



FLITWICK TOWN COUNCIL

Report to Community Services 7th January 2025: Flitwick Living History Project

Implications of recommendations

Corporate Strategy:

Finance: Funding Application

Equality: Accessible to all

Background

Flitwick Living History (FLH) is a Flitwick Town Council (FTC) initiative, led by Cllr Ian Blazeby. Read more about the project here: <https://www.flitwick.gov.uk/flitwick-a-living-history/>

The initiative is in the early stages of development, with work on a website happening in the background. At the same time, Cllr Blazeby leads recruiting volunteers and coordinating FLH events and volunteer training. The project secured UKSPF funding to appoint a Project Manager for one year from the University of Bedfordshire (UoB), to coordinate the project.

Leona, a Heritage Projects Officer & PhD Researcher from UoB has been working with FTC on the FLH project since June 2024, with the contract expiring in June 2025. - See Appendix 001.

From December 2024, FLH representatives will visit residents to collect their stories and memories to share on the website once launched.

Introduction

The FLH Group is always looking for ways of engaging residents in the history of Flitwick so that it can be shared with all residents and for future generations.

Central Bedfordshire Council will coordinate the delivery of the UKSPF Culture and Arts Projects grant in early 2025. The grant aims to encourage a sense of culture and pride throughout Bedfordshire. FLH is planning on submitting a grant application for the full amount of approximately £20,000.

What this funding will do:

The project will look at Flitwick's retail units over the years and create a 'retail trail' map of Flitwick from the 1930's to 1991 and then to the present day. The project will include intergenerational work, including collecting photos from the archives and working with school children to take more up-to-date photos.

Volunteers will collect information from Bedfordshire Archives, including media, the bill of sales of shop premises, and shop information. This information will then be made available to the school children, who will be tasked with locating the retail units, updating the information, and taking new pictures.

Shops will be asked to display a QR code, where people can scan the QR code to find out about the shop's history; this will include a link to the website and some audio recordings from residents.

Roles and Responsibilities:

If the grant application is successful, the project will run for one year, starting before March 2025. The project would be project managed by the Community Services Officer, with support from the UoB. The Community Services Officer would write the grant application, commission a brief for artists, liaise with schools, monitor the project, and facilitate the artist delivery of works in school while the UoB would manage interviews and support with accessing documentation.

Officer Time:

Officers anticipate the project will take approximately eight hours per week for one year.

Additional Information

The Community Services Team is currently working on a number of grant applications and large projects, all to be delivered in 2025.

The Community Services Officer will be delivering a £40,000 project to deliver a public art project in Hinksley Park as well as working on the Food Fairness grant application, providing a £30,000 project to extend the delivery of the Community Fridge as well as working on other smaller initiatives, such as Proud AF, tracking Social Value and Community Engagement.

The application deadline is 9th January 2025.

Options

1. To consider not allocating Officer time to the delivery of the outlined project, continuing the service delivery as currently provided.
2. To approve the Community Services Officer to submit a grant application to the UKSPF Culture and Arts application for the delivery of the outlined FLH project.
3. If successful, to approve the Community Services Team allocating eight hours per week, for one year to deliver the outlined project.

Officer Recommendation

Options 2 and 3.

Susan Eldred
Community Service & Amenities Manager

FLH Flitwick *a living history*

Flitwick Living Memories Community Outreach: Scoping a Flitwick-based oral history residency.

The following report provides an overview of the activity the University of Bedfordshire's Culture and Community Engagement team has undertaken in collaboration with Flitwick Living Memories.

This project is funded by the UKSPF (UK Shared Prosperity Fund). It is a partnership between Flitwick Town Council, the University of Bedfordshire's Culture and Community Engagement Team, Central Bedfordshire Council and the Bedfordshire Archives.

The scope of the activity to date has involved community outreach, volunteer engagement, and thematic analysis, to explore the potential sentiment of a town-wide social history, and multimedia project, to capture the undocumented oral testimonies and lived experiences of Flitwick residents.



1. Introduction

1a. Rationale

The University of Bedfordshire's Culture and Community Engagement team were approached by the Flitwick Town Council in October 2023. The premise was to undertake a community project through a co-written application to UKSPF (UK Shared Prosperity Fund) to ascertain the landscape and potential to develop content for a Flitwick Town Council website currently under development: Flitwick – A Living History: <https://www.flitwick.gov.uk/living-and-working/the-history-of-flitwick/>

1b. University of Bedfordshire (UoB)

UoB has an Institutional heritage going back more than 100 years, with campuses across the county of Bedfordshire, including in Luton and Bedford. Its student population is around 20,000, from over 100 countries. Over half of the institution's students represent the global majority, +40% of students come from families with no history of participation in higher education, and around 70% are mature. UoB is named by the Sutton Trust as one of England's Top 25 universities to have successfully contributed to an increase in social mobility amongst disadvantaged young people in England (2021).

It is also rated highest in the East of England for 'access to education' and in the Top 10 for the whole country – one of only two universities situated outside of London (Sutton Trust, 2021). Furthermore, the University is 3rd in the People and Planet University League 2023/2024. This is ranked by environmental and ethical performance.

60% of UoB's research is judged world-leading or internationally excellent. The institution's research institute CRELLA (Centre for Research in English Language Learning and Assessment) is placed above both Oxford and Cambridge in the English unit of assessment, ranking 3rd out of 92 submissions. The Institute of Applied Social Research had 81% of its research classed as internationally excellent or world-leading (REF 22).

UoB makes a significant social and economic contribution to the local and national economy. In addition to its role as a large employer and educator of students, an important aspect of this socio-economic impact is the range and scale of research, knowledge exchange, and community engagement activities that the University undertakes. To consolidate this impact, in January 2020, Hatch Regeneris, an independent economics consultancy, carried out a robust research analysis of the University of Bedfordshire's social and economic impact on the local and national economy.

1c. UoB's Culture and Community Engagement Team

UoB's Culture and Community Engagement team (formerly Arts and Culture Projects) brings together university expertise with civic and sector partners, acting as a bridge

nationally and locally between higher education, business, and local people. Working laterally by harnessing institutional interdisciplinary research and leading practical projects, the team focuses on issues and challenges that are locally relevant and nationally significant.

The team works through a place-based methodology, intersecting HE (Higher Education) priorities surrounding Access and Participation, Knowledge Exchange (KE), and research impact. It works collaboratively with internal and external partners to identify new ideas and solutions. This includes acting as a facilitator, partner, business developer and lead at a civic, regional, national, and cross-sector level. This is done by gathering evidence, prototyping new ways of working, attracting significant funding, delivering civic interventions, and uniting partners and local people around projects that make a difference.

We have over 9 years of experience delivering place-based capacity building and community engagement programmes, which intersect civic drivers relating to fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural, and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects. Working as a team, as well as with academic colleagues and our network of industry professionals, we have also worked with a broad range of local authorities to a step change in community resilience, various public health agendas, youth voice, and various skills agendas. This includes delivering community engagement, and creative and heritage skills development projects that interface broader capital schemes, which target improvements to the built and natural environment.

The team has a deep and close relationship with Central Bedfordshire and has a broad and diverse cross-sector and community-level network. It is through this lens of relationships, and place-based knowledge of the possibilities and challenges that Central Bedfordshire faces, which was the driver for the team to undertake this body of work for the Flitwick Town Council. In the context of place-based impact, and in addition to income generation, the external and civic impact this team achieves is considerable, including some of the following notable highlights over the last 5 years:

- Supported inward investment of £3.25m+ for community partners to deliver local cultural and community activity across Bedfordshire. Supported an additional £480,000+ of funding to be secured across community groups Bedfordshire during the COVID lockdowns.
- Delivered 3,500+ knowledge exchange/skills development sessions to 17,730+ community/cross-sector participants. Engaged 29,355+ young people in access and participation activity.

- Developed 95+ academic partnerships developed laterally across UoB Faculties/Research Institutes, the third sector & public sector. Developed 830+ new collaborative partnerships across local community groups and UoB project activity.
- Supported the development of key local strategies, in partnership with Luton, Bedford and Central Bedfordshire Borough Councils.

2. Scope of the brief

The aim of the partnership was for UoB's CACE to provide tangible, evidence-based support and insights to the Flitwick Town Council in ***establishing a participatory, town-wide oral history project in Flitwick***. In this context, the key questions identified for the work were:

- How would a Flitwick-centric oral history collection and development of a multimedia website be viewed by various stakeholders?
- What would be the barriers to establishing engagement from residents to either volunteer or participate in a social history project of the town?
- What work/activities (at least at a pilot stage) would be welcomed?
- What minimum volunteer threshold should be considered to obtain 30 recorded oral histories, including providing content for the website, and the touring of a multimedia exhibition?

Upon initial consultations with the Head of Culture and Community Engagement, Emma Gill and Heritage Projects Officer & PhD Researcher, Leona Fensome, Flitwick Town Council Councillor Ian Blazeby, and Business Services Officer, Elizabeth Roberts, additional requests were sought out, namely to ensure the project would gain a better understanding of the ways to preserve and promote this heritage both to Flitwick and the CBC communities (conscious this might be an overreach).

The agreed expectations of the Culture and Community Engagement Team were to:

- Deliver volunteer training and community skills development
- Support volunteers and coordinate logistics to collect oral histories and develop a digital heritage trail
- Plan/deliver new High Street activation events
- Co-facilitate community outreach events to engage residents to share their stories
- Plan for schools' engagement, to ensure young people can be upskilled young in oral history recording and heritage project skills
- Collaborate with agreed partners
- Provide basic analysis, insight, and recommendations
- Capture feedback, monitor, and evaluation

3. Overview of Report

The following report derives from the body of work UoB's Culture and Community Engagement team has undertaken in collaboration with the FTC, to develop the potential for the FTC to have an interactive multimedia website showcasing the town's social history, an oral history collection, digital heritage trails, and schools' engagement, particularly, a youth voice in the remaking of the retail High Street history.

The report, and findings therein, is structured thematically and chronologically, based on the key outcomes observed via the workflow, but with space at the end for additional comments that are key considerations for Flitwick Town Council.

The themes outlined are structured in order of frequency raised throughout the process, as observed by Heritage Project Officer & PhD Researcher, Leona Fensome. Each section includes key quantitative and qualitative perspectives, as well as vignettes of dialogue, taken from conversations and used as 'anchor quotes' per theme to summarise either perspective or knowledge.

3a. Project overview and findings

Total people attended 2x Heritage Open Days on Saturday 7 and Saturday 15 September: 12

Total volunteers recruited through community outreach at the library: 12

Total volunteers signed for Oral History Training: 12

Total volunteers attended and trained: 11

Total volunteers unable to participate in the project after training: 3

Total volunteers: 8

Total student volunteers recruited through UoB Careers + Employability Fair held at Bedford + Luton campus Wednesday 18 and Thursday 19 September: 0

Total views of the volunteer job description on Handshake: [insert number]

Total in-person days spent in Flitwick: 13 (average 1x fortnightly)

Total in-person days spent in Bedford for partner work (archives) and schools' engagement: 4

Total oral history recordings: 2

“I had a bit of a headache over the last day, but sitting here for the last couple of hours talking about things, it’s gone away! I feel so much better, and I’d love to speak with you again.”

3b. Brand awareness

All participants involved to date, attendees, volunteers and, community members alike, have heard of Flitwick Town Council. However, not all had heard of Flitwick Living History or Flitwick Living Memories as a distinct community project. For those that had, anecdotal feedback suggests that Facebook or word of mouth are primary sources of information. Within this pool of people, there are potential barriers and limitations to engagement, whether as a volunteer interviewer (community oral historian) or volunteer interviewee (community member).

3c. Barriers to volunteer engagement or volunteer participation

3d. Potential volunteer interviewers

“If I am involved with the FLH I would take the task seriously and want to commit entirely to it. At the moment, even with potentially 5 interviews, I have realised that I have too many other commitments to effectively take on helping with the FLH. I’m sure I can still promote the project and aspects of it across the county should you decide on attracting interest from further afield”

“The Training Day on Tuesday was very interesting and enjoyable and answered the queries I had about what exactly would be involved in volunteering as an interviewer on the Oral History Project. Having taken time to consider these and all my other commitments in the next few weeks, I have decided not to go ahead.”

The prioritising of existing volunteer commitments (family, activities, work, other interests) is an important preclusive element to stronger engagement from the existing cohort of volunteers, in undertaking interviews.

Second to this, at the Heritage Open Days in September and Oral History training in October, many expressed a desire to be involved in different aspects of the project, not necessarily the interviewing – administrative tasks like writing content summaries, transcription or helping connect into various groups and community members who would like to be recorded.

Lastly, there are some perceived conflicts of interest, where residents are uncomfortable with interviewing people they know. The sense of familiarity and collective experiences make interested parties feel like they may not be able to capture stories without falling into a conversation.

3e. Potential volunteer interviewees

From community outreach discussions, there is a perception that if you are not a 'historian' like Ellis Billington and Christina Swannell then you are not the right person to be interviewed. However, in group formats, many attendees happily share memories, stories, and anecdotes dating back to the 50s and 60s for the full two hours. Common themes are affordable housing, family life, retail shops, managing a career whilst raising children, the natural and built environment and memorable occasions (festivals, fairs and celebrations).

As a pivot, my recommendation is to run a series of themed community outreach or coffee mornings (standalone or within established community groups on the Flitwick Town Council list) to create a less overwhelming and more informal entry point into sharing the social history.

We also may need to run another volunteer recruitment drive or ask volunteers to do fewer interviews, 1 or 2 to begin with (5 before summer was the original suggestion).

"I don't want to be recorded!"

3f. Lack of soundproofing across FTC venues

Reconnaissance visits across The Rufus Centre and Flitwick Library have resulted in another barrier, the majority of the rooms lack the soundproofing required to conduct an oral history recording. To mitigate this, we have been working with the Community Services team to understand the protocols for home visits or site visits and have created a Volunteer Oral History risk assessment form and gained clarity on safeguarding requirements.

3g. Time limitations and budget allocation

With the capacity of the Heritage Projects Officer being 1x day a week, it is limiting in being responsive to communities, particularly when community group meetings and sessions are held on non-working days. This subsequently reduces the ability to engage in relationship building.

4. Methodology – Timeline of Activity JULY–DEC 2024

July and August 2024 – 2x in-person project planning meetings: Steph Stanley, Ian Blazeby, Sue Quinn, Sean Derbyshire, Lisa Taylor, Susan Eldred

August – October 2024 – started co-writing grant application to 'Everyday Heritage Grant' Celebrating Working Class Histories, Historic England to fund the digital heritage trails (specific to the retail map)

September 5 and 12 2024 – 2x in-person project planning meetings for the Heritage Open Days outreach

September 7 and 14 2024 – 2x in-person afternoon outreach sessions held for Flitwick Living Memories at the Flitwick Library as part of the Heritage Open Days ([England's largest festival of history and culture](#)) between 130-330pm. 12 members of the community in total attended across the two weekends. With a couple of people dropping in to say hi or provide documents. All 12 stayed for the full two hours on each day.

September 18 and 19 2024 – Flitwick Living Memories volunteer opportunities were advertised at the University of Bedfordshire's Freshers Fair (Careers and Employability) across both the Bedford and Luton campuses, posters were displayed with QR codes linking to the website. Volunteer roles advertised through Handshake – specifically targeting students.

“We had a good turnout from students, and we have your poster up on our job boards on both campuses – we are hoping to leave these up over the next few weeks and see if we can get something more permanent moving forward.” Rosalind Hully, Employment Opportunities and Support Manager”

September 26, 2024 – in-person meeting with Ian to map out volunteer recruitment and develop required documentation

October 2, 2024 – Bedford campus, meeting with UoB Collaborative Projects Manager and Schools Lead, Paula Page to develop a timeline for the schools' approach. Meeting with Oral History Society's Creative Special Interest Group to discuss the project. Meeting with UoB Director of Research Institute for Media, Arts + Performance, Nicola Darwood, to connect with relevant academics for the website build, including relevant avenues for community engagement and dissemination.

Paula will help with HEAT (Higher Education Access Tracker) to capture participant d. This can be an online form that the student or parent can complete. It can provide FTC with a profile of those who have engaged.

October 7 2024 – submitted application to the Everyday Heritage Grant (Historic England) for <£13,000

October 9 2024 – in-person meeting with Ian Blazeby and County Archivist Pamela Birch at Bedfordshire Archives, to establish a repository partnership for the Flitwick Living Memories recordings and transcripts/content summaries.

Pamela has confirmed Bedfordshire Archives will be the repository for the Flitwick Living Memories project. This includes all audio recordings, content summaries, and transcripts where applicable.

October 15 2024 – in-person all day (930am-4pm) Oral History Training at The Rufus Centre for 11 volunteers with trainer, Rosa Schling.

“It was good to meet up last week at the Rufus Centre session and see more about the Oral History side of the Flitwick Living History Project. Those attending were very enthusiastic and I’m sure the project will get off to a good start.”

“Over time, the Project will evolve into a fascinating asset of the social history of Flitwick. As a “newby” to Flitwick 45 years ago, raising children and grandchildren here since then, I have many memories. If one of the interviewers wanted to have a practice interviewing session, I would happily be a “guinea pig” to help out.”

“I’d like to thank both you and your colleagues for the oral history training day last week , which I found both interesting and informative.

I’m now looking forward to moving onto the next stage of the project.”

October 17 2024 – Bedford campus, meeting with UoB Head of Library Services, Carly Ramirez-Herelle, The National Archives (TNA), Sector Development Manager East, Arts and Charities, Hannah Jone and UoB Director of Research Institute for Media, Arts + Performance, Nicola Darwood, to understand UoB Special Collections and how the Flitwick project can potentially be positioned in a HE archive alongside the Bedfordshire Archives for accessibility of local, public history. Also discussed are options for community engagement, public programmes (activities), and dissemination.

October 21 2024 – meeting with British Library Oral History Archivist, Charlie Morgan to review and confirm best practice for Flitwick Living Memories documentation (agreement forms, metadata capture sheet, project info sheet) – Charlie confirmed all the forms are compliant with archive standards.

October 22 2024 – in-person meeting with Flitwick Library Manager, Lisa Taylor and Ian Blazeby to scope suitable rooms at the Library for recordings to take place. Flitwick Library has an office that may be workable pending availability and a small pod-style room for two people maximum. Unfortunately, neither of these rooms has soundproofing.

October 22 2024 – Schools Engagement letter sent to Head Teachers at: Templefield Lower School, Kingsmoor Lower School, Woodland Middle School Academy and Flitwick Lower School.

For the attention of the Headteacher:

I am writing to introduce myself, Cllr Ian Blazeby, and a project that I am heading up for Flitwick Town Council called 'Flitwick - A Living History.'

The project involves creating a website on which to store residents' memories of people, places and events that have happened in the town. This is being funded by the Town Council. The creation of the website is currently in progress. Once completed it will be able to store audio, video, text, documents, and images which will be virtually pinned to a map of the area. The content will be searchable, either on the map or as a filterable list. It will also be possible to set up themed 'trails' around the town to link related content and locations e.g. Information about the individuals listed on the war memorial, historic buildings etc ...

Additional funding has been received from Central Bedfordshire Council via the UK Shared Prosperity Fund which will enable the purchase of recording equipment which will enable a group of volunteers, who have just undertaken training from the Oral History Society, to record testimony from residents. We have already agreed that the finalised recordings will become part of the Bedford Archives to be looked after in perpetuity.

At this point, you will likely be asking what has this got to do with you?

Well, at a top level, it is an opportunity for your students to participate in a project about their town and learn about their town and its history. It should also help/support with literacy and oracy.

We are working with the University of Bedfordshire's Collaborative Project Manager, Paula Page who is the lead for community outreach projects with schools in Bedfordshire (she's been in post for thirteen years) and has a strong, public record.

Having previously spent some years as a local school governor I'm very aware that delivering the school curriculum is paramount. So, at this stage, I have no concrete proposals on how you or your student's involvement might be integrated into timetabled activities, if at all. I'm just emailing to see if you think it is worthwhile having a further discussion so that I can look to develop opportunities to engage your students and their parents/carers. We could include an option for family members and friends to be spoken to at some kind of information session to get them involved. We could hold community sessions on a weekday, ideally when parents/guardians pick up the kids from school or a bit later. Not anything too formal, just a short session for parents/grandparents and outline how they could be involved.

As half-term is almost upon us, I will re-contact you in mid-November to see if the idea has gained any traction and you think that there is a possibility of further discussion with you or a member of your team to enable me to develop a formal proposal for some form of activity in the summer 2025 term.

If you have any initial questions, please don't hesitate to email me at: ianblazeby@flitwick.gov.uk

Best Regards,

Cllr Ian Blazeby

October 28 – November 18 2024 – finalisation of all necessary oral history documents: Participation Agreement, Recording Agreement, Project Information Sheet, Metadata Capture Sheet, Sensitivity Review forms. Within this timeframe, to ensure best practice and compliance with council and archive protocols, I engaged in the following:

- **November 5 2024** – Flitwick Living Memories is one of the participating organisations in History Day an annual event held by the Institute for Historical Research. It was the 10th anniversary of the day this year and Flitwick is listed on the Discover Collections:
 - Explore the Discover Collections page for this year's inspiring submissions: <https://historycollections.blogs.sas.ac.uk/discover-collections/>
 - About History Day: <https://www.history.ac.uk/library-digital/history-day><https://lnkd.in/dtKncj2K>
- **November 5 2024** – separate meetings with Emma Gill and Pamela Birch to organise a programme of talks for public impact (also to provide some measurable community engagement evidence/data). We have worked with Pamela previously when delivering our [Heritage Enterprise Hub](#) as part of a National Lottery Heritage Fund project (ran for two years both online and in-person).
- **November 6 2024** – meeting with The National Archives (TNA), Sector Development Manager East, Arts and Charities, Hannah Jones, and Essex Record Office Sound Recordist, Kate O'Neill as part of the TNA Roundtable within the East of England to better support archival work. meeting with The National Archives (East of England. The discussion focused on repository requirements, digital considerations, management of volunteer oral historians for best practice, and interviews (*R+D for the FTC project around best practice as Kate is the sound archivist*).
- **November 13 2024** – meeting with the Oral History Society's Archive Special Interest Group to discuss project and British Library Oral History Archivist, Charlie Morgan.
- **November 13 2024** – unsuccessful in bid to Historic England
- **November 20 2024** – lunchtime workshop with the Institute for Historical Research to explore how archival research can be used in the heritage sector. Particularly from a curatorial interpretation and preservation/promotion of cultural and capital projects.

November 25 2024 – Community outreach meeting at the Rufus Centre with 12 members of the Dance Fitness Group, a regular Flitwick Town Council community activity held 9-10am every Monday.

November 26 2024 – Flitwick Living Memories website meeting with Creative Director and C-Founder of Community Sites (Websites & catalogues for community groups, museums, and archives).

December 3 2024 – contacted BLCF (Bedfordshire & Luton Community Foundation) Grants Manager, Rae Rahman to organise meeting to discuss grant eligibility for UKSPF ‘Grow and Maintain Fund’

December 9 2024 – meeting with BLCF (Bedfordshire & Luton Community Foundation) Grants Manager, Rae Rahman, Cllr Ian Blazeby and Community Services Officer Sue Quinn to discuss project concept and eligibility requirements for the UKSPF ‘Grow and Maintain Fund’ for CBC projects.

December 5 + 10 2024 – Community Services Officer, Zoe Putwain has provided a list of key stakeholders and community groups as a starting point for the community outreach. This will subsequently be built upon by combining existing contacts and conducting online research into relevant organisations and volunteer connections in Flitwick. The result of this work with stakeholders will potentially be divided into the following groups:

- Activities for older residents
- Activities for young people
- Badged organisations
- Sport and recreation
- Church and family-based provisions
- Speaking opportunities at established groups

December 18 2024 – Community outreach meeting at the Rufus Centre with members of the Stitchers Group, a regular Flitwick Town Council community activity held weekly on Wednesdays.

December 18 2024 – oral history recording with two elderly Flitwick residents. This will be a pilot to further community engagement and the recording of stories with the older generation.

December 23 2024 – Community outreach (sending an initial introduction email and sharing of project posters and information to community groups list provided by Zoe Putwain. This will cover 90% of the groups indicated in the overarching list. Contacting all volunteers registered with the FLM project prior to the festive break to follow up on connections and participants/family members and friends to be recorded. Community outreach to Baycroft Flitwick Care Home. One of the residents, Hilda is turning 107 on

December 27 and they would like the community to send 107 cards to celebrate. Will be sending a card and information/contact details with a view to organising a visit.

January 2 2025 – Posters and marketing collateral to go up at prominent venues – The Rufus Centre noticeboard, Village Hall, Tesco and The Library

Jan 2025 – community outreach meeting pending with the Widows Club

January 08 2025 – Second community outreach meeting at the Rufus Centre with members of the Stitchers Group, a regular Flitwick Town Council community activity held weekly on Wednesdays.

Jan 31 2025 – Community outreach at The Big Knit coffee morning at the Village Hall

5. Recommendations and Next Steps

– To build trust within the communities and ensure that this project is accessible and relevant to audiences in Flitwick, the project will pivot and take a grassroots approach to community outreach in the town across Jan-March.

This will need to include collaboration and co-production with smaller and mid-sized community groups to ensure that they benefit from hearing front first-hand about the project and how they can be involved.

A key element of this will need to be involving volunteers in the sessions to increase the uptake of participants to be recorded.

– The project officer/s will need to spend Jan-Feb speaking to organisations and disseminating material in the town to ensure that the project is complimentary to the existing infrastructure and events programme that FTC run or developing ways to integrate it into the existing events.

– When establishing a venue/s in Flitwick to record in, FTC needs to look beyond the traditionally held spaces in the town (no adequate soundproofing) and seek opportunities to re-invent the typical setting. This may encourage residents who do not typically engage with these sorts of projects to feel welcome in a familiar environment i.e. home, care, or nursing home, or other known settings.

– To change the perception that you need to be a historian and that the project is predominantly targeted at people with overarching knowledge or years of living in Flitwick (50 years plus), FTC should consider broadening the project and collaborating with local groups to curate a unique programme of events that appeals to a diverse and inter-generational range of audiences. i.e. reminiscence sessions, coffee mornings, community drop-ins, and themed talks, like the September and October 2023 events.

- To ensure accessibility, events, and projects piloted by the FTC and UoB in Flitwick will include low-cost/free options. Similarly, school engagement sessions to support young people to engage with upskilling in Flitwick should be considered to broaden participation in heritage locally in the long term.
- School engagement will be a focus over the March-May period, with a view to participation taking place in May for [Local and Community History Month](#)

6. Marketing Collateral

SHARE YOUR STORY WITH US



EVERYONE HAS A STORY TO TELL! WHAT ARE YOUR RECOLLECTIONS OF LIFE IN FLITWICK?

Come along and bring your photographs of Flitwick, or any other programmes or memorabilia of events in the town. Find out more about 'Flitwick - A Living History' project and the new website.

FLH Flitwick
A living history

SATURDAY
21st October 2023



TIME
10am to 12 noon



THE HUB
Dunstable Road, MK45 1HP
Free Parking



EVERYONE WELCOME
DROP IN ANYTIME!

BRINGING HISTORY ALIVE!

[f /flitwicklivinghistory](https://www.facebook.com/flitwicklivinghistory)

JOIN US FOR A FASCINATING
TRIP DOWN MEMORY LANE...



FLH Flitwick
a living history

FLITWICK VILLAGE LIFE IN THE 1940'S & 50'S

*Hear stories about the
people and places that
shaped our town from
long-time residents
Ellis Billington and
Christina Swannell*

THURSDAY
14th September 2023



TIME
7:00PM - 9:00PM



THE RUFUS CENTRE
Steppingley Road, MK45 1AH



EVERYONE WELCOME
NO NEED TO BOOK - JUST TURN UP

BRINGING HISTORY ALIVE!

[f /flitwicklivinghistory](https://www.facebook.com/flitwicklivinghistory)

Volunteers We Need You!

OPEN DAY
1st August 2024
10am - 2pm

 THE HUB
Canniston Road, Flitwick, MK45 1 HP

ARE YOU LOOKING TO MAKE A DIFFERENCE IN YOUR COMMUNITY?

*There are lots of opportunities for you to get involved!
Come and found out more at the Volunteer Open Day*



FLITWICK
COMMUNITY
FRIDGE

FLH Flitwick
a living history

Opportunities include -

- Community Fridge Support
- Community Events
- Flitwick Living History Website
- Litter Picking
- Flitwick Living Memories Oral History Project
- Tiny Forest Tree Keepers

To register interest or for
more information:



Organised by Flitwick Town Council

For more information: 01525 631900 or communityservices@flitwick.gov.uk



@NewsFTC



/flitwickTC



/flitwicktowncouncil

www.flitwick.gov.uk



FLH Flitwick
a living history

INTERESTED IN LOCAL HISTORY?

WANT TO LEARN NEW SKILLS?

Flitwick Town Council is recruiting volunteer oral history interviewers to interview residents for the Flitwick Living Memories oral history project.

Come along to one of the drop-in sessions at Flitwick Library during Heritage Week to find out more.

SATURDAY
7th & 14th September



TIME
1:30PM - 3:30PM



FLITWICK LIBRARY
Coniston Road, MK45 1QL



EVERYONE WELCOME
DROP IN ANYTIME!



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Contact us at flh@flitwick.gov.uk if you or a relative
or friend would be happy to talk about growing up,
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*We want to hear stories about the people, places and
events that have shaped our town.*

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FLITWICK TOWN COUNCIL

Report to Community Services 7th January 2025: Celebrating the 80th Anniversary of VE Day

Introduction

The Town Clerk received the following email:

'Dear Clerks,

Please find information below from Bruno Peek, Pageantmaster.

You should have received information regarding plans for celebrating the 80th anniversary of VE Day, taking place on 8th May 2025, from the National Association of Local Councils on two occasions now.

The Guide To Taking Part in VE Day 80, along with all the other aspects we are encouraging Town and Parish Councils to take part in, can be viewed and downloaded from the official VE Day website - www.VEday80.org.uk

We do hope therefore that your Council will take part in one or more of the activities planned, using the occasion to pay tribute to those that gave so much from within your local community, to ensure the freedom we all enjoy today.

Participating Councils and organisations are being asked to register their involvement as soon as possible by completing the Registration Form on the VE Day 80 website.

However, if your Council has already received this information and you have confirmed your involvement, please ignore this email.

My warmest regards for Christmas and the New Year,'



Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
VE Day 80
8th May 2025
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.VEday80.org.uk



Flitwick Town Council Community Committee Financial Summary 24/25

01 April to 30th November 2024

	YTD Income	Income Budget	% Budget Achieved		YTD Expenditure	Expenditure Budget	% Budget Spent
Community Services	£ 126,587	£ 46,210	274%		£ 422,704	£ 591,732	71%

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 24/25

		01-30 November 24	
		Income	Expenditure
4001/300, 4002/300, 4014/300	Staff Costs		£ 40,257
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 566
4051/300	Grants Permitted		£ -
4009/300, 4064/300, 4103/300	Other Costs (CCTV & Internal Hire)		£ 91
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds (301)	£ 3,541	£ 45
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ -	£ 886
1014/302, 1070/303, 1177/303 4013/303, 4078/303, 4084/303, 4085/303, 4110/303, 4118/303, 4128/303, 4132/303, 4137/303, 4140/303, 4700/303, 4702/303	Local Amenities & Tractor Store (303)	£ 10,738	£ 914
1012/305, 1177/305 4075/305, 4098/305, 4122/305,	Play Areas / Millennium Park (305)	£ 35,514	£ 1,623
4096/306, 4097/306	Street Lighting		£ 620

2024/25 Year to date							
Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
				£ 251,518	£ 375,762		67%
				£ 11,426	£ 15,950		72%
				£ 5,000	£ 5,000		100%
				£ 1,132	£ 4,700		24%
£ 8,980	£ 9,000		100%	£ 496	£ 900		55%
£ 927	£ 4,500		21%	£ 8,868	£ 2,350	£ 7,595	54%
£ 18,089	£ 1,100	£ 10,738	668%	£ 12,344	£ 27,730		45%
£ 37,214	£ 1,500		2481%	£ 4,835	£ 8,500		57%
				£ 4,107	£ 7,500		55%

Community Services Narrative

Apr-24	Allotments Portaloo	4088/302	Spending for Allotment Portaloo directly from Allotments Earmarked Reserve (EMR 324) as per Council Resolution.
Apr-24	Changing Rooms - Hinksley	4122/305	No budget set for 24/25 as transfer of lease is anticipated. Spend relates to Business Rates and Electric Costs only. To be reviewed for 25/26.
Apr-24	Youth Hub Business Rates	4016/311	Higher than anticipated 24/25 business rates. 25/26 budget to be reviewed against any further anticipated rise.
Aug-24	Casual StaffHours	4014/300	£18 spend for use of Casual (RB) for litter pick - one off payment. No further charges expected
Sep-24	Allotments	4072/302	Spending for Allotment Fencing directly from Allotments Earmarked Reserve (EMR 324) as per Council Resolution.
Sep-24	Budgets	ALL	Full mid-year budget review complete and applied
Nov-24	Local Amenities	1177/303	First annual Nature Park Grant Payment received of £10,738.20. Moved to linked EMR 317
Nov-24	Play Areas	1177/305	CBC Section 106 Arts Grant of £35,513.50 received.

Community Activities & Events Summary 24/25

		01-30 November 24	
		Income	Expenditure
1041/311, 1177/311 4007/311, 4049/311	Youth Activities	£ -	-£ 551
1035/311, 4013/311, 4014/311, 4015/311, 4016/311, 4082/311, 4128/311, 4132/311, 4134/311, 4138/311, 4140/311	Youth Hub	£ -	£ 1,105
1181/312, 4606/312	* Cost of Living	£ 16	£ 517
1177/312 4611/312, 4617/312	Flitwick Heritage	£ -	-£ 150
1032/312, 1036/312, 1039/312, 1042/311, 1120/312, 1147/312, 1171/312 4103/312, 4552/312, 4554/312, 4558/312, 4613/312, 4614/312, 4616/312, 4621/312, 4625/312	Community Activities (312)	£ 560	£ 272
1127/313, 1130/313, 1142/313, 1164/313, 1165/313, 1167/313, 1169/313, 1191/313 4043/313, 4200/313, 4204/313, 4206/313, 4208/313, 4213/313, 4540/313, 4551/313, 4618/313	Community Events (313)	-£ 76	£ 18,936

2024/25 Year to date						
Income	Budget	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
£ 16,000	£ 15,000	107%	£ 44,662	£ 59,000		76%
£ 1,129	£ 1,000	113%	£ 11,765	£ 12,700		93%
£ 296	£ -	n/a	£ 3,340	£ 4,000		84%
£ 29,592	£ -	n/a	£ 9,331	£ 750		29%
£ 4,979	£ 6,900	72%	£ 9,823	£ 16,949		58%
£ 9,381	£ 7,210	130%	£ 44,057	£ 50,191		88%

Community Activity Narrative

Apr-24	Summer Programme	4213/313	Overspend to be matched to higher than anticipated income on 1169/313 to negate any overspend
Apr-24	Business Rates - Youth Hub	4016/311	Business Rates overspend under review
Aug-24	Flitwick Heritage	1177/312 4611/312, 4617/312	Figures now separated on report: - Grant received of £29,592.40 against 1177/312 - 4611/312 Flitwick (Library) Film Club (zero budget + £5,000 contribution from grant) - 4617/312 Flitwick Heritage & Oral Equipment (£500 budget + £250 on EMR 321 + £24,592 contribution from grant)
Sep-24	Budgets	ALL	Full mid-year budget review complete and applied
Oct-24	Youth Event Costs	4007/311	Costs for Swimming Initiative Spend against zero budget
Oct-24	Youth Hub Water	4015/311	Overspend : wat usage under investigation by officers
Oct-24	YH Maintenance Contracts	4140/311	Overspend against contracts under review by officers
Nov-24	Community Events	4200/313	November sees increased costs for the payment of the 2024 Town Christmas Lights installation
Nov-24	Community Events	4204/313	November sees increased costs for the purchase of the 2024 Town Square Christmas Tree

	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	24/25 Opening Project Balance	GRANT Received	24/25 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding		24/25 Actual Funds Received	Grants/ Funding Budget Remaining
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 8,100			£ 4,077	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.
	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.
	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
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645		£ 155	£ -	0%				PROJECT CLOSED August 24
NEW Projects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 16,358			£ 7,315	31%				
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ 15,627			£ 500	3%				
	810	4855 110	Proj - Stocksfield Refurb	Business / Community	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 8,150	£ 9,941			£ 709	28%	£ 8,150	£ 8,150	£ -	£1,650 from TM Charities via Ward Councillors - received £6,500 Hubbub Grant Funding - received
	813	4858 110	Proj - Road Closure Signage	Community	5681gi	Jul-24	£ 1,453		£ 1,453	£ -	£ 1,453			£ -	0%				PROJECT CLOSED October 24
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600		£ 9,600	£ 64,900	£ 14,400			£ 60,100	626%	£ 64,900	£ -	£ 64,900	£38,400 match funding from CBC UKSPF Community Grant £26,500 from CBC S106 Funding

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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 AND WAGES	40,257	250,900	375,162	124,262		124,262	66.9%	
4002 UNIFORM	0	600	600	0		0	100.0%	
4005 TRUCKS MAINTENANCE	0	294	600	306		306	49.0%	
4006 FUEL	314	2,954	3,500	546		546	84.4%	
4008 Truck Insurance	0	2,740	3,000	260		260	91.3%	
4014 CASUAL STAFF Wages	0	18	0	(18)		(18)	0.0%	
4051 GRANTS PERMITTED	0	5,000	5,000	0		0	100.0%	
4063 TRUCK LEASE REPAYMENTS	252	5,438	8,850	3,412		3,412	61.4%	
4064 Town Centre CCTV	0	0	1,700	1,700		1,700	0.0%	
4103 FTC Internal Hire	91	1,132	3,000	1,868		1,868	37.7%	
CORE SERVICES :- Indirect Expenditure	40,914	269,076	401,412	132,336	0	132,336	67.0%	0
Net Expenditure	(40,914)	(269,076)	(401,412)	(132,336)				
301 BURIAL GROUNDS								
1004 Burial Grounds (No VAT)	1,927	6,231	7,000	769			89.0%	
1013 CBC-Closed Burial Ground	0	1,000	1,000	0			100.0%	
1119 Burial Grounds Income VATABLE	1,614	1,749	1,000	(749)			174.9%	
BURIAL GROUNDS :- Income	3,541	8,980	9,000	20			99.8%	0
4015 Utility - Water	0	56	150	94		94	37.3%	
4068 Burial Ground NO VAT	45	145	250	105		105	58.0%	
4069 Burial Ground VATABLE	0	295	500	205		205	59.1%	
BURIAL GROUNDS :- Indirect Expenditure	45	496	900	404	0	404	55.2%	0
Net Income over Expenditure	3,496	8,484	8,100	(384)				
302 ALLOTMENTS								
1005 Allotment Rents	0	927	4,500	3,573			20.6%	
ALLOTMENTS :- Income	0	927	4,500	3,573			20.6%	0
4015 Utility - Water	236	288	500	212		212	57.5%	
4072 ALLOTMENTS/MAINTENANCE	650	6,623	1,500	(5,123)		(5,123)	441.5%	6,152
4088 PORTALOO HIRE	0	1,718	0	(1,718)		(1,718)	0.0%	1,443
4103 FTC Internal Hire	0	241	350	110		110	68.7%	
ALLOTMENTS :- Indirect Expenditure	886	8,868	2,350	(6,518)	0	(6,518)	377.4%	7,595
Net Income over Expenditure	(886)	(7,941)	2,150	10,091				
6000 plus Transfer from EMR	0	7,595						
Movement to/(from) Gen Reserve	(886)	(347)						

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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 INC (STATION RD)	0	5,500	1,100	(4,400)			500.0%	
1070 MANOR PARK (Rural Paymt Agent)	0	1,851	0	(1,851)			0.0%	
1177 Grants & Donations Received	10,738	10,738	0	(10,738)			0.0%	10,738
LOCAL AMENITIES/TRACTOR STORE :- Income	10,738	18,089	1,100	(16,989)			1644.5%	10,738
4013 Utility - Electric	78	542	1,000	458		458	54.2%	
4078 Planting/Weeding	360	1,130	2,000	870		870	56.5%	
4084 PublicR: PLANT/EQUIP-PURCHASE	0	2,200	2,500	300		300	88.0%	
4085 PublicR: PLANT/EQUIP-MAINTENAN	0	499	2,300	1,801		1,801	21.7%	
4110 TREE MAINTENANCE	0	1,400	3,000	1,600		1,600	46.7%	
4118 BINS AND SEATS	0	0	300	300		300	0.0%	
4128 WASTE DISPOSAL	477	3,580	7,000	3,420		3,420	51.1%	
4132 BUILDING MAINTENANCE	0	62	500	438		438	12.5%	
4137 Water Dispenser Maintenance	0	0	300	300		300	0.0%	
4140 MAINTENANCE CONTRACTS	0	242	830	588		588	29.2%	
4700 FLITWICK MANOR PARK	0	2,237	7,000	4,763		4,763	32.0%	
4702 Flitwick Nature Park	0	452	1,000	548		548	45.2%	
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	914	12,344	27,730	15,386	0	15,386	44.5%	0
Net Income over Expenditure	9,824	5,746	(26,630)	(32,376)				
6001 less Transfer to EMR	10,738	10,738						
Movement to/(from) Gen Reserve	(914)	(4,993)						
305 PLAY AREAS								
1012 Millennium Park Hire	0	1,700	1,500	(200)			113.3%	
1177 Grants & Donations Received	35,514	35,514	0	(35,514)			0.0%	
PLAY AREAS :- Income	35,514	37,214	1,500	(35,714)			2480.9%	0
4075 PLAY AREA/REPAIRS & MAINT.	1,560	3,947	8,000	4,053		4,053	49.3%	
4098 Skate Park Lighting	29	208	500	292		292	41.7%	
4122 CHANGING ROOMS - HINKSLEY	34	680	0	(680)		(680)	0.0%	
PLAY AREAS :- Indirect Expenditure	1,623	4,835	8,500	3,665	0	3,665	56.9%	0
Net Income over Expenditure	33,891	32,379	(7,000)	(39,379)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	620	4,107	7,000	2,893		2,893	58.7%	
4097 Street Lighting Maintenance	0	0	500	500		500	0.0%	
STREET LIGHTING :- Indirect Expenditure	620	4,107	7,500	3,393	0	3,393	54.8%	0
Net Expenditure	(620)	(4,107)	(7,500)	(3,393)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
311 YOUTH HUB/ACTIVITIES								
1035 Youth Hub Hire	0	1,129	1,000	(129)			112.9%	
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
1177 Grants & Donations Received	0	1,000	0	(1,000)			0.0%	
YOUTH HUB/ACTIVITIES :- Income	0	17,129	16,000	(1,129)			107.1%	0
4007 Youth Event Costs	(551)	449	0	(449)		(449)	0.0%	
4013 Utility - Electric	163	868	1,694	826		826	51.2%	
4014 CASUAL STAFF Wages	0	185	185	(0)		(0)	100.2%	
4015 Utility - Water	0	2,250	1,306	(944)		(944)	172.3%	
4016 BUSINESS RATES	0	1,921	1,700	(221)		(221)	113.0%	
4049 YOUTH ACTIVITIES	0	44,213	59,000	14,788		14,788	74.9%	
4082 Youth Hub CCTV	0	443	1,000	557		557	44.3%	
4128 WASTE DISPOSAL	24	207	400	193		193	51.7%	
4132 BUILDING MAINTENANCE	708	1,504	2,000	496		496	75.2%	
4134 CLEANING	168	1,455	1,815	360		360	80.2%	
4138 EQUIPMENT	0	924	1,000	76		76	92.4%	
4140 MAINTENANCE CONTRACTS	42	2,008	1,600	(408)		(408)	125.5%	
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	554	56,427	71,700	15,273	0	15,273	78.7%	0
Net Income over Expenditure	(554)	(39,298)	(55,700)	(16,402)				
312 COMMUNITY ACTIVITIES								
1032 Proud AF Initiative	0	100	0	(100)			0.0%	100
1036 Stitches Donations	0	66	0	(66)			0.0%	
1039 PAINTING CIRCLE	0	200	200	0			100.0%	
1042 TEA DANCES	0	864	1,300	436			66.5%	
1120 KEEP FIT / Dance Fitness	529	2,378	2,800	423			84.9%	
1147 FORGET ME NOT GROUP	32	103	0	(103)			0.0%	
1171 LUNCH CLUB	0	1,268	2,600	1,332			48.8%	
1177 Grants & Donations Received	0	29,592	0	(29,592)			0.0%	
1181 COST OF LIVING MONIES REC'D	16	296	0	(296)			0.0%	
COMMUNITY ACTIVITIES :- Income	576	34,867	6,900	(27,967)			505.3%	100
4103 FTC Internal Hire	260	6,599	11,000	4,401		4,401	60.0%	
4552 TEA DANCE	0	542	543	1		1	99.8%	
4554 STITCHERS	0	188	195	7		7	96.6%	
4558 KEEP FIT / Dance Fitness	0	950	2,000	1,050		1,050	47.5%	
4606 Cost of Living Initiative	517	3,340	4,000	660		660	83.5%	
4611 Flitwick (Library) Film Club	(150)	5,000	0	(5,000)		(5,000)	0.0%	
4613 Recycle / Reuse	0	92	130	38		38	70.8%	
4614 Proud AF Initiative	0	25	1,250	1,225		1,225	2.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4616 Community Defib Training	0	350	350	0		0	100.0%	
4617 Flitwick Oral History Project	0	4,331	500	(3,831)		(3,831)	866.2%	
4621 LUNCH CLUB	0	981	981	0		0	100.0%	
4625 FORGET ME NOT GROUP	12	96	500	404		404	19.2%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	638	22,494	21,449	(1,045)	0	(1,045)	104.9%	0
Net Income over Expenditure	(62)	12,373	(14,549)	(26,922)				
6001 less Transfer to EMR	0	100						
Movement to/(from) Gen Reserve	(62)	12,273						
313 COMMUNITY EVENTS								
1127 Flitwick Fun Day	0	4,838	3,000	(1,838)			161.3%	
1130 Christmas Lunch - OLDER People	0	0	2,200	2,200			0.0%	
1142 Easter Egg Trail	0	0	500	500			0.0%	
1164 Christmas Market RCCM	0	0	360	360			0.0%	
1165 Christmas Lights EVENT	(76)	254	150	(104)			169.3%	
1167 Christmas Market Trip	0	0	1,000	1,000			0.0%	
1169 Summer Programme	0	3,797	0	(3,797)			0.0%	
1191 MISC INCOME	0	492	0	(492)			0.0%	
COMMUNITY EVENTS :- Income	(76)	9,381	7,210	(2,171)			130.1%	0
4043 REMEMBRANCE EVENT	118	609	700	91		91	87.0%	
4200 Christmas Lights Installation	15,069	15,069	19,475	4,406		4,406	77.4%	
4204 Flitwick TownSq Christsmas Tree	1,350	1,350	1,375	25		25	98.2%	
4206 Scarecrow Festival	0	134	240	106		106	55.9%	
4208 Skate Competition	0	1,114	1,114	0		0	100.0%	
4213 Summer Programme	0	2,749	1,000	(1,749)		(1,749)	274.9%	
4540 Christmas Lights EVENT	2,101	4,713	6,250	1,537		1,537	75.4%	
4551 Flitwick Fun Day	0	17,537	17,537	0		0	100.0%	
4618 COMMUNITY Events Expense	298	783	2,500	1,717		1,717	31.3%	
COMMUNITY EVENTS :- Indirect Expenditure	18,936	44,057	50,191	6,134	0	6,134	87.8%	0
Net Income over Expenditure	(19,012)	(34,676)	(42,981)	(8,305)				
COMMUNITY Services :- Income	50,293	126,587	46,210	(80,377)			273.9%	
Expenditure	65,131	422,704	591,732	169,028	0	169,028	71.4%	
Net Income over Expenditure	(14,838)	(296,117)	(545,522)	(249,405)				
plus Transfer from EMR	0	7,595						
less Transfer to EMR	10,738	10,838						
Movement to/(from) Gen Reserve	(25,577)	(299,361)						

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	50,293	126,587	46,210	(80,377)			273.9%	
Expenditure	65,131	422,704	591,732	169,028	0	169,028	71.4%	
Net Income over Expenditure	(14,838)	(296,117)	(545,522)	(249,405)				
plus Transfer from EMR	0	7,595						
less Transfer to EMR	10,738	10,838						
Movement to/(from) Gen Reserve	(25,577)	(299,361)						



Flitwick Town Council

Community Services Committee – 7th January 2025

Officers Update

1. Community Fridge Wastage as at 30.12.2024

month	surplus food in	wastage	% waste	tons	meals	co2	Fridge visits	volunteer hours	value of volunteer hours @11.44 NLW
Dec-24	8187.153	282.205	3.4469247	8.19	2793.27	2470.30	1034	281	3214.64

Figures for 31.12.24 yet to be entered.

2024	surplus food in	wastage	% waste	tons	meals	co2	Fridge visits	first time visit
	44343.85	1052.009	29.204793	44.34	15297.47	13528.70	9874.00	170.00

Volunteer hours for the year will be available at the next meeting, the calculation will be from the introduction of the Sign UP rota system September – December 2024 this coincides with opening of the Food Hub.

2. Skatepark Extension Update

Following contractor delays on current projects we now have a latest start date of 20th January 2025 for the Skatepark Extension in Flitwick. Further updates will be provided to Members at the February meeting.

3. Lottery Funding Application Update – The Community Fridge

Unfortunately, we were not successful in the grant application to support The Community Fridge in purchasing a van and extending the services to include ‘pop-up’ sessions. NLCF felt that there should be more wrap-around support for people under pressure due to the Cost of Living, including benefits support. This was a three-year funding bid.

We are revisiting the project and the costs of purchasing a second-hand van. An application to the Awards for All strand of lottery funding may support this. Approaches to local businesses are being made for sponsorship

4. Community Fridge Grant Application – Wixamtree

The Community Services Team is exploring the possibility of applying for a grant from Wixamtree, on behalf of the Town Mayors Charity, to purchase a second-hand van for the Community Fridge.

5. Hinksley Park Music Installation Update

Agreements and outline schedule for the project have been signed, and there is a sight visit by the project manager of Acoustic Arts with the groundworks company on 7th January

6. Food Fairness Grant Application

An application has been submitted for the CBC Food Fairness Grant. The total bid is £27412. The project will run from January 2025 – March 2027. The aim is to create a food network, providing pop-up sessions in various local locations. We will run three cooking courses in each area, demonstrating how to use ingredients from the Community Fridge and using slow cookers. All costs associated with the cooking courses have been applied for. Staffing costs and project management costs have been included in the application. We should hear in early January 2025 if the application was successful.

7. Eat Feast – Flitwick

Flitwick Eat Feast has approached Flitwick Town Council and completed a booking form to allow for a Flitwick Community Street Food event to take place on two dates in 2025. Subject to contract and booking protocol being completed, including but not limited to SAG approval, the event will take place at Millenium Park on the 26th of April 2025 and 30th August 2025. If successful they would look to running further events in 2026. Street Food Heros, the previous suppliers of the Street Food events in Flitwick, decided to not return in 2025.

8. Community Trust Fund – BLCF

The Amenities Officer will be submitting an expression of interest with a view to apply to the following fund: Community Trust Fund - <https://blcf.org.uk/apply-for-a-grant/central-beds/community-trust-fund/>

A grant will be sought to provide upskilling to young people whilst seeking to build sustainable partnerships with schools and other organisations such as Community Payback. The project would look to offer a Forest School style working for young people up to the age of 30 within the grounds of Manor Park. This ties in with the delivery of the Manor Park Management Plan. Grants of up to £10,000 can be applied for.



FLITWICK TOWN COUNCIL

Report to Community Services 7th January 2025: Social Value

Background

In July 2025, Members received a report from the Town Clerk & Chief Executive regarding Social Value.

FTC considered the options within the report and resolved to track the social value of events and the investment return of community events. It was agreed that the Community Services Committee would receive updates once social value information had been reviewed.

The Community Services Officer, Sue Quinn, has a background in delivering 'Social Value' training and delivered training sessions to the Senior Management team and the Chairman of each committee.

The feedback from the training sessions has been positive, and both officers and members feel it would be a useful tool for the Council to implement.

At the Community Services Committee meeting in December, Members requested details on Social Value, as outlined below:

Introduction

What is Social Value?

There are over 25 different methodologies that measure the social value of organisations. Training has been carried out with FTC staff and Members on the Social Return on Investment (SROI). This methodology enables FTC to see the value of their investment and the monetary return for that investment. It also enables FTC to realise the monetary value of volunteers in delivery and demonstrates to residents the amount of investment and how funds are allocated. However, projects should not necessarily only be judged on the monetary return but the value they deliver to the community or individuals.

The 7 principles guiding SROI are:

- Involve stakeholders.
- Understand what changes.
- Value the things that matter.
- Only include what is material.
- Do not over-claim.
- Be transparent.
- Verify the result

Clear guidance on why and how the information is interpreted each time the methodology is used will be created so that measurement is consistent across FTC.

SROI can be used in the development of projects and strategies, creating a forecast map, mapping out the project, and setting out the outcomes, outputs, and expected changes. This creates the baseline for measuring the changes. The evaluation will map whether these assumptions were correct and whether the outcomes and outputs were as expected. Using this as a process enables FTC to continually develop its practice.

Social Value UK

Social Value UK is the recognised body for accreditation and assurance for measuring social value. For local authorities, price is dictated by population. For example, a Town Council working with a population under 300,000 would be classified as a Medium Organisation. The cost of this is £800 plus VAT per year.

FTC made the decision to not register for Social Value UK, at this time.

Social Value Policy

The Community Services Team are working in a FTC Social Value Policy that will be presented to Members in 2025

PUBLIC NOTICE



CENTRAL BEDFORDSHIRE COUNCIL NOTICE OF VARIATION OF PARKING CHARGES

Notice is hereby given that Central Bedfordshire Council, in exercise of the powers under Section 35(1) and (3) and 35C of the Road Traffic Regulation Act 1984 and of all other enabling powers is to revise the charges for Off Street Parking as follows:

Tariff Changes for Car Parks

Location	Pay and Display Times	Existing Charges up to 09.01.2025		New Charges from 10.01.25	
Ashton Square, Dunstable	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays and Wednesday 1pm-6pm)	Up to 1 hour	£1.00	Up to 1 hour	£1.00
		Up to 2 hours	£1.80	Up to 2 hours	£1.80
		Up to 3 hours	£2.50	Up to 3 hours	£2.60
		Up to 5 hours	£4.00	Up to 5 hours	£4.10
		All day	£8.00	All day	£8.20
		Market Trader (daily)	£3.70	Market Trader (daily)	£3.80
		Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10
Market Trader Permits (per day annually)		Market Trader Permits (per day annually)			
1 day a week	£68.30	1 day a week	£69.70		
Duncombe Drive, Leighton Buzzard	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays and Tuesday 1pm-6pm)	Up to 1 hour	£1.00	Up to 1 hour	£1.00
		Up to 2 hours	£1.80	Up to 2 hours	£1.80
		Up to 3 hours	£2.50	Up to 3 hours	£2.60
		Up to 5 hours	£4.00	Up to 5 hours	£4.10
		All day	£8.00	All day	£8.20
		Market Trader (daily)	£3.70	Market Trader (daily)	£3.80
		Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10
Market Trader Permits (per day annually)		Market Trader Permits (per day annually)			
1 day a week	£68.30	1 day a week	£69.70		
Matthew Street, Dunstable	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Up to 1 hour	£1.00	Up to 1 hour	£1.00
		Up to 2 hours	£1.80	Up to 2 hours	£1.80
		Up to 3 hours	£2.50	Up to 3 hours	£2.60
		Up to 5 hours	£4.00	Up to 5 hours	£4.10
		All day	£8.00	All day	£8.20
		Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10

St Marys Gate, Dunstable	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.50 £4.00 £8.00	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.60 £4.10 £8.20
		Business and Employee Permits 1 month 3 months 12 months	£55.50 £137.60 £411.90	Business and Employee Permits 1 month 3 months 12 months	£56.60 £140.40 £420.10
Priory Gardens, Dunstable	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.50 £4.00 £8.00	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.60 £4.10 £8.20
		Business and Employee Permits 1 month 3 months 12 months	£55.50 £137.60 £411.90	Business and Employee Permits 1 month 3 months 12 months	£56.60 £140.40 £420.10
Regent Street, Dunstable	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.50 £4.00 £8.00	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.60 £4.10 £8.20
		Business and Employee Permits 1 month 3 months 12 months	£55.50 £137.60 £411.90	Business and Employee Permits 1 month 3 months 12 months	£56.60 £140.40 £420.10
Hockliffe Street, Leighton Buzzard	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.50 £4.00 £8.00	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.60 £4.10 £8.20
		Business and Employee Permits 1 month 3 months 12 months	£55.50 £137.60 £411.90	Business and Employee Permits 1 month 3 months 12 months	£56.60 £140.40 £420.10
Grove Park, Dunstable	Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.50 £4.00 £8.00	Up to 1 hour Up to 2 hours Up to 3 hours Up to 5 hours All day	£1.00 £1.80 £2.60 £4.10 £8.20
		Business and Employee Permits 1 month 3 months 12 months	£55.50 £137.60 £411.90	Business and Employee Permits 1 month 3 months 12 months	£56.60 £140.40 £420.10

Multi Storey, West Street, Leighton Buzzard	Monday – Saturday 7:00am – 7:00pm Sundays 9:30am – 5:00pm (Excluding Bank Holidays)	Up to 1 hour	£1.00	Up to 1 hour	£1.00
		Up to 2 hours	£1.80	Up to 2 hours	£1.80
		Up to 3 hours	£2.50	Up to 3 hours	£2.60
		Up to 5 hours	£4.00	Up to 5 hours	£4.10
		All day	£8.00	All day	£8.20
		Sunday	£2.10	Sunday	£2.10
		Lock in Charge	£8.50	Lock in Charge	£8.50
		Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10
Steppingley Road, Flitwick	24/7	Saturday	£1.60	Saturday	£1.60
		Sunday	£1.60	Sunday	£1.60
		Monday – Friday	£5.90	Monday – Friday	£6.00
		Weekly Ticket	£29.30	Weekly Ticket	£29.90
Location	Limited Waiting Times	Existing Charges up to 09.01.2025		New Charges from 10.01.2025	
Baker Street, Leighton Buzzard	Limited Waiting 2 hours, no return 1 hour, except permit holders Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10
New Road, Leighton Buzzard	Limited Waiting 2 hours, no return 1 hour, except permit holders Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10
Westfield Road, Dunstable	Limited Waiting 3 hours, no return 1 hour, except permit holders Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10

West Street, Dunstable	Limited Waiting 2 hours, no return 1 hour, except permit holders Monday – Saturday 8:00am – 6:00pm (Excluding Bank Holidays)	Business and Employee Permits		Business and Employee Permits	
		1 month	£55.50	1 month	£56.60
		3 months	£137.60	3 months	£140.40
		12 months	£411.90	12 months	£420.10

Tariff Changes for Residents and Visitors Permits

Type of Permit	Existing Charges up to 09.01.2025		New Charges from 10.01.2025	
Resident Permit	1st vehicle	£30.00	1st vehicle	£30.10
	2nd vehicle	£90.00	2nd vehicle	£91.80
	3rd vehicle	£120.00	3rd vehicle	£122.40
Visitor Permits	Per session	£1.30	Per session	£1.30

Tariff Changes for On Street Pay and Display Bays

On Street Parking Charges and Location	Existing Charges up to 09.01.2025		New Charges from 10.01.2025	
Standard Rate	Up to 30 Minutes	£0.80	Up to 30 Minutes	£0.80
	Up to 1 hour	£2.10	Up to 1 hour	£2.10
	Up to 2 hours	£2.70	Up to 2 hours	£2.80
	Up to 3 hours	£3.70	Up to 3 hours	£3.80
	Up to 5 hrs	£5.30	Up to 5 hrs	£5.40
	All Day	£9.60	All Day	£9.80
	Premium Rate: High Street North, Dunstable	Up to 30 Minutes	£1.10	Up to 30 Minutes
Up to 1 hour		£2.70	Up to 1 hour	£2.80
Up to 2 hours		£3.20	Up to 2 hours	£3.30
Up to 3 hours		£4.30	Up to 3 hours	£4.40
Up to 5 hrs		£6.40	Up to 5 hrs	£6.50
All Day		£10.70	All Day	£10.90

New charges to be effective from 10th January 2025

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG1917 5TQ

Gary Powell
Assistant Director
Highways

10 December 2024

PUBLIC NOTICE

The logo for Central Bedfordshire, featuring the text "Central Bedfordshire" in white on a green circular background.

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO MAKE AN OFF-STREET PARKING PLACES VARIATION ORDER RELATING TO A NEW CAR PARK IN STEPPINGLEY ROAD, FLITWICK

Reason for Variation Order: The proposed Order is related to the provision and regulation of off-street car parking facilities for the new Extra Care, Care Home, Short Breaks Unit and associated community facilities at Steppingley Road in Flitwick.

Effect of the Order:

To amend the Central Bedfordshire Council (Off-Street Parking Places) Order 2011 as follows:-

- To add Steppingley Road Care Home, Flitwick Car Park to the Order.
- To provide one session of 5-hour free parking each day for visitors providing a ticket is obtained.
- To provide and allocate car parking spaces for which the duration of parking will be unlimited. Chargeable hours will be from Monday to Saturday between 8am and 6pm. Outside of those hours parking in those spaces will be free and unrestricted. No return within one hour.
- To provide unlimited free parking for Disabled Badge Holders in allocated Disabled Persons Parking Bays.
- To introduce Electric Vehicle Charging only in allocated bays Monday – Saturday between 8:00am and 6:00pm. Max stay whilst plugged in and charging is 6 hours. Outside of these times bays will be free and unrestricted. Vehicles parking in these bays must always be plugged in and charging.
- To add unlimited permit parking for residents in designated spaces.
- To add unlimited permit parking for staff in designated spaces.
- No parking at any time on double yellow lines.
- To add a 2.1m height restriction.

Please see plan for clarification on the proposed allocation of bays and the location of waiting restrictions.

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 9 January 2025. Any objections must state the grounds on which they are made **and must quote unique reference number A00508**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response

Order Title If made will be "Central Bedfordshire Council (Off-Street Parking Places) (Variation No.*) Order 202**"

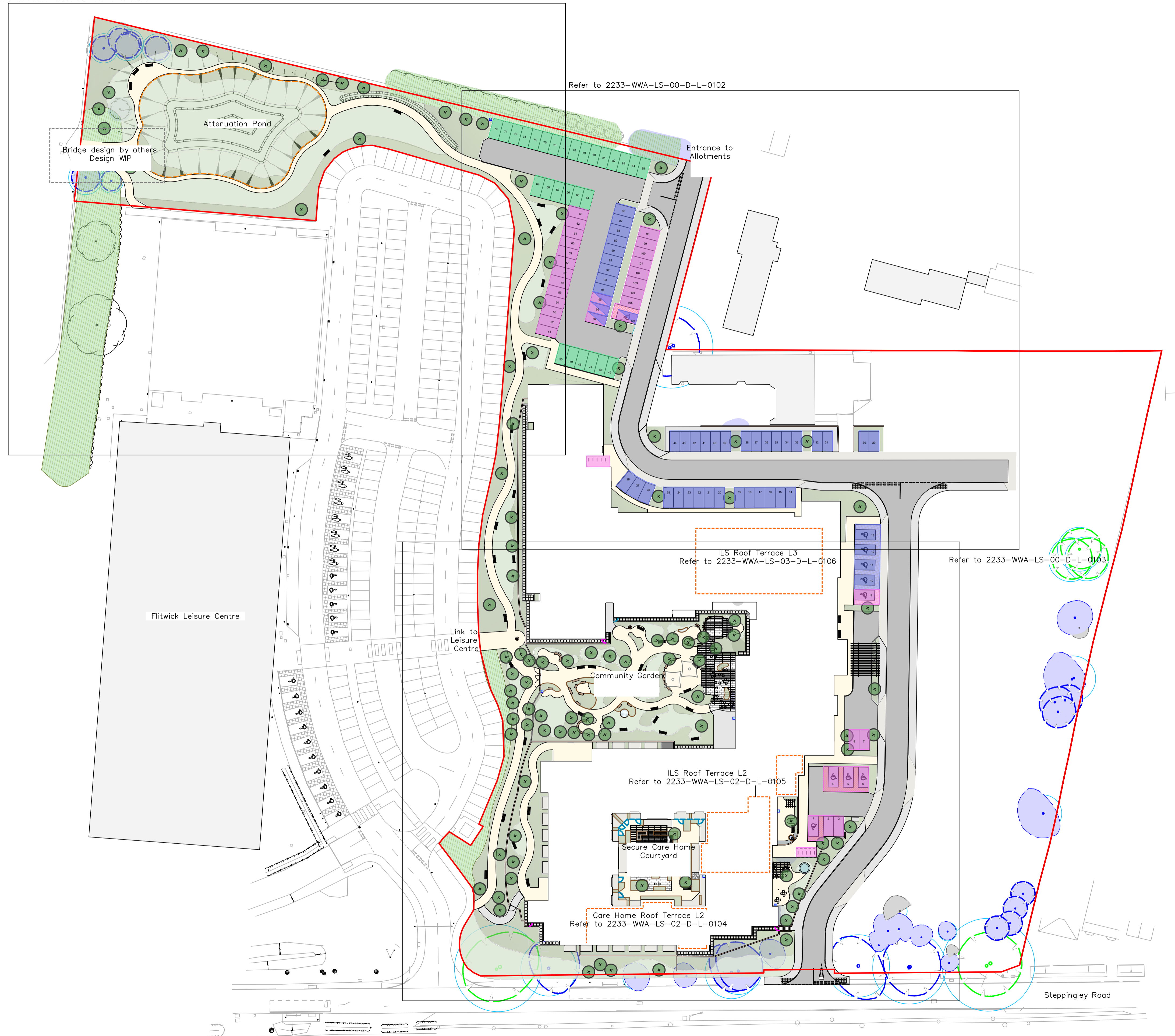
Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

12 December 2024

Refer to 2233-WWA-LS-00-D-L-0101

Refer to 2233-WWA-LS-00-D-L-0102



- Proposed building
- Existing building
- Vehicular asphalt
- Pedestrian asphalt
- Resin bound surfacing
- Amenity grass
- Proposed planting area
- Proposed tree planting
- Existing tree to be retained. Tree information refer to Arboricultural Impact Assessment by agb Environmental.
- Existing unsurveyed tree to be retained

PARKING LEGEND

- Staff - 28No
- ILS - 44No
- Visitors - 30 No
- Swing (used both ILS & Visitors) 4No

EV POINTS

45, 46, 47, 93, 94, 95, 96, 97, 104, 105 & 106

No.	Date	Appr	Revision Notes
P0525/05/23	JL		Path along the pond & material under pergola updated
P0429/03/23	TJ		The path reverted back to 900mm
P0317/02/23	TJ		Attenuation pond & the corner of the courtyard updated
P0206/10/22	TJ		Existing retained trees, benches & pond added

Note: All Dimensions must be checked on site and not scaled from this drawing. All cross references are to the latest revision of the relevant drawing or specification being referenced

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tel: 01376 573050 web: w-wa.co.uk	
Scale/North Point	
0 25 50 M	
Client	Ingleton Wood
Job Title	Steppingley Care Home
Drawing Title	Landscape Master Plan
Issue	CONSTRUCTION
Scale	1:500@A1
Drawn AM	Checked JL
Project ID 2233	Date 11/08/2022
Drg 2233-WWA-LS-00-D-L-0100	Status Rev S4 P05

SRCF-IWD-ZZ-ZZ-DR-AR-SK099 Parking Allocation Layout Plan (Rev A - Numbering re-ordered from bays 86-106, EV point numbers in key updated)