edge around tree.

Lay MOT type 1 subbase and Compact.

Supply and lay open grade tarmac to areas, approx. 100mm thick

Supply and lay 18mm thick resin bound to complete area

Colour to be confirmed.

**For the sum of: Twenty Two Thousand, One Hundred and Ninety Five Pounds.
(£22,195.00) PLUS V.A.T**

We trust the above price will be acceptable to you and, we now await the favour of your instructions in the near future.

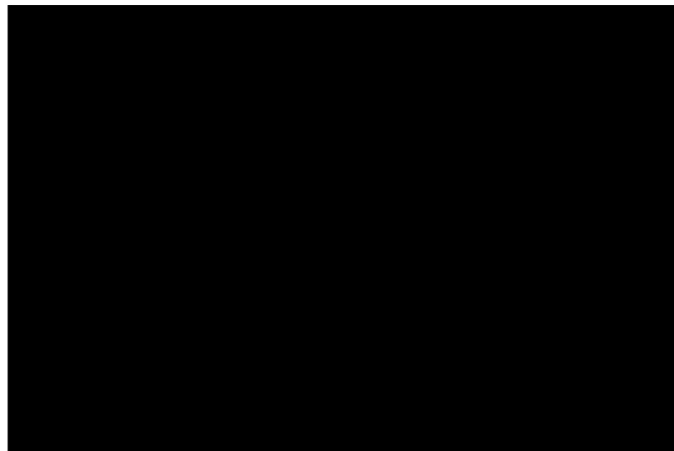


Figure 4- ITEM 2 QUOTE 2



Head Office: St Martins Business Centre,
Cambridge Road, Bedford, MK42 0LF
Tel: 0800 294 6550
www.acesecurity.co.uk

The Rufus Centre
Steppingley Road
Flitwick
Bedford
MK45 1AH

03 December 2024

Our reference - 65421

Dear Mathew Earles

Scope of works: Supply and replace fire alarm panel

We propose to:

- Supply and install x1 8 zone fire panel as existing is starting to fail
- Supply and install x2 emergency back up batteries for new panel
- Supply and replace all existing manual call points and covers as these are not compatible with new panel
- Supply and install fire grade clips, glands and containment
- Commission all existing detection onto new panel

Cost to supply, install, test & commission:

£ 2,229 + VAT

In the event replacement equipment differs in size, no repairs to décor will be made on completion of the proposed works.

To proceed with these works please issue a Purchase Order Number stating reference **61813**. Once received works will be booked in at the next available installation date.

If you have any questions regarding the above, please do not hesitate to contact us.

Yours sincerely

Stuart Lack

Stuart Lack

For and on behalf of Ace Fire & Security Systems Ltd



Service | Maintenance | Monitoring | Installation | Intruder Alarms | Access Control | CCTV | Fire Alarm

Company Registration No.: 03250106

Figure 5- ITEM 3 QUOTE 1

Stage One, All First Floor Guttering Renewal

Remove existing and cart away to licensed waste station (we hold a waste carriers license for this purpose)
Supply and install good quality black half round PVC industrial guttering complete with all necessary fixtures and fittings

£3945.00 + Current Rate VAT (£4734.00)

Figure 6- ITEM 4 QUOTE 1