



**David Ashlee Town Clerk and Chief Executive**

Date: 21 January 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of Dunstable Town Council which will be held virtually in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 on **Monday 1 February 2021 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](mailto:Ian.Reed@dunstable.gov.uk) by 5 p.m. on Friday 29 January 2021. Instructions on how to join will then be sent out in advance of the meeting.

**AGENDA**

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Council Meeting held on 7 December 2020 (enclosed at page 3)
3. Specific Declarations of Interest
4. Chairman's Remarks including Civic Events and Mayoral Activities to be reported at the meeting
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<b><u>Committee</u></b>	<b><u>Date</u></b>	<b><u>Page</u></b>
Dunstable Joint Committee*	3 December 2020	6

\*If Members require detailed reports relating to the Minutes contact the Democratic Services Manager

Community Services	4 January 2021	11
Grounds and Environmental Services	11 January 2021	14
Finance and General Purposes	18 January 2021	17

8. Electoral Review of Central Bedfordshire Council: Final Recommendations  
Attached at Agenda item 8 is an appropriate extract concentrating on the  
Dunstable Recommendations (see page 20 )



Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council  
Copies to: Central Bedfordshire Councillors for Dunstable for information

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

HELD VIRTUALLY ON MICROSOFT TEAMS AS A RESULT OF THE COVID-19 PANDEMIC  
AND IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS  
(CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL  
MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

ON MONDAY 7 DECEMBER 2020 COMMENCING AT 7.00 P.M.

Present: Councillor Peter Hollick (Town Mayor); Councillor Gloria Martin (Deputy Town Mayor); Councillors, Sid Abbott, Wendy Bater, Lisa Bird, Matthew Brennan, Mark Cant, Alan Corkhill, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Liz Jones, Lee Roberts, Gladys Sanders and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Becky Wisbey (Head of Community Services), David Brough (Senior Finance Officer), Lisa Scheder (Finance and Procurement Manager) and Ian Reed (Democratic Services Manager).

Members of the public; Two

Before the commencement of the meeting, Revd Rachel Phillips led the Council in prayer.

**141 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Philip Crawley and Cameron Restall

**142 MINUTES**

The minutes of the meeting of the Council held on 5 October 2020 were approved as a correct record and arrangements would be made for the Town Mayor to sign them.

**143 DECLARATIONS**

There were no specific declarations of interest.

**144 CHAIRMAN'S REMARKS**

The Town Mayor spoke in support of a report that had been circulated with the agenda which listed his activities up to the beginning of December. He informed the Council that he was continuing to support local family businesses with regular articles in the Dunstable Gazette.

He also advised the meeting he was continuing with his weekly diary which was published on the Town Councils' website. In addition to the activities previously reported the meeting was advised the Mayor had undertaken the following;

- Welcomed visitors to the Enchanted Christmas event at Grove House organised by Darren Woodhouse
- Visiting new retail and café premises
- Preparing for the Christmas markets
- Judging the Christmas Shop Windows

**145 PUBLIC QUESTION TIME**

There were no questions put to the meeting

**146 TO ANSWER QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

**147 DUNSTABLE JOINT COMMITTEE**

**RESOLVED:** that the minutes of the meetings of the Dunstable Joint Committee held on 12 March and 10 September 2020 be received.

**148 COMMUNITY SERVICES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Community Services Committee held on 2 November 2020 be received.

**149 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Grounds and Environmental Services Committee held on 9 November 2020 be received.

**RESOLVED:** that a report be submitted to the next meeting of the Committee on a proposed programme of tree planting in 2021/2022 in accordance with the Corporate Plan 2020 - 2023 and in support of the values and policies of Dunstable in Bloom

**150 FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Finance and General Purposes Committee held on 16 November 2020 be received.

**151 DRAFT BUDGET 2021/2022 AND ASSOCIATED CONSIDERATIONS**

The Town Clerk and Chief Executive presented a draft, revenue budget summary for the Council for 2021/22 that asked Members to consider the strategy they would like to adopt in order to determine a balanced budget at the Council meeting planned on 1 February 2021.

The Council was informed that the largest impact on the year on year budget was staffing costs. This year it was estimated that the growth in costs for staffing would be £35,209 plus £10,500. This figure was made up of incremental pay increases; 1% on the overall Council pension costs; 2% increases on wages attracting the Living Wage Foundation minimum wage. Also, after the Chancellor of the Exchequers announcement on another public sector pay freeze, only a minimum £250 pay award had been estimated for staff earning £24,000 per annum and below.

It was also noted that the largest impact on the year - on year - budget was the increase to the income target for Creasey Park Community Football Centre delivering a zero subsidy. Therefore, the identified budget growth was £125,717 with revenue savings of £141,172 providing a projected surplus figure of £15,455.

The Council was advised that although this would normally be seen as a favourable position because of the ongoing Covid -19 pandemic the establishment of a 'Covid -19 Contingency' budget for 2021/22 was recommended.

It was proposed that a 0.5% increase on the current Band D council tax charge would result in an additional £11,968.

**RESOLVED:** that the Council work towards a maximum of 0.5% increase on the 2021/22 Band D council tax charge.

## **PART 2**

### **152 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** To exclude press and public in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2 as the following reports contain information relating to the financial affairs of a third party and relates to ongoing negotiations and discussions with external organisations.

### **153 DOWNSIDE COMMUNITY CENTRE – PROPOSED GRANTING OF A LICENCE TO OCCUPY**

The Council considered a report inviting it to decide on the future management of arrangements for Downside Community Centre.

**RESOLVED:** That the Conroy Boxing Club be offered an initial three-year operating licence for the management of Downside Community Centre.

**RESOLVED:** That a report be submitted to the next meeting of the Community Services Committee on the other groups currently using Downside Community Centre and their future continuity and accommodation requirements.

### **154 HSHAZ PROGRAMME – OUTCOME OF TENDERING EXERCISE FOR CONSERVATION ARCHITECTURAL SUPPORT FOR THE MIDDLE ROW IMPROVEMENT SCHEME**

The meeting was invited to consider the results of the tendering exercise carried out to secure conservation architectural support for the HSHAZ Programme in relation to Middle Row and High Street South developments.

**RESOLVED:** That Conception Architects be appointed to provide conservation architectural support for the HSHAZ Programme in relation to Middle Row and High Street South developments

The meeting closed at 8.30 p.m.

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE  
HELD VIRTUALLY VIA MICROSOFT TEAMS  
ON 3 DECEMBER 2020**

Present: Central Bedfordshire Councillors: Cllr Hegley, Cllr Chatterley,  
Cllr McVicar, Cllr Sanders, Cllr Young

Dunstable Town Councilors: Cllr Hollick,  
Cllr Martin, Cllr Restall, Cllr Crawley (as substitute for Cllr Jones)

In Attendance: J Gelder, S Warboys, S Knott, A Sparrow, H Garrod, Officer C Gurr,  
B Wisbey, M Collings, S Hughes, S Sherwood, S Hobbs, Cllr T Morris,  
Cllr A Corkhill, P Coker.

Apologies: Cllr Jones, Officer L Haines

Members of the public: There were no Members of the public in attendance

**SPECIFIC DECLARATIONS OF INTEREST**

Cllr Hegley's husband has a street traders licence.

**PUBLIC QUESTION TIME**

There were no Members of the public in attendance and no questions had been submitted in advance of the meeting.

**CHAIRMAN'S ANNOUNCEMENTS**

The Chair gave thanks to various Council Officers, Members of the Council, other organisations, businesses and the voluntary sector for their hard work during the Covid pandemic.

**MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2020**

The Minutes were agreed as a true record of the meeting.

## **CHILTERN VALE (DUNSTABLE) INTEGRATED CARE AND HEALTH HUB AND HOUSING UPDATE**

A presentation was given by Patricia Coker from Central Bedfordshire Council. The presentation is attached to the minutes as Appendix A for detail.

- A brief look at the proposed designs for the buildings and housing complex was shown.
- Planning permission has been granted for the development and services that will occupy the hub are being consulted on the design suitability.
- There has been an increase in planting and the addition of electric vehicle charging points, to increase the project sustainability. More aspects of the plans are shown on the attached presentation (Appendix 1).
- There will be more public engagement sessions once Covid restrictions lift.

Members asked for clarification on the following:

- It was asked if the hub will be used any differently due to Covid? It was reported that there will be new ways of working will be implemented, which will aim to give patients different ways to access services, this maybe via digital means rather than face to face. Also, the flow around the spaces to comply with social distancing and infection control will be looked at in further detail.
- It was stated that Members of the public would be reassured if they knew which services would be using the hub; could a list be published of what could be accessed there? In response, information will be published on the hub web page of the Central Bedfordshire Council website. A broad range of services will be available, not just GPs. It will range from social services, mental health services, multi-disciplinary nursing services etc. The hub will offer a range of services that complement each other to offer a more joined up service for patients, aiming to take away the need for lengthy waits for referrals.
- It was stated that there is a real need for housing in the area and this does meet the housing need, especially for the older generation. The many benefits this development brings, need to be better communicated to help resolve concerns raised by residents.
- It was asked if blood tests and x-rays could be done at the hub. In response, there will be blood testing facilities at at this time not for x-rays, but it maybe considered in future.

## **HIGH STREET HERITAGE ACTION ZONE UPDATE**

A report was given by Michelle Collings, Dunstable Town Council

- Michelle Collings presented highlights of the report.
- It was reported that the scheme is now being promoted digitally and online communications are continuing to be developed.
- The list of programmed events and key developments were detailed.
- The Dunstable Cultural Consortium has had a number of meetings and are planning events, for which they have been awarded a grant for their pilot projects.

- A hub for the project is being set up in Middle Row and officers are working on opening shortly.
- Community events relating to the HAZ are being planned but are dependent on the Covid restrictions.

Members noted the content of the report and commented the following:

- The Chair welcomed the thorough and positive report.

## **POLICE REPORT**

A verbal update was given by Officer Gurr in relation to crime in the area.

- It was reported that there is a new Police Sergeant for Dunstable.
- Overall, the downward trend in crime continues and levels are down from last year.
- The Police now have dedicated cars that are regularly patrolling burglary hot spots and it was reported that car theft and theft from cars is on the rise in Dunstable.
- Unfortunately, Anti-Social Behaviour (ASB) has increased from last year, but it was noted that any Covid related calls are categorised as ASB.
- An update on action taken on incidents reported since the last meeting was given.

Members asked for clarity on the following:

- Is CCTV sufficient in the area to help identify offenders? In response it was stated that the town centre has good coverage and that the numbers reported about CCTV only reflected what the operators see, it did not reflect how it is used in on-going investigations. It was noted that private CCTV is often of poorer quality.
- Will there be increased police in the town centre for Christmas? In response, it was reported that Operation Botox had begun on Black Friday and will continue until after Christmas, meaning more police presence during the shopping period.
- What is the police response to Covid related calls? It was reported that the second lockdown has had a tougher Police response with only one warning being given before a fixed penalty is issued. CBC Environmental health department will deal with breaches from businesses.

## **REPORTS FROM CO-OPTED OUTSIDE BODIES**

A report was given by Arin Sparrow, Dunstable in Bloom

- Ann Sparrow gave an update on her report; unfortunately there will not be a Britain in Bloom in the coming year. To turn this into a positive, the events planned will go ahead to act as a practice run for the event in 2022.

Members commented the following:

- It was noted that the Committee wished to help fund this and find external funding to push this idea forward, with the caveat that some funding will have to be available for the 2022 event.



- Members agreed that although there will be no prize to be won in 2021, the Committee wished to encourage the volunteers to go ahead with the plans as it beautifies Dunstable as a whole, a huge benefit to the community.
- Members wished to further involve local businesses, especially in the Town Centre.
- **Members RESOLVED to give £2000 towards the project and encouraged Members to look at other grant funding available to them through Ward Councillor grants.**

## **CENTRAL BEDFORDSHIRE COUNCIL – UPDATE ON SERVICES**

A report was given by Sarah Hughes, Central Bedfordshire Council

- Sarah Hughes presented highlights of the report.
- It was noted that the CCTV figures are available through the link within the main report.
- It was noted that the Community Safety Team are now active although they have limited powers due to still awaiting enforcement powers.
- It was reported that the Covid related business support grants are now open to applications.
- Refuse collection timings over the Christmas period have been published on Central Bedfordshire Councils website and distributed to Town and Parish Councils.

Members noted the content of the report and asked for clarity on the following:

- Fly tipping was discussed along with the issue of rubbish within the town centre. It was reported that regular refuse collection is required in the High Street and this will be requested from the relevant CBC Officer by Ward Members.
- It was noted that although High Street vacancy rates are up, there are a few new businesses coming to the area soon.
- Cllr Sanders will follow up with Sarah Hughes on Youth Support

## **DUNSTABLE TOWN COUNCIL – UPDATE ON SERVICES**

A report was given by Becky Wisbey, Dunstable Town Council

- Becky Wisbey presented the highlights of the report.

Members noted the content of the report and commented the following:

- Cllr Hollick offered to further support the Youth Provision for the area and Cllr Restall will follow this up with E Harrsion.
- Cllr Hegley was very pleased that the Markets are able to trade again.

## **COMMITTEE WORK PLAN**

Members noted the content of the work plan and added the following:

- Update for the High Street work in March 2021 and will be a standing item while the work is ongoing.
- Other on-going projects within the area will be reported back to Committee at the appropriate time.

### **DATE OF NEXT MEETING**

Members noted the date of the next meeting on **11 March 2021 at 19.00**, which would take place virtually via Microsoft Teams

**Future meetings will be held on: Thursday 10 June 2021, Thursday 9 September 2021 & Thursday 2 December 2021**

The Chairman closed the meeting at 20.30

DRAFT

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE**

**HELD VIRTUALLY ON MICROSOFT TEAMS AS A RESULT OF THE COVID-19 PANDEMIC  
AND IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME  
PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME  
PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020**

**HELD ON MONDAY 4 JANUARY 2021**

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor and Chairman of the Committee), Sid Abbot, Wendy Bater, Phillip Crawley, Gregory George, Pamela Ghent, John Gurney and Gladys Sanders

In Attendance: David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Michelle Collings (HSHAZ Manager), Annette Clynes (Town Centre Services Officer), Lisa Vincent (Events and Marketing Manager), Jack Adams-Rimmer (Neighbourhood Development Officer) and Ian Reed (Democratic Services Manager)

Apologies: Councillor Lisa Bird

Public: Nil

**1. MINUTES**

The minutes of the meeting of the Community Services Committee held on 2 November 2020 were approved as a correct record and would be signed by the Chairman at the earliest opportunity.

**2. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**3. GROVE CORNER AND COMMUNITY ENGAGEMENT**

Jack Adams-Rimmer (Neighbourhood Development Officer) reported that once again the Covid-19 restrictions were affecting all services. The main points of the report were;

- The planned soft reopening of Grove Corner youth sessions in January were affected by the current lockdown and would not be going ahead until further notice.
- Officers had been engaging with young people from Central Bedfordshire College through digital provision for six weeks.
- Officers had delivered free arts and crafts at the Christmas Market where they had engaged with 150 children and their parents/carers. It was hoped that this engagement would generate more youth club members.
- Further to discussion at the Council meeting on 7 December 2020, it was now clear there were four youth organisations currently based at the Downside Community Centre,

**Action: Officers would be contacting them with an update report to be made to the next Committee meeting**

#### 4. OLDER PEOPLE'S DAY CARE SERVICES

Once again, because of the most recent Covid-19 lockdown, no services were in operation apart from for weekly video calls. It was difficult to say when Lunch Clubs would be resumed.

#### 5. PRIORY HOUSE

The Events and Marketing Manager updated the Committee on the operation of Priory House because as a result of the recent Covid-19 lockdown the agenda report circulated before Christmas now needed some updating.

It was noted that Priory House had opened late on 11 December for the Twilight market and £369 had been taken that evening.

There were sixteen confirmed bookings for weddings in the Jacobean Room starting in March and over 20 further provisional inquiries had been received.

The operation of the shop and the tea rooms had been severely hampered by the COVID-19 regulations and the latest Covid-19 lockdown had seen Priory House closed with most of the staff to be furloughed again.

The Priory House salary saving due to the furloughing of staff would be reported to the next meeting. The Events and Marketing Manager received compliments on the recent video on the Councils website promoting Priory House.

#### 6. DUNSTABLE TOWN CENTRE SERVICES

The Town Centre Services Officer updated the Committee on Town Centre Services including Ashton Square Toilets and the themed and craft market trader figures. It was noted that Men in Sheds had made steps for the Ashton Square public toilets to allow children to access the wash basins.

The take up of the themed markets by traders had been very successful and the Town Centre Services Officer was congratulated for her work.

It was further reported that in March this year the markets would be known as Middle Row Markets. Some Members queried the need to change the name of the markets and they asked for the naming strategy to be monitored.

In relation to the Christmas lights it was reported that the new lights on the Priory House Christmas tree and Grove House had positive feedback from the public. The report identified that the Christmas Lighting Working Group needed to meet to discuss the following items;

- The possible supply of a real Christmas tree in 2021
- The review of quotes received for picket fences
- Future lighting schemes
- Planning the tender process for the 2021 Christmas lighting scheme.

It was agreed a meeting of the Working Group would be held on Monday 8 February 2021  
**Action Ian Reed Democratic Services Manager and Town Centre Services Manager**

The Christmas window competition had been a success with twenty-two businesses taking part. The intention was to increase this number for next year.

## 7. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

The Committee received an information report that covered all aspects of the project from September 2020 which is summarised as follows;

- HSHAZ webpages set up on the Town Councils' website.
- A tender process had been completed to employ lead professional conservation accredited architects for the High Street South/Middle Row projects.
- Priory House –the Construction Impact Study had been issued on 14 December and investigations were continuing.
- Middle Row projects – an update was given on each project
- Cultural Programme – the Dunstable Cultural Consortium would be working on the Pilot Activity projects – Augustinian Dunstable and Queen Eleanor of Castille
- Community Engagement - stalls had been taken at the Christmas markets to promote the HSHAZ.
- Programme Hub - efforts had been made to obtain a property in the Middle Row area to serve as an office for the HSHAZ Programme Manager and as a hub for the project. It was now clear this would not be achieved
- Community Events Programme – events would be arranged on an annual basis

## 8. BUDGET PROPOSALS

The Town Clerk and Chief Executive presented the budget proposals for 2021/22. He explained that this had not changed significantly since the draft budget had been presented to Members and if the Community Services budget, as presented in the report, was adopted, it could be accommodated within the anticipated 0.5% per cent increase in council tax.

**RECOMMENDATION:** The Committee recommend the draft Community Services budget as presented with no amendments or further recommendations to the Finance and General Purposes Committee.

## 9. REPORTS FROM OUTSIDE ORGANISATIONS

### South Bedfordshire Dial-a-Ride:

Councillor Gloria Martin reported that the Dial-a-Ride service was still operating in difficult circumstances

### Dunstable Town Band:

No report

### Men in Sheds(MiS)

Councillor John Gurney made a report. He advised the Committee that his report would be limited because Men in Sheds Trustees were still meeting in person which made it difficult for him to attend because he was a carer. Also, he reported that a (MiS) trustee had died recently.

It was again noted that Men in Sheds had made steps for the Ashton Square public toilets to allow children to access the wash basins. Councillor John Gurney encouraged the Town Council to look at how it could use Men in Sheds for small jobs such as making ramps, fences etc

**Action: All Services to be encouraged to engage Men in Sheds where possible**

**The meeting closed at 19.59**

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES  
COMMITTEE**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,  
DUNSTABLE**

**ON MONDAY 11 JANUARY 2021**

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Liz Jones (Chairman), Lisa Bird (Vice-Chairman), Matthew Brennan, Greg George, Pamela Ghent, Kenson Gurney, and Johnson Tamara

In Attendance: Councillor Gladys Sanders with David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Ian Reed (Democratic Services Manager) and Ian Swinnerton (Grounds Operations Manager) and James Slack (Sports and Leisure Facilities Manager)

Apology: Councillor Alan Corkhill

Public: None

**10. MINUTES**

The Minutes of the meetings of Grounds and Environmental Services Committee held on 9 November 2020 were approved as a correct record and would be signed by the Chairman at the earliest opportunity.

**11. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**12. PLANS-SUB COMMITTEE**

**RESOLVED:** that the Minutes of the meetings of Plans Sub-Committee held on 24 November and 15 December 2020 be received.

**13. CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK  
UPDATE**

The Sports and Leisure Facilities Manager presented the report that had been circulated to the Committee before Christmas. The continuing Covid-19 lockdown had resulted in a severe loss of trading. The Town Council would be making a claim through Central Bedfordshire Council to Sports England for losses due to the Covid-19 lockdown.

The additional ATP was very popular and with most times already booked had been launched. However, normal operations had had to cease although some income had been taken by a local school hiring it for hockey. Also, the grass pitches had closed down.

The Brewers Hill Road car park had been commissioned to act as a Covid-19 Track and Trace Centre.

It was further reported that during the lockdown a revised CCTV system would be installed increasing camera provision from 11 to 23.

In reply to Members questions it was emphasised that it was important, in the circumstances, to reduce expenditure at the centre and staff were being furloughed and freezers and refrigerators were being switched off.

It was also understood that the two main clubs using the centre were in a position where they would be able to continue playing once the lockdown was over.

14. **CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS AND RANGER SERVICE INFORMATION AND UPDATE REPORT**

The Cemetery Manager and Grounds Operations Manager presented a detailed information report covering all areas of the Council's grounds maintenance responsibilities.

a) **Dunstable Cemetery**

Members received the burial figures for November to December 2020 along with the profiled income and expenditure figures as at the end of November 2020. These indicated a positive variance of £19,597.

b) **Allotments**

Members were advised that the waiting list was growing significantly; there were 278 people on the waiting list.

c) **Recreation Grounds**

Since the last report there had been no incidents of vandalism to play equipment. The new electric van was performing well since its delivery in November 2020.

d) **Town Centre Area**

All the autumn and spring bedding plants had been planted including 2,000 flowering bulbs. The contract for the supply of bedding plants (2021-23) was tendered during December. Only one tender was received from the existing supplier. Following an assessment of unit costs the order had been placed for the 2021 supply of plants.

e) **Dunstable in Bloom**

Dunstable was to represent the Anglia region in the 2020 Britain in Bloom that would now take place in 2022. The Committee was informed Dunstable in Bloom was meeting regularly on a monthly basis.

Members were further advised that the new post of Parks and Green Space Development Officer had been appointed and would commence work on 8 February 2021. One of the post holder's tasks would be to liaise with Dunstable in Bloom on future tree planting and report to Members on tree planting on Council land.

f) **Town Ranger Service**

The Rangers would be emptying litter and dog bins.

Members commented on the role of Covid-19 Marshals operating in the Town provided by Central Bedfordshire Council (CBC). The Town Clerk and Chief Executive advised the meeting that CBC had not updated him on the role of the Marshals. Members would receive an update when he had received any new information.

15. **BUDGET PROPOSALS FOR 2021/22**

The Town Clerk and Chief Executive presented the Budget Proposals for 2021/22. He explained that this had not changed significantly since the draft budget had been presented to Members and if the Grounds and Environmental Services Committee budget, as presented in the report, was adopted, it could be accommodated within the anticipated 0.5% per cent increase in council tax the Council would be requesting in the 2021/22 Precept request.

**RECOMMENDED:** The Committee recommend the draft Grounds and Environmental Services budget as presented with no amendments or further recommendations to the Finance and General Purposes Committee.

16. **REPORTS FROM OUTSIDE ORGANISATIONS**

**CBC Development Management Committee:**

Councillor Liz Jones reported that Councillor Sid Abbott would be representing the Town Council about the former Linpac site. Members recognised the work undertaken by Councillor John Gurney and felt this was an example where the town councillors could work together across political boundaries for the benefit of residents.

**The meeting closed at 19.42.**



**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,  
DUNSTABLE**

**ON MONDAY 18 JANUARY 2021**

Present: Councillor Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Sid Abbott (Chairman), Philip Crawley (Vice-Chairman), Wendy Bater, John Gurney, Kenson Gurney, Liz Jones, Lee Roberts, and Johnson Tamara

In Attendance: David Ashlee (Town Clerk and Chief Executive), David Brough (Senior Finance Manager) and Ian Reed (Democratic Services Manager)

Apologies for Absence: Cameron Restall

Public Attendance: None

**17. MINUTES**

The minutes of the meeting of Finance and General Purposes Committee held on 16 November 2020 were approved as a correct record and signed by the Chairman.

**18. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**19. BUDGET PROPOSALS FOR 2021/22**

The Town Clerk and Chief Executive presented the report detailing the Council's Budget proposals for 2021/22 including the draft budget recommendations of the Community and Grounds and Environmental Services Committees. Members raised a number of issues.

- The Town Councils' future consideration of delivering its Corporate Plan aspirations in the following three year's.
- Covid-19 and its impact on service delivery and the holding of events.
- Promotion of HSHAZ.
- The publication of an edition of Talk of the Town in March/April 2021 to highlight the performance of the Council and update on activities.

**RECOMMENDED:** i) that the proposed budget for 2021/22 be presented to Council for approval (as enclosed).

ii) that the Town Clerk and Chief Executive be authorised to incur the various item of expenditure detailed in the budget, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations.

iii) that the revised scale of fees and charges, set out in the report, be approved with effect from 1st April 2021 or the start of the 2021/22 winter playing season, as appropriate: and

iv) that, in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,393,969, resulting in a Dunstable Town Council Tax (Band D) at the rate of £182.02 per annum.

## 20. FINANCIAL MONITORING REPORT

The Town Clerk and Chief Executive and the Senior Finance Manager presented the financial monitoring report. It was noted that there was likely to be a potential underspend at the end of the financial year of £40,560. However, there was uncertainty on how COVID-19 in general and the January 2021 lockdown in particular would affect the year end.

The Committee noted the current balance of the Council's earmarked reserves as of 31 December 2020 and known commitments in the current financial year. The Committee had been circulated with the agenda the June 2020 internal audit report and the November 2020 interim internal audit report. Members noted that both reports did not raise any issues or recommendations and praised the sound approach of the Council.

The Financial Monitoring report also recommended an update to the Council's Treasury Management Policy which recommended an increase to the base level of the Council's General Reserve to £465,000 which better reflected the Council's overall staffing liability. The Committee also wanted to record its thanks to the Town Clerk and Chief Executive, the Senior Finance Manager and the Finance and Procurement Manager for their work and dedication over the past financial year.

**RESOLVED:** that the above reports be noted and the updated Treasury Management Policy to maintain a general balance of £465,000 or 25% of the salary budget, whichever is the higher to reflect current salary commitments to protect the Council from unforeseen events and give time to respond to such events, be adopted.

## 21. PROCUREMENT POLICY

The Committee considered a report that recommended the adoption of a new Procurement Policy. The Committee was advised that the adoption of the policy would ensure the following of proper procedures and rules and help ensure it obtained best value for money. It was further noted the policy advocated the support of the local economy by prioritising where appropriate the local procurement of goods and services within a five-mile radius of Dunstable.

**RESOLVED:** that the proposed Procurement Policy be adopted

## **22. REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- a) CAB Management Committee – Councillor Bater reported that the service was operational and continuing to support vulnerable households in the town.
- b) DITA – Councillor Hollick reported that Richard Richter had died recently. When the DITA leaflet was produced there would be a recognition of the work of Mr Richter
- c) Hospice at Home Management Committee – Councillor Jones reported that there had been a virtual meeting held recently. Unfortunately, a cherished volunteer had recently died.
- d) Ashton Alms-houses Charity – Councillor Hollick gave an update report on the refurbished flat. A tenant would move in at the end of the month and a fruit tree was to be planted in the garden.

**The meeting closed at 19.55.**



# New electoral arrangements for Central Bedfordshire Council Final Recommendations

January 2021

# Introduction

## Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament.<sup>1</sup> We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons. Our main role is to carry out electoral reviews of local authorities throughout England.

2 The members of the Commission are:

- Professor Colin Mellors OBE (Chair)
- Andrew Scallan CBE (Deputy Chair)
- Susan Johnson OBE
- Peter Maddison QPM
- Amanda Nobbs OBE
- Steve Robinson
- Jolyon Jackson CBE (Chief Executive)

## What is an electoral review?

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed.
- How many wards or electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each ward or division.

4 When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

5 Our task is to strike the best balance between these three considerations when making our recommendations.

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<sup>1</sup> Under the Local Democracy, Economic Development and Construction Act 2009.

6 More detail regarding the powers that we have, as well as the further guidance and information about electoral reviews and review process in general, can be found on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Why Central Bedfordshire?

7 We are conducting a review of Central Bedfordshire Council ('the Council') as the value of each vote in council elections varies depending on where you live in Central Bedfordshire. Some councillors currently represent many more or fewer voters than others. This is 'electoral inequality'. Our aim is to create 'electoral equality', where votes are as equal as possible, ideally within 10% of being exactly equal.

8 This electoral review is being carried out to ensure that:

- The wards in Central Bedfordshire are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of voters represented by each councillor is approximately the same across Central Bedfordshire.

## Our proposals for Central Bedfordshire

9 Central Bedfordshire should be represented by 63 councillors, four more than there are now.

10 Central Bedfordshire should have 31 wards, the same number as there is now.

11 The boundaries of 19 wards should change; 12 will stay the same.

12 We have now finalised our recommendations for electoral arrangements for Central Bedfordshire.

## How will the recommendations affect you?

13 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in, which other communities are in that ward, and, in some cases, which parish council ward you vote in. Your ward name may also change.

14 Our recommendations cannot affect the external boundaries of the district or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices, or car and house insurance premiums and we are not able to take into account any representations which are based on these issues.

## Review timetable

15 We wrote to the Council to ask its views on the appropriate number of councillors for Central Bedfordshire. We then held two periods of consultation with the public on warding patterns for the district. The submissions received during consultation have informed our final recommendations.

16 The review was conducted as follows:

Stage starts	Description
15 October 2019	Number of councillors decided
22 October 2019	Start of consultation seeking views on new wards
24 February 2020	End of consultation; we began analysing submissions and forming draft recommendations
30 June 2020	Publication of draft recommendations; start of second consultation
7 September 2020	End of consultation; we began analysing submissions and forming final recommendations
12 January 2021	Publication of final recommendations

## Analysis and final recommendations

17 Legislation<sup>2</sup> states that our recommendations should not be based only on how many electors<sup>3</sup> there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

18 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

19 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2019	2026
Electorate of Central Bedfordshire	210,228	227,056
Number of councillors	59	63
Average number of electors per councillor	3,563	3,604

20 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All but one (Houghton Regis East ward) of our proposed wards for Central Bedfordshire will have good electoral equality by 2026.

### Submissions received

21 See Appendix C for details of the submissions received. All submissions may be viewed at our offices by appointment, or on our website at [www.lqbce.org.uk](http://www.lqbce.org.uk)

### Electorate figures

22 The Council submitted electorate forecasts for 2025, a period five years on from the scheduled publication of our final recommendations in 2020. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 8% by 2025. This was due to major housing developments in the areas of Biggleswade, Houghton Conquest and Houghton Regis.

23 We received a couple of submissions during consultation that challenged the electoral figures put forward by the Council. These submissions questioned the level

<sup>2</sup> Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

<sup>3</sup> Electors refers to the number of people registered to vote, not the whole adult population.



of development expected in Houghton Regis. After discussing the matter with the Council, we are satisfied that the Council's forecast for Houghton Regis is underpinned by reasonable evidence and the level of development in the area is expected to continue at the rate originally forecast at the start of the review.

24 Given a number of delays to this review, not least due to the Covid-19 outbreak, the publication year of our final recommendations has changed to 2021. However, we are content that the original 2025 forecast is a reasonable estimate of the forecast number of electors likely to be present in the authority in 2026. We have used these figures to produce our final recommendations.

## Number of councillors

25 Central Bedfordshire Council currently has 59 councillors. We have looked at evidence provided by the Council and have concluded that increasing the number of councillors by four to 63 will ensure the Council can carry out its roles and responsibilities effectively.

26 We therefore invited proposals for new patterns of wards that would be represented by 63 councillors: for example, 63 one-councillor wards, 21 three-councillor wards, or a mix of one-, two- and three-councillor wards.

## Ward boundaries consultation

27 We received 97 submissions in response to our consultation on ward boundaries. These included three district-wide proposals from the Council, Councillor Shingler (Barton-le-Clay ward) and a local resident. Councillor Shingler and the local resident broadly endorsed the Council's proposed wards for the towns of Biggleswade, Dunstable, Flitwick, Houghton Regis, Leighton-Linslade and Sandy, but proposed alternative boundaries in the more rural areas. The remainder of the submissions provided localised comments for warding arrangements in particular areas of Central Bedfordshire.

28 Each of the three district-wide schemes provided for a mixed pattern of one-, two- and three-councillor wards for Central Bedfordshire. We carefully considered the proposals received and were of the view that the proposed patterns of wards resulted in good levels of electoral equality in most areas of the authority and generally used clearly identifiable boundaries.

29 Therefore, our draft recommendations were based on a combination of the schemes we received, all of which contained various proposals that reflected our statutory criteria. Our draft recommendations also had regard to more localised evidence, which provided further information of community links and locally recognised boundaries. In some areas we considered that the proposals did not

provide for the best balance between our statutory criteria and so we identified alternative boundaries.

30 As a result of the unprecedented circumstances related to the outbreak of Covid-19, we were unable to conduct a visit to the authority to look at the various proposals on the ground. However, we were able to conduct a detailed, virtual tour of Central Bedfordshire. This helped us to decide between the different boundaries proposed.

31 Our draft recommendations were for 12 three-councillor wards, 10 two-councillor wards and seven one-councillor wards. We considered that our draft recommendations would provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

## Draft recommendations consultation

32 We received 180 submissions during consultation on our draft recommendations. These included comments from the Council, two political groups, 25 councillors, seven parish and town councils, and 145 local residents. The majority of the submissions focused on specific areas, with a substantial amount opposing the name of our proposed Arlesey ward. Localised submissions were also made in relation to our wards in Dunstable, Houghton Regis and Leighton-Linslade, while some focused on the warding arrangements of the rural parishes throughout the district.

33 Our final recommendations are based on the draft recommendations with modifications to the wards in the towns of Dunstable and Houghton Regis, based on the submissions received. In addition, we have also made changes to the names of several wards.

## Final recommendations

34 Our final recommendations are for nine single-councillor wards, 12 two-councillor wards and 10 three-councillor wards. We consider that our final recommendations will provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

35 The tables and maps on pages 11–30 detail our final recommendations for each area of Central Bedfordshire. They detail how the proposed warding arrangements reflect the three statutory<sup>4</sup> criteria of:

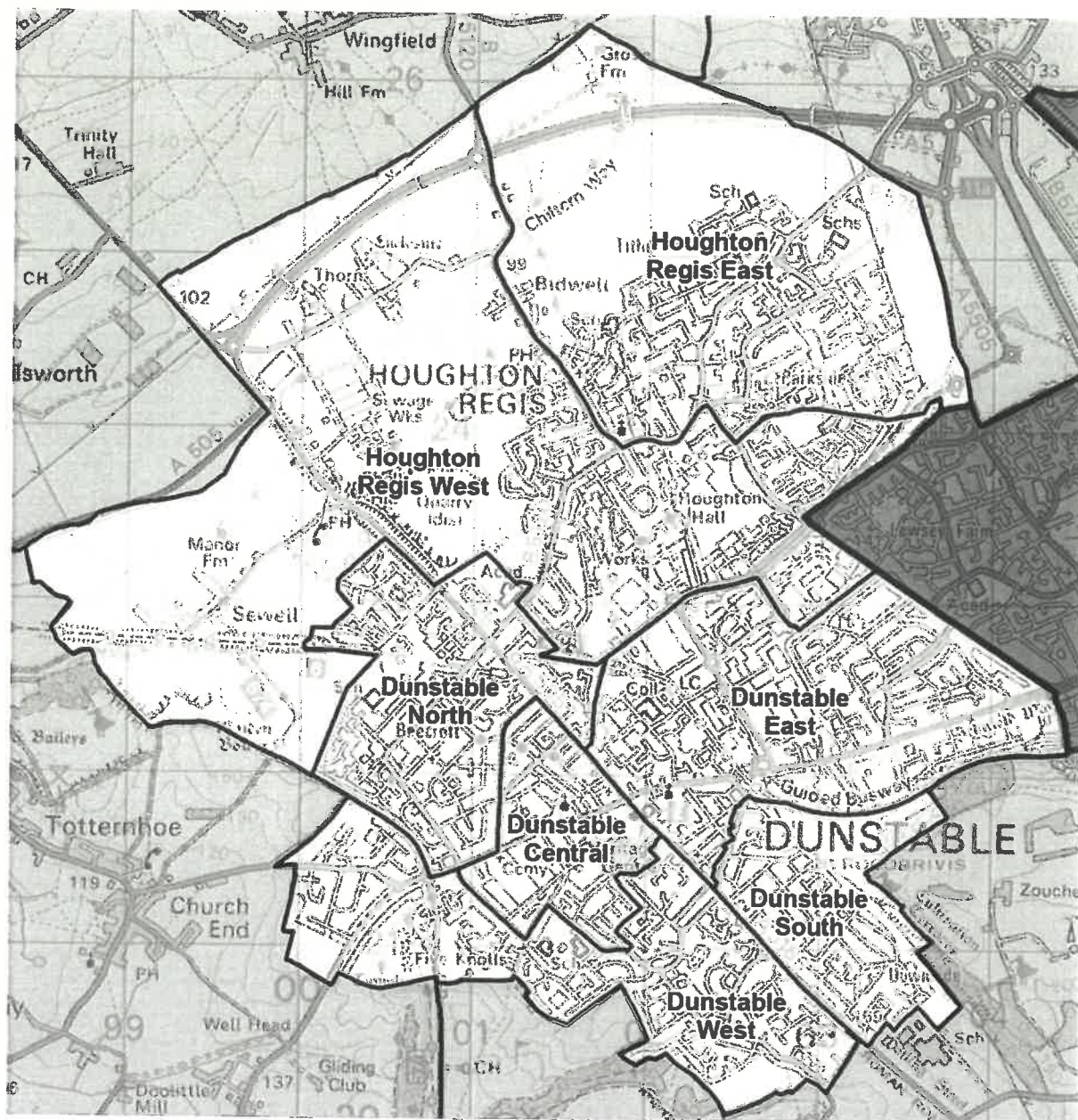
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<sup>4</sup> Local Democracy, Economic Development and Construction Act 2009.

- Equality of representation.
- Reflecting community interests and identities.
- Providing for effective and convenient local government.

36 A summary of our proposed new wards is set out in the table starting on page 36 and on the large map accompanying this report.

## Dunstable and Houghton Regis



Ward name	Number of councillors	Variance 2026
Dunstable Central	1	6%
Dunstable East	2	10%
Dunstable North	2	3%
Dunstable South	1	3%
Dunstable West	2	7%
Houghton Regis East	3	-13%
Houghton Regis West	2	-10%

*Dunstable Central, Dunstable East, Dunstable North, Dunstable South and Dunstable West*

62 We received eight submissions which directly related to our proposals for Dunstable. Councillor Abbott, Councillor George and two local residents opposed our draft recommendations for the town entirely, while Councillor Ghent and a local resident specifically opposed the creation of the All Saints parish ward, created as a consequence of our proposed Houghton Regis West ward. Two local residents opposed our three-councillor Dunstable East ward, arguing it was too large.

63 After considering the submissions received, we have decided to broadly adopt the proposal made by Councillor Gurney. This pattern of wards is largely based on the existing wards in the area, which Councillor Gurney argued would better reflect our statutory criteria. In particular, we were persuaded by the evidence received that the creation of a two-councillor Dunstable East ward and a single-councillor Dunstable South ward, with the boundary running along the Luton–Dunstable Busway and to the rear of properties on Great North Road, would represent community identities more effectively, while still maintaining good electoral equality.

64 Councillor Gurney also agreed with our previous decision to rename the wards in Dunstable by cardinal direction. We concur that they will be more identifiable to local electors. Consequently, we have also renamed the parish wards on this basis – the town council’s warding arrangements for Dunstable, created as a result of these proposals, can be found on page 32 of this report.

*Houghton Regis East and Houghton Regis West*

65 We received 10 submissions which related to our proposed wards for the town of Houghton Regis. Houghton Regis Town Council, Central Bedfordshire Liberal Democrats, Councillor Farrell, Councillor Goodchild, Councillor D. Jones and two local residents all opposed our Houghton Regis East ward, providing evidence that we should retain the existing Parkside and Tithe Farm wards, given their distinct community identities.

66 We had previously examined the possibility of retaining the existing Parkside and Tithe Farm wards when we formulated our draft recommendations. However, we remained unable to develop a warding pattern that would retain these wards, whilst integrating the housing development that will eventually surround these two estates. Furthermore, as outlined in our draft recommendations, we consider it preferable to combine distinct communities in the same ward, rather than dividing them between wards, to ensure good electoral equality. We are therefore retaining our proposed Houghton Regis East ward as part of our final recommendations, bar a modification in the south-east of the ward, which is detailed further in paragraph 68.

67 We also received several submissions, including representations from the Council and Houghton Regis Town Council, that opposed our decision to include

part of Dunstable parish in our proposed Houghton Regis West ward. We had justified this on the basis of providing good electoral equality across wards. However, it was argued that such a proposal would not reflect community identities or contribute to effective and convenient local government, given that electors in this area would be represented by Dunstable town councillors at parish level and Houghton Regis West councillors at district level. We are persuaded by the evidence received and have therefore transferred this part of Dunstable parish, which contains the All Saints Academy, into our Dunstable North ward.

68 The Council and Houghton Regis Town Council also opposed the boundary between our proposed Houghton Regis East and Houghton Regis West wards, which runs along Park Road North, stating that this would not represent a strong and identifiable boundary. We were persuaded by the evidence received and have instead placed the boundary between our Houghton Regis wards along the Houghton Brook, which we consider to be more identifiable to local electors.

69 The Council and Houghton Regis Town Council also disputed our decision to use the B5120 as the boundary between the two Houghton Regis wards. However, we have decided to retain this boundary, as we consider the B5120 a stronger and more recognisable feature to use as a ward boundary than Tithe Farm Road.

70 One local resident proposed extending the existing Tithe Farm ward westwards up to the B5120 and renaming the ward Houghton Regis North. They also proposed expanding the current Parkside ward southwards to Park Road North and including the part of the Woodside Industrial Estate that is in Houghton Regis parish. This ward would be named Houghton Regis East. The remainder of the town would form a Houghton Regis West ward. We decided not to adopt these proposals as they would result in high electoral variances that would not provide for sufficient electoral equality. Nonetheless, we agree with the local resident's suggestion to follow the B5120 as a boundary between wards, as detailed in the previous paragraph.

71 Two local residents suggested that the existing Houghton Hall ward, which is broadly similar to the proposed Houghton Regis West ward, be split into two single-councillor wards. We were not persuaded to adopt this proposal as we were not convinced that enough compelling community-based evidence had been received to justify it.

72 Another local resident proposed that we follow the A5 and the M1 as the boundary between our proposed Houghton Regis East and Toddington wards. We did not adopt this proposal, instead following the Houghton Regis parish boundary. Following these roads would result in the creation of parish wards for Chalton parish with little or no electors, which would not be conducive to effective and convenient local government.

73 Our final recommendations for Houghton Regis East and Houghton Regis West wards will result in electoral variances of -13% and -10%, respectively, by 2026. While the former variance is slightly higher than we would normally recommend, we consider that, after careful consideration of all the evidence received in relation to Houghton Regis, these two wards will provide the most effective balance between our statutory criteria.

## Conclusions

75 The table below provides a summary as to the impact of our final recommendations on electoral equality in Central Bedfordshire, referencing the 2019 and 2026 electorate figures. A full list of wards, names and their corresponding electoral variances can be found at Appendix A to the back of this report. An outline map of the wards is provided at Appendix B.

### Summary of electoral arrangements

	Final recommendations	
	2019	2026
Number of councillors	63	63
Number of electoral wards	31	31
Average number of electors per councillor	3,337	3,604
Number of wards with a variance more than 10% from the average	9	1
Number of wards with a variance more than 20% from the average	2	0

#### Final recommendations

Central Bedfordshire Council should be made up of 63 councillors serving 31 wards representing nine single-councillor wards, 12 two-councillor wards and 10 three-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

#### Mapping

Sheet 1, Map 1 shows the proposed wards for Central Bedfordshire. You can also view our final recommendations for Central Bedfordshire on our interactive maps at [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

### Parish electoral arrangements

76 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.



77 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, Central Bedfordshire Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

78 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Biggleswade, Dunstable, Eggington, Houghton Regis and Leighton-Linslade.

79 We are providing revised parish electoral arrangements for Biggleswade parish.

**Final recommendations**

Biggleswade Town Council should comprise 15 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Holme	5
Ivel	4
Stratton	6

80 We are providing revised parish electoral arrangements for Dunstable parish.

**Final recommendations**

Dunstable Town Council should comprise 18 councillors, as at present, representing five wards:

Parish ward	Number of parish councillors
Central	2
East	5
North	4
South	2
West	5

81 We are providing revised parish electoral arrangements for Eggington parish.

**Final recommendations**

Eggington Parish Council should comprise seven councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Clipstone	5
Village	2

82 We are providing revised parish electoral arrangements for Houghton Regis parish.

**Final recommendations**

Houghton Regis Town Council should comprise 14 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Houghton Hall	5
Parkside	4
Tithe Farm	5

83 We are providing revised parish electoral arrangements for Leighton-Linslade parish.

**Final recommendations**

Leighton-Linslade Town Council should comprise 21 councillors, as at present, representing nine wards:

Parish ward	Number of parish councillors
Barnabas	3
Bassett	1
Brooklands	2
Grovebury	4
Leston	1
Planets	3
Plantation	2
Southcott	3
St George's	2

## What happens next?

84 We have now completed our review of Central Bedfordshire. The recommendations must now be approved by Parliament. A draft Order – the legal document which brings into force our recommendations – will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2023.

## Equalities

85 The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.

# Appendices

## Appendix A

### Final recommendations for Central Bedfordshire Council

Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2026)	Number of electors per councillor	Variance from average %
1 Aspley & Woburn	1	3,729	3,729	12%	3,826	3,826	6%
2 Ampthill	3	10,362	3,454	4%	11,037	3,679	2%
3 Arlesey & Fairfield	2	6,354	3,177	-5%	7,431	3,716	3%
4 Barton-le-Clay & Silsoe	2	6,226	3,113	-7%	6,567	3,284	-9%
5 Biggleswade East	2	5,758	2,879	-14%	6,848	3,424	-5%
6 Biggleswade West	3	9,966	3,322	0%	10,459	3,486	-3%
7 Caddington	2	7,387	3,694	11%	7,752	3,876	8%
8 Clifton, Henlow & Langford	3	10,103	3,368	1%	11,115	3,705	3%
9 Cranfield & Marston Moretaine	3	10,575	3,525	6%	11,390	3,797	5%
10 Dunstable Central	1	3,723	3,723	12%	3,833	3,833	6%
11 Dunstable East	2	7,357	3,679	10%	7,897	3,949	10%
12 Dunstable North	2	6,989	3,495	5%	7,432	3,716	3%
13 Dunstable South	1	3,611	3,611	8%	3,699	3,699	3%

Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2026)	Number of electors per councillor	Variance from average %
14 Dunstable West	2	7,504	3,752	12%	7,698	3,849	7%
15 Eaton Bray	1	3,357	3,357	1%	3,443	3,443	-4%
16 Flitwick	3	10,500	3,500	5%	10,961	3,654	1%
17 Heath & Reach	1	3,431	3,431	3%	3,545	3,545	-2%
Houghton							
18 Conquest & Haynes	1	2,317	2,317	-31%	3,562	3,562	-1%
19 Houghton Regis East	3	8,181	2,727	-18%	9,436	3,145	-13%
20 Houghton Regis West	2	4,934	2,467	-26%	6,475	3,238	-10%
21 Leighton-Linslade North	3	9,600	3,200	-4%	10,717	3,572	-1%
22 Leighton-Linslade South	3	10,422	3,474	4%	11,080	3,693	2%
23 Leighton-Linslade West	3	10,707	3,569	7%	11,021	3,674	2%
24 Meppershall & Shillington	1	3,422	3,422	3%	3,723	3,723	3%
25 Northill	1	3,500	3,500	5%	3,784	3,784	5%
26 Potton	2	6,269	3,135	-6%	6,731	3,366	-7%
27 Sandy	3	9,873	3,291	-1%	10,250	3,417	-5%
28 Shefford	2	6,105	3,053	-9%	6,476	3,238	-10%

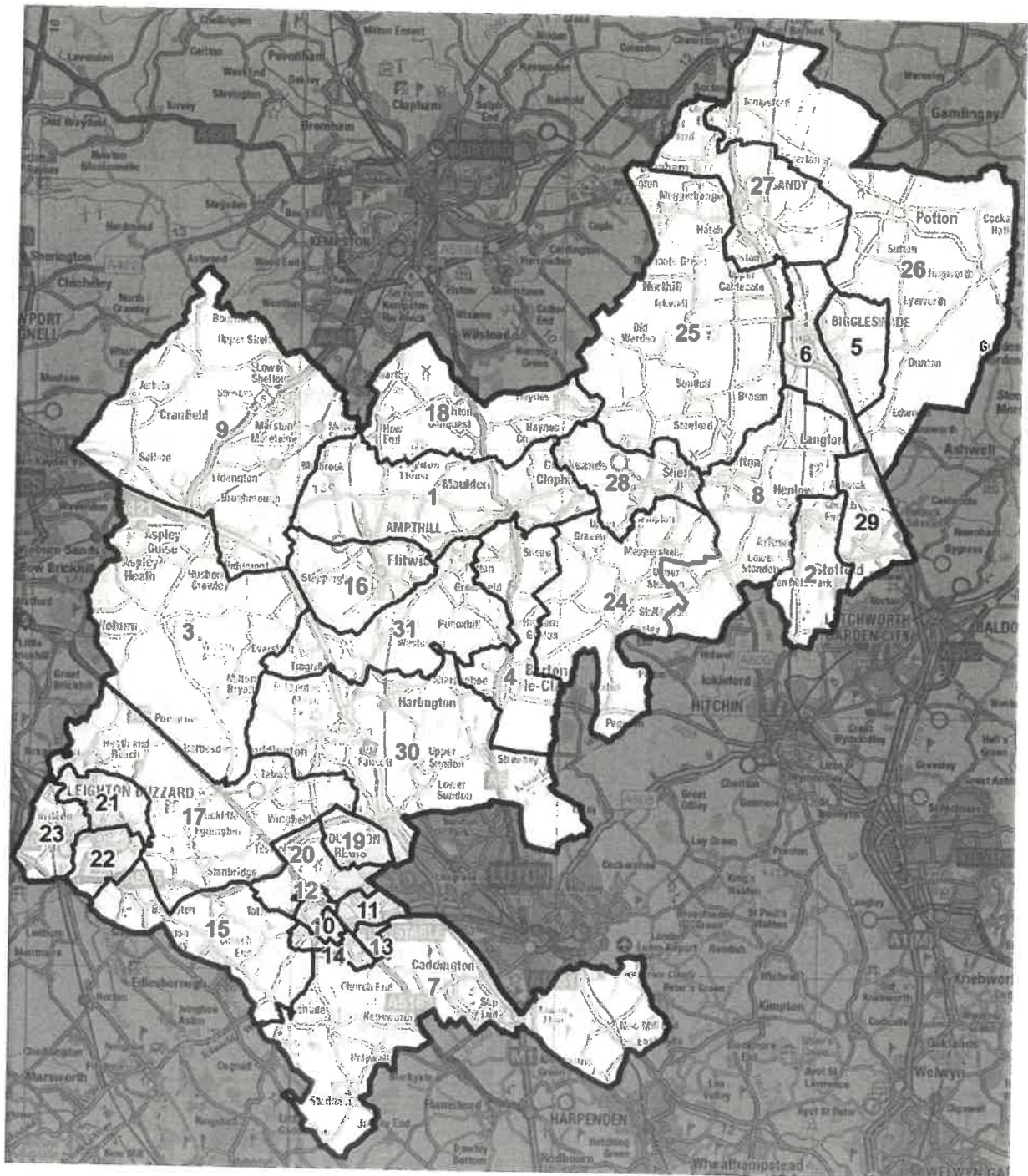
Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2026)	Number of electors per councillor	Variance from average %
29 Stotfold	2	6,755	3,378	1%	7,295	3,648	1%
30 Toddington	2	7,532	3,766	13%	7,798	3,899	8%
31 Westoning, Flitton & Greenfield	1	3,679	3,679	10%	3,775	3,775	5%
<b>Totals</b>	<b>63</b>	<b>210,228</b>	<b>-</b>	<b>-</b>	<b>227,056</b>	<b>-</b>	<b>-</b>
<b>Averages</b>	<b>-</b>	<b>-</b>	<b>3,337</b>	<b>-</b>	<b>-</b>	<b>3,604</b>	<b>-</b>

Source: Electorate figures are based on information provided by Central Bedfordshire Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the district. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

# Appendix B

## Outline map



Number	Ward name
1	Ampthill
2	Arlesey & Fairfield
3	Aspley & Woburn
4	Barton-le-Clay & Silsoe
5	Biggleswade East



6	Biggleswade West
7	Caddington
8	Clifton, Henlow & Langford
9	Cranfield & Marston Moretaine
10	Dunstable Central
11	Dunstable East
12	Dunstable North
13	Dunstable South
14	Dunstable West
15	Eaton Bray
16	Flitwick
17	Heath & Reach
18	Houghton Conquest & Haynes
19	Houghton Regis East
20	Houghton Regis West
21	Leighton-Linslade North
22	Leighton-Linslade South
23	Leighton-Linslade West
24	Meppershall & Shillington
25	Northill
26	Potton
27	Sandy
28	Shefford
29	Stotfold
30	Toddington
31	Westoning, Flitton & Greenfield

A more detailed version of this map can be seen on the large map accompanying this report, or on our website: [www.lqbce.org.uk/all-reviews/eastern/bedfordshire/central-bedfordshire](http://www.lqbce.org.uk/all-reviews/eastern/bedfordshire/central-bedfordshire)

## Appendix C

### Submissions received

All submissions received can also be viewed on our website at:

[www.lgbce.org.uk/all-reviews/eastern/bedfordshire/central-bedfordshire](http://www.lgbce.org.uk/all-reviews/eastern/bedfordshire/central-bedfordshire)

#### *Local Authority*

- Central Bedfordshire Council

#### *Political Groups*

- Central Bedfordshire Liberal Democrats
- Liberal Democrat Group, Leighton-Linslade Town Council

#### *Councillors*

- Councillor S. Abbott (Dunstable Town Council)
- Councillor J. Baker (Central Bedfordshire Council)
- Councillor D. Bowater, Councillor R. Berry & Councillor A. Dodwell (Central Bedfordshire Council)
- Councillor A. Brown (Central Bedfordshire Council)
- Councillor P. Daffarn (Fairfield Parish Council)
- Councillor Y. Farrell (Central Bedfordshire Council)
- Councillor F. Firth (Central Bedfordshire Council)
- Councillor M. Freeman (Leighton-Linslade Town Council)
- Councillor G. George (Dunstable Town Council)
- Councillor P. Ghent (Dunstable Town Council)
- Councillor S. Goodchild (Central Bedfordshire Council)
- Councillor J. Gurney (Dunstable Town Council)
- Councillor R. Hares (Central Bedfordshire Council)
- Councillor A. Hunt (Fairfield Parish Council)
- Councillor D. Jones (Houghton Regis Town Council)
- Councillor S. Jones (Leighton-Linslade Town Council)
- Councillor S. Reader (Fairfield Parish Council)
- Councillor N. Reynolds (Fairfield Parish Council)
- Councillor A. Ryan (Central Bedfordshire Council)
- Councillor A. Seaman (Meppershall Parish Council)
- Councillor I. Shingler (Central Bedfordshire Council)
- Councillor M. Smith (Central Bedfordshire Council)
- Councillor M. Versallion (Central Bedfordshire Council)
- Councillor M. Walsh (Central Bedfordshire Council)

- Councillor A. Zerny (Central Bedfordshire Council)

*Parish and Town Councils*

- Barton-le-Clay Parish Council
- Fairfield Parish Council
- Houghton Regis Town Council
- Leighton-Linslade Town Council
- Meppershall Parish Council
- Northill Parish Council
- Southill Parish Council

*Local Residents*

- 145 local residents

## Appendix D

### Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral fairness	When one elector's vote is worth the same as another's
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. For the purposes of this report, we refer specifically to the electorate for local government elections
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average
Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents

Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a>
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council