

David Ashlee Town Clerk and Chief Executive

Date: 22 October 2020

Dear Councillors

Could you please note that a remote meeting of the Community Services Committee will be held on **Monday 2 November 2020 at 7.00 pm** using Microsoft Teams. Members of the public and press who wish to attend the remote meeting are welcome to do so and should notify their intention to attend by emailing Ian.Reed@dunstable.gov.uk by **5pm on Friday 30 October**. Instructions on how to join will then be sent out in advance of the meeting.


AGENDA


1. Declarations of Interest
2. Apologies for Absence.
3. Minutes of the meetings of the Community Services Committee held on 7 September (previously circulated).
4. Events and Marketing – information report (see page 3).
5. Grove Corner and Community Engagement – information report (see page 4).
6. Older People's Services – information report (see page 8).
7. Priory House – information report (see page 9).
8. Dunstable Town Centre Services – information report (see page 13).
9. High Street Heritage Action Zone (HSHAZ) – information report (see page 16).

(Continued)

10. Reports from outside bodies:
South Beds Dial-a-Ride Management Committee - Cllr Martin
Dunstable Town Band - Cllr Martin

Yours faithfully



 David Ashlee
Town Clerk and Chief Executive

To: All Members of the Community Services Committee
Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor and Chairman), Cameron Restall, (Vice-Chairman), Sid Abbott, Wendy Bater, Lisa Bird, Philip Crawley, Gregory George, Pamela Ghent, John Gurney, Lee Roberts, Gladys Sanders and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 2 NOVEMBER 2020

EVENTS AND MARKETING

Purpose of report: For information only.

1. Torchlight Event

- 1.1 Due to the current Covid-19 guidelines the annual Torchlight event could not take place. Other events were explored however it was felt in the current climate it was not practical to try and organise a large Christmas event.
- 1.2 All schools have been written to confirming the cancellation of the event and also advertised in Talk of the Town and on Facebook.

2. Torchlight Market

- 2.1 The Event and Marketing Manager has been working closely with the Town Centre Officer to organise an additional Christmas Market on the night of what would have been the Torchlight event, called Twilight Christmas market. The market will run from 4pm on Friday evening until 9 pm, and then again on Saturday 10am to 4 pm.
- 2.2 The budget from Torchlight will be used to enhance the Twilight Christmas market and the following weekend for the Christmas Magic market. Darren Woodhouse from Event Production Live will be providing additional festive lights, music, visual effects on Priory House and the Methodist church to create a festive atmosphere on both markets.

3. 2021 Events

- 3.1 The Events and Marketing Manager will start planning options for next years events in the new year, when hopefully there will be more clarification on Covid-19 regulations. Currently the Events and Marketing Manager is based at Priory House assisting the team while the Priory House Manager is off on sick and the Events Assistant is also offering additional support to Priory house.
- 3.2 There has been a suggestion of creating a YouTube video promoting the Town council services and the HASAZ programme. The Events and Marketing Manager is currently working on ideas for this and will update Members accordingly.

4. AUTHORS

- 4.1 Lisa Stephens, Events and Marketing Manager. [-lisa.vincent@dunstable.gov.uk](mailto:lisa.vincent@dunstable.gov.uk)

DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 2 NOVEMBER 2020****GROVE CORNER AND COMMUNITY ENGAGEMENT**

Purpose of Report: For information only
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1. GROVE CORNER FIGURES

- 1.1 Grove Corner youth sessions remains closed, however, officers have begun to do detached work. There have been three detached sessions; 6 October, 16 October and 20 October, and officers have engaged with 74 young people. Numbers are recorded through a head count by officers. During detached sessions officers visit the skate park, band stand and library areas.
- 1.2 Grove Corner youth sessions are hoping to reopen in November in line with government guidelines. Young people who wish to attend will need to book prior to the session.
- 1.3 Grove Corner now has 549 Facebook 'Likes' and Grove Corner's Instagram now has 239 followers.

2. YOUTH ENGAGEMENT

- 2.1 The new Youth and Community Manager, Gill Peck, is now in post.
- 2.2 Officers have begun to plan and develop ideas for multiple programmes for youth provision at Grove Corner. Officers have created session plans and are developing digital provision for young people to participate in.
- 2.3 The new gaming suite is progressing well. Officers have ordered hardware and associated equipment including 6 gaming PC's chairs, headsets and 2 Oculus Quest 2 VR headsets. The team are exploring running a project with a small cohort of young people studying gaming from Central Bedfordshire College. Officers have been speaking with young people about the upcoming facilities and consulting with them about games. The young people are excited and have good momentum for the new gaming facilities. Whilst a delivery date is still to be confirmed, it is very much hoped that a launch will be able to take place during national Youth Work Week – the first week in November.
- 2.4 As well as promoting the re opening of youth sessions at Grove Corner during detached sessions through word of mouth. It will also be promoted through Talk of The Town as well as the dedicated Facebook Page and Instagram account.

3. DAY TIME HIRE

- 3.1 Grove Corner has the relevant safety measures in place, and groups have begun to return to the centre, as well as new groups hiring the building.
- 3.2 Minds2gether have now returned to Grove Corner and will be running sessions every Friday 10.00 am to 1.00 pm at limited capacity. This group is a mental health social group.
- 3.3 Sight Concern met with officers and have returned to Grove Corner – their group runs every Tuesday 12.00 noon to 3.00 pm. This is a social group for those who are visually impaired.
- 3.4 YAWN Life who run a special needs support group on a Monday and Thursday 10.00 am to 1.00 pm have not yet returned to Grove Corner – this group continues to liaise with officers and hopes to return in the near future.
- 3.5 Following the success of their booking throughout August, NCS Hear 2 Listen, a community interest group have hired Grove Corner for two dates in October half term. Hear 2 Listen give young people opportunities to increase their emotional wellbeing, supporting them in overcoming barriers that prevent them living healthy and fulfilling lives.
- 3.6 NOAH Enterprise are hiring Grove Corner from September through to December running two courses. The first course is an IT skills course which runs twice a week over the course of 8 weeks – this group has been well attended. The second course, due to start in November, is a creative confidence course which will be once a week for 6 weeks.
- 3.7 Pathway to Recovery have begun to hire Grove Corner. The group is a support group for those recovering from substance misuse. The group meet every Friday afternoon, 2.00 pm to 4.00 pm.

4. COMMUNITY ENGAGEMENT

- 4.1 Officers are continuing to support the COVID response group alongside Central Bedfordshire Council and other Voluntary Community Sector organisations. These meetings continue to be on a biweekly basis to discuss any updates and response plans during the pandemic, however, this may increase or decrease depending on any changes going forward.
- 4.2 Weekly befriending calls to vulnerable residents either shielding or isolated continue. Officers continue to offer information, advice, and guidance to those who require it. Since the last report 240 phone calls have been made.
- 4.3 Over the October half term, officers will run a free Halloween themed arts and crafts challenge week for families and young people. A video will be uploaded to Facebook

each day of the week for families to follow and send in an entry to officers. The first 10 entries will receive a craft and prize pack.

- 4.4 Friends of Dunstable Cemetery continue to be supported by officers, and organised a tidy up activity on Tuesday 20 October with COVID19 measures in place. Several members reported their excitement on returning. This will be monitored with ongoing guidance and support of officers.
- 4.5 Officers will be supporting the Christmas Markets due to take place in November and December. Officers will be offering an arts and crafts stall which will be in line with COVID government guidelines and limiting to certain numbers. It will provide an opportunity to engage with young people and promote Grove Corner.
- 4.6 Officers, along with the Mayor have met with Sundon Model Shop and Nationwide Building Society to explore possibly opportunities of working together in the future.

5. DOWNSIDE COMMUNITY CENTRE

- 5.1 Downside Community Centre is currently licensed to the Seventh Day Adventist. A representative of the organisation has recently been in touch with officers to advise of their financial constraints due to Covid 19; confirming that they are no longer able to invest into the building and requesting a significant reduction in rent. The Head of Community Services discussed this matter with the Chair of this committee, who felt that this was not something the Council could offer as budgets had already been set and also due to the Council's own financial predicament due to the ongoing pandemic.
- 5.2 This has been communicated to the Seventh Day Adventists who will be raising this at their board meeting in early November, where a decision will be taken as to whether they will formally give notice. Should this be the case, it has been indicated that they would wish to terminate their license on the 31 December 2020.
- 5.3 In the meantime the Council has been approached by a community boxing organisation, already operating in the town, who would like to expand their organisation following a successful grant bid. They are keen to work with the local community to also enable the centre to be used by other community organisations and local residents. Their proposal has been received and would see them paying £7,000 on a full repairing lease.
- 5.4 Officers will continue to work with both organisations, and will keep the chair of this committee informed of any decisions made by either parties.

6. AUTHORS

- 6.1 Gill Peck – Youth and Community Manager
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- 6.2 Jack Adams-Rimmer – Neighbourhood Development Officer
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- 6.3 Joanne Hough – Community Services Assistant
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- 6.4 Becky Wisbey – Head of Community Services
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DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 2 NOVEMBER 2020

OLDER PEOPLE'S DAY CARE SERVICES

Purpose of report: For information only.

1. TELEPHONE CALLS

- 1.1 Officers have continued to call members of the three lunch clubs twice per week during the pandemic. Officers have received feedback from members that this has been a supportive and beneficial service; offering them a space to talk and share how they are feeling and continue to feel connected to the Older People's Services. Members families have also contacted officers to pass on their thanks and appreciation during this time.

2. VIRTUAL SERVICES

- 2.1 Officers are currently exploring providing a video phone call via WhatsApp with members who have this facility. This is to enable members to be connected in a group setting.

3. COFFEE MORNINGS

- 3.1 Officers are currently planning a coffee morning at Grove Corner for Tuesday 3 November. This will be a bookable only event and will follow covid-19 government guidelines.

4. LUNCH CLUBS

- 4.1 Officers are currently planning to resume the two lunch clubs from the middle of November, in line with current guidance and associated risk assessments.

5. AUTHORS

- 5.1 Elaine McGarrigle, Older People's Services Officer
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- 5.2 Gill Peck, Youth and Community Manager
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DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 2 NOVEMBER 2020

PRIORY HOUSE

Purpose of Report: For Information only.

1. OPERATIONAL ISSUES

- 1.1 Staff and customers have responded well to the new measures put in place following the new Government guidelines and the additional measures which have been implemented.
- 1.2 Following interviews, the two vacancies for 16 hours a week in the tea rooms have been filled, and the new Kitchen Waiting Assistants will start in November.
- 1.3 The four hour Kitchen Assistant position was also vacant and this position has now also been filled and due to start in November.
- 1.4 Recruitment for the 5 hour Priory House Shop Assistant Saturday position was very successful with 132 applicants. Eight candidates were selected for interview with the successful applicant starting in October.
- 1.5 The Manager of Priory House is still off sick and is not anticipated to return until the New Year. As an interim arrangement, and due to the fact that there are no events taking place for the rest of 2020 a decision was taken to place the Events and Marketing Manager in Priory House to offer management assistance and to address capacity issues. This arrangement will continue until the end of 2020.

2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET

- 2.1 Following the re-opening of the TIC and Gift Shop the shop is still running successfully. Staff are following Government guidelines, social distancing and the risk assessment which is in place.
- 2.2 Custom is building up gradually and footfall has increased.
- 2.3 Christmas stock has been received and is slowly being introduced into the shop. All Christmas stock will be on display by the beginning of November.
- 2.4 Showcase Shelving is now full for October and November. December has a space available and staff are looking into potential traders to fill these spaces. Staff are now contacting past traders to book in for the new year.

- 2.5 The Gift Shop will be open for 'late night shopping' on Friday 27 November in conjunction with the Twilight Market from 5 pm until 9 pm.
- 2.6 Staff are looking into trying some new ways to boost shop income which involves more online shopping.
- 2.7 Orders for Christmas Hampers full of Priory Pantry items and loose leaf tea are being taken and these will be made to order to be collected in December. There are three sizes available with prices from £7.50.

3. THE JACOBAN ROOM

- 3.1 All Wedding Ceremonies for this year have now taken place and were received very well by both the wedding couples and the registrars.
- 3.2 There are 14 confirmed bookings for 2021 the first being 1 May 2021. There are also two still to rearrange a date from postponed dates this year.
- 3.3 Enquiries are still coming in weekly along with viewings of the room, as couples start to think about getting married next year.
- 3.4 The Jacobean Room is being marketed for Family Afternoon Teas for Halloween and Christmas, and will be used for afternoon teas to increase the capacity of the tea rooms.
- 3.5 All Tea Time Tales have been cancelled until Easter 2021 as the majority of attendees are either shielding or not venturing out. Refunds for tickets purchased have been given.

4. CHRISTMAS

- 4.1 Due to current Covid restrictions the decision has been made not to hold the Santas House Party, Breakfast with Santa, Festive Film Friday and Santas Cinema due to the social distancing and the capacity within the Jacobean Room.
- 4.2 Throughout all of December to try and attract some new customers and still deliver a Christmas feel in the house, a free children's craft activity will be available for children to do at the table when customers dine at Priory House. This will be advertised in Talk of the Town, Facebook and the website.
- 4.3 Christmas Afternoon Teas are also going ahead this year, and marketing for that is via the website, Facebook, leaflets and a banner at the front of Priory House.
- 4.4 Family Festive Fridays is new for 2020, every Friday from the 27 November from 1 pm to 9pm the Tea rooms will be open late to accommodate family afternoon teas in the Jacobean Room and Undercroft. A free children's craft activity will be provided at the table as well. This will be advertised via

Facebook, website and Talk of the Town.

5. PRIORY HOUSE TEA ROOMS

- 5.1 Following a change in the guidelines made by the Government, the Tea Rooms the risk assessment has been updated.
- 5.2 The updated risk assessment for the Tea Rooms resulted in:
- Screens around seating areas resulting in more tables being added.
 - Table service being introduced with immediate effect.
 - Re-modelling the seating plan, resulting in 32 covers inside.
 - The full menu now being available.
 - Encouraging customers to use the QR code NHS Track & Trace App whilst maintaining a written Track & Trace system.
 - All kitchen staff provided with face visors so that a Kitchen Assistant can work alongside the Catering Manager. This now allows us to introduce the crockery as access to the sink/dishwasher is not an issue.
 - Reintroduction of Afternoon Teas since 12 October.
- 5.3 The Afternoon Tea Hampers are starting to prove a success for those customers still uneasy about coming out and this will be continued to be offered through to Christmas.
- 5.4 The Catering Manager has devised a Halloween Themed Afternoon Tea to be marketed within Priory House and on social media. This will run from Monday 26 October to Saturday 31 October. We shall also be holding a family Halloween Afternoon Tea with late opening on Friday 30 October using extra tables with screens in the Jacobean Room.

6. FINANCE

- 6.1 Priory House Tea Rooms takings comparison ex VAT as at 20 August 2020.

Date	2019/2020	2020/2021	Variation 2020/2021	% Difference
TOTAL FOR 1ST QUARTER	£32,136.29	£0.00	£32,136.29	100
TOTAL FOR 2ND QUARTER	£34,524.88	£21,143.47	£13,381.41	39
1st wk Oct	£2,145.88	£1,012.56	£-1,133.32	53
2nd wk Oct	£2,716.63	£1,478.15	£-1,238.48	46
TOTAL	£4,862.51	£2,490.71	£-2,371.80	49
Year to date	£71,523.68	£23,634.18	-47,889.50	67%

- 6.2 Since the Tea Rooms opened on 6 July trade and income has steadily increased, the Tea rooms are back to full operating hours.
- 6.3 Although income is steadily increasing, as of the 15 October the Tea Rooms is still -£47,889.50 (67%) down compared to the same period last year.

	2019/20	2020/2021	Variation 2020/2021	% Difference
TOTAL FOR 1ST QTR	£1,769.41	£144.51	-£1,624.89	92
TOTAL FOR 2ND QTR	£2,596.50	£1,418.29	-£1,178.21	45
OCTOBER	£986.94	£319.39	-£667.55	68
Year to date	£5,352.85	£1,882.19	-£3,470.65	65%

- 6.4 The Gift Shop & Tourist Information Centre re-opened on 15 June 2020.
- 6.5 Trade is still struggling and footfall is still down, items from the gift shop have been brought into the tea rooms to try and encourage people to visit.
- 6.6 Year to date compared to the same time last year the shop is 65% down on income.

7. **AUTHORS**

- 7.1 Lisa Stephens, Events and Marketing Manager
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- 7.2 Jackie Carrington, Duty Manager
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DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 2 NOVEMBER 2020****DUNSTABLE TOWN CENTRE SERVICES**

Purpose of Report:	For information only
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1. MARKETS**1.1 Themed Market**

Themed Markets which were rebranded Middle Row Markets have increased stall bookings in 2020. Middle Row Markets will come under one rebranded banner in 2021.

Since July the markets have been complimented with small attractions on The Square in the form of classic cars, buskers and street entertainers.

The Town Centre Service Officer has now purchased more gazebos for the Christmas markets to a maximum 28 stalls. Middle Row Markets will end on the 19 December and re start in March 2021. The table below shows stall bookings from October to December.

10 October	18 booked
27 November	27 booked
28 November (new date added)	15 booked so far
12 and 13 December	28 booked - Full

1.2 Farmers and Craft

Farmers and Craft Markets started on 20 June 2020. The Farmers and Craft Market will also be re branded next year as Middle Row Markets.

17 October	27 booked
21 November	27 booked
19 December	27 booked

2. ASHTON SQUARE TOILETS

2.1 Ashton Square toilets re opened 6 July 2020 with COVID19 restrictions and risk assessment in place. The toilet opening times have been reduced to allow for a deep clean each morning. Opening times are now; 9.30 am to 5.30 pm.

4. TOWN CENTRE VACANCY RATES

4.1 These will be verbally reported at committee.

5. AUTHOR

5.1 Annette Clynes - Town Centre Services Officer
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DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 2 NOVEMBER 2020****HIGH STREET HERITAGE ACTION ZONE (HSHAZ)**

Purpose of Report: For information only.

1. INTRODUCTION

- 1.1 Members are aware that at the time of the September 2020 committee the Department for Digital Culture Media and Sport were still embargoing any information being promoted about the High Streets Heritage Action Zone (HSHAZ) programme. This embargo was lifted on 19 September 2020. Since that date Historic England (HE) have been starting to publicise the programme, via their website: <https://historicengland.org.uk/services-skills/heritage-action-zones/regenerating-historic-high-streets> and social media. The Council have shared HE's posts and are starting to plan its own online communications, which will need to be approved by HE. Public communication and details of the HSHAZ programme will be included in the next Talk of the Town. HE will be leading on communication throughout the HSHAZ programme.
- 1.2 Officers have been liaising with HE regarding the HSHAZ scheme requirements since 2019 and HE have produced several HSHAZ guidance documents to date.
- 1.3 The HE *High Streets Heritage Action Zone Programme: Programme Delivery Guidance* sets out three complimentary strands to the HSHAZ scheme:
- a) **Physical Interventions** - undertaking physical works to buildings, including repair, reinstating lost features, supporting the conversion of historic buildings for new uses and improvement of shared spaces.
 - b) **Cultural Programme** - facilitating cultural activities and events celebrating the history of the high street and its importance to local communities over the generations. Additional funds are available – Activity Grants for the Cultural Consortia. The Dunstable Cultural Consortium, hereafter “the Consortium” will lead on the Cultural Programme.
 - c) **Community engagement** - both (a) and (b) will involve community engagement.

2. KEY DEVELOPMENTS

- 2.1 There have been numerous HSHAZ meetings since 7 September 2020. Officers have continued to have virtual meetings with several key individuals at HE and other parties.
- 2.2 Notably since 7 September the Council have had further meetings with the Lead Professional regarding Priory House and with private property owners as detailed below. Additionally, there has been numerous meetings and communications

regarding the Cultural Consortium and the Pilot Activity Grant has recently been awarded as detailed below.

3. PHYSICAL INTERVENTIONS

- 3.1 HE's requirements in respect of grant funds for private property owners and the basis on which private property owners may apply for funding is still being fully established at present. The HSHAZ Programme Manager has made initial contact with a number of private property owners and discussions are ongoing, see points 3.3 to 3.6.

Priory House

- 3.2 As previously reported the procurement process for a lead professional for the works to Priory House was completed in July 2020 and a structural engineer has been appointed. The Morton Partnership, structural engineers and the project team working under them attended Priory House for a building familiarisation day in early September 2020. Subsequently, key members of the team returned on the 16 October 2020 to inform the Construction Impact Study. The Morton Partnership and the project team working under them will be undertaking initial investigations to inform the Construction Impact Study in due course.

Middle Row projects

Number 4 High Street South (Pizza Roma)

- 3.3 An initial Microsoft Teams meeting was held with the owner of Number 4 in late August 2020. Following this meeting the owner allowed access to the property for a small team from HE and the Council. On 15 September 2020 three personnel from HE including a structural engineer attended the property for a site visit with Officers. The structural engineer has produced a brief site inspection note. This note has outlined a number of surveys that are required including an asbestos survey, a full structural survey and a Level 4 Historic Building Record to inform what might be required and feasible going forward. The HSHAZ Programme Manager is in the process of liaising with various parties regarding these surveys. The Council are currently awaiting further feedback from the property owner regarding his position in respect of working with the HSHAZ programme.

Number 18 High Street South (next to the Coffee Pod)

- 3.4 An initial Microsoft Teams meeting was held with the owner's representative on 6 October 2020. This meeting was positive and an initial site visit and meeting is planned for later October 2020. The intention is that Officers will attend and take photographs which can be shared with HE and Central Bedfordshire Council (CBC) for comment to facilitate discussions regarding grant eligible works.

Numbers 21-23 High Street South (Moore's)

- 3.5 Following an initial meeting with the owner of 21-23 High Street South (Moore's) they initially indicated that they were keen to work with the HSHAZ programme, pending further information. Unfortunately, HE are not able to provide funding based

on the existing planning permission and approved plans. The current approved plans for the façade are based on a generic historical style. HE require that any shopfronts are based on scholarly research and a previous façade. (This does not have to be from a particular period in the past). Accordingly, this means that a new planning application would be required in respect of 21-23 High Street South (to include a new proposal for the shopfront) if the owner would like to work with the HSHAZ programme. The owner is currently considering the implications of this and how they would like to proceed.

Numbers 20 and 22 High Street South (Celebrations and Coffee Pod)

- 3.6 An initial meeting was held with the owner of 20 and 22 High Street South. The owner is considering the scope of works they would like to carry out to the two properties. The owner has initially indicated that they are keen to work with the HSHAZ programme, pending the scope of works and the associated requirements for funding.

4. CULTURAL PROGRAMME

- 4.1 As previously detailed as part of the process of preparing the Programme Design in late 2019 the Town Council facilitated the establishment of the Dunstable Cultural Consortiumⁱ, hereafter “the Consortium.” The Consortium will have opportunities to bid for funding to carry out activities and events and HE will also be developing a range of commissions on a national basis.

Dunstable Cultural Consortium

- 4.2 The inaugural Cultural Consortium meeting was held on 8 September 2020. The Consortium members will work together to plan and organise cultural activities and events celebrating the history of the high street and its importance to local communities over the generations. Jean Yates (Medieval Dunstable) is acting as chair of the Consortium and will lead on coordinating members of the Consortium, any proposals, work schedules and activities. Joanne Bowes (The Workhouse) has taken the communications role for the Consortium, Kay Kempster (Town Guides) is acting as secretary and Steve Williams (Medieval Dunstable) is acting as treasurer.
- 4.3 Since September a number of additional parties have been recruited to the Consortium by Jean Yates, Joanne Bowes and the HSHAZ Programme Manager to diversify the membership, including a representative from Dunstable Library and two other individuals. Links have also been made with Central Bedfordshire College and the possibility of a student steering group is currently being explored between the Consortium and the College.
- 4.4 As detailed above additional funds are available to the Consortium, separate from the wider HSHAZ grant. In the first instance HE set out details of pilot grants in *Historic England June 2020 - High Street HAZ Pilot Activity Grants for Cultural Consortium. Cultural Programme Call for Proposals V3*. The Consortium submitted an application on 14 August 2020.
- 4.5 It has recently been confirmed that the Pilot Activity Grant application for £9,940 was successful and the agreement and paperwork in respect of this is in the process of being finalised between all parties.

- 4.6 The Consortium will be working on the Pilot Activity projects between October 2020 and March 2021. This comprises two projects - **Project 1** Augustinian Dunstable and **Project 2** Queen Eleanor of Castile. The former comprises a new display for Priory House exhibition area. The latter comprises a feasibility study for a statue of Queen Eleanor.
- 4.7 Alongside this HE set out details of the main Activity Grant in *Historic England High Street Heritage Action Zone Cultural Programme 2020-2024, Guidance for completing your application form*. The Consortium are currently planning the projects they will include in this application and preparing information to support their bid. The application for the Activity Grant to cover the period 2020 to 2024 is due on the 11 December 2020, ahead of sifting by Historic England in later January 2021.

5. COMMUNITY ENGAGEMENT

- 5.1 The previous embargo has delayed any public communication regarding the HSHAZ. This and Covid-19 restrictions have frustrated any immediate community engagement. Since the embargo has been lifted the Council have been approached by the Institute for Historic Building Conservation (IHBC) to produce an article for their eastern region newsletter. This article has been prepared and approved by HE. An article regarding the HSHAZ will also be included in the next Talk of the Town.

Programme Hub

- 5.2 A property is being sought in the Middle Row area to serve as an office for the HSHAZ Programme Manager and as a hub for the HSHAZ project. Officers are currently liaising with Central Bedfordshire Council (CBC) regarding premises on Middle Row (the former Travel Hub). It is possible that this property will be shared by DTC and CBC, for the HSHAZ Programme Manager and members of the Highways Team respectively. However, it is possible that it will not be feasible to secure this, and in this instance the requirement for a hub will be discussed with HE.

Community events programme

- 5.3 The HSHAZ Programme Manager is intending to assist the Consortium with a market stall in mid-November to talk to people about what they would like to see as part of the Consortium's programme.
- 5.4 A Community Engagement Strategy for the HSHAZ will be prepared and submitted to HE for comment. Possible community events related to the HSHAZ will be planned on an annual basis. However, the feasibility and timing of any live events will be dependent on Covid-19 restrictions.

6. AUTHOR

- 6.1 Michelle Collings – High Street Heritage Action Zone Programme Manager
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ⁱ In late 2019 the Consortium comprised Priory Church of St Peter, Medieval Dunstable, Middle Row traders representative – The owner of the Workshop has agreed to represent Middle Row traders on the Consortium, Promoting Dunstable, Dunstable Town Guides, Dunstable Education Group , Friends of Priory House and Gardens and Grove Theatre.