

David Ashlee **Town Clerk and Chief Executive**

Date: 9 April 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 19 April 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 by 5 p.m. on Friday 16 April 2021. Instructions on how to join will then be sent out in advance of the meeting.

A G E N D A

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Council Meeting held on 1 February 2021 (enclosed at page 3)
3. Specific Declarations of Interest
4. Chairman's Remarks including (i) Civic Events and Mayoral Activities and (ii) Feedback on the proceedings of the Town Meeting held on Monday 29 March 2021 (Attached).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Dunstable Joint Committee*	11 March	7

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

Community Services	1 March 2021	12
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Grounds and Environmental Services	8 March 2021	17
Finance and General Purposes	15 March 2021	22

8. Dunstable Town Meeting – minutes of the meeting held on 29 March 2021 - for information, (see page 26).
9. Amendment to the Council's Constitution and Standing Orders - 27
10. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

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 1 FEBRUARY 2021 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, Philip Crawley, Alan Corkhill, Greg George, Pamela Ghent, John Gurney, Kenson Gurney, Liz Jones, Cameron Restall, Lee Roberts, Gladys Sanders and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), David Brough (Senior Finance Officer), Lisa Scheder (Finance and Procurement Manager) and Ian Reed (Democratic Services Manager).

Members of the public; Nil

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

22 APOLOGIES FOR ABSENCE

It was noted that there was 100% attendance of Members

23 MINUTES

The minutes of the meeting of the Council held on 7 December 2020 were approved as a correct record and arrangements would be made for the Town Mayor to sign them.

24 DECLARATIONS

There were no specific declarations of interest.

25 CHAIRMAN'S REMARKS

The Town Mayor spoke in support of a report he made at the meeting relating to his activities up to the beginning of January 2021. 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. The meeting was advised the Mayor had;

(a) undertaken the following;

- the delivery of over 300 Mayor's Christmas cards to shops and businesses
- visited local schools
- attended the Bedfordshire Scouts virtual AGM
- attended the Christmas markets that had been highly successful and had been popular with stallholders and the public and he recorded his thanks to Annette Clynes

- Town Centre Services Officer for her work over a very difficult year
- Attended the launch of the Town Council's first electric vehicle
- Attended employee long service awards
- Officially opened the new residential outlet in West Street
- Visited the Salvation Army Christmas Present Appeal
- Visited Staff at Grove Corner
- Published an article reviewing all the Dunstable Family Businesses published to date in the Gazette
- Attended virtual meeting of the trustees of South Beds Dial a Ride

(b) Commented on the following;

- He could not visit the majority of Town Council employees at Christmas because of the Covid - 19 lock down – he would visit all staff when it was safe to do so
- The Town Mayors' Raffle tickets were being printed and he hoped all Councillors would be able to assist in their sale
- The Town meeting would be held virtually on Monday 29 March and all electors would be invited to submit questions to the Mayor
- If the virtual meeting regulations were not continued from 1 May 2021 it was likely the Town Council would have to review its arrangements for holding Committee and Council meetings

26 PUBLIC QUESTION TIME

There were no questions put to the meeting

27 TO ANSWER QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

28 DUNSTABLE JOINT COMMITTEE

RESOLVED: that the minutes of the meeting of the Dunstable Joint Committee held on 3 December 2020 be received.

29 COMMUNITY SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Community Services Committee held on 4 January 2021 be received.

30 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 11 January 2021 be received.

31 FINANCE AND GENERAL PURPOSES COMMITTEE

Budget Proposals 2021/22 and Town Council Precept 2021/22 (Minute 19/2021)

Councillor Sid Abbott, Chairman of the Finance and General Purposes Committee was pleased to move that the budget recommendations be adopted.

In what he described as an extraordinary year he thanked all Council Committee Chairmen, the Mayor and all Councillors for their support and commitment shown to the

Council over the past 12 months. He also thanked all officers of the Council for their endurance that had resulted in the Council ending the year in good shape despite all the issues that had to be faced as a result of the pandemic. He also reported that the Council's finances, considering all the uncertainties still to be faced, were in good shape and the budget being recommended reflected a sensible approach and he was pleased to present a budget that meant the Council would be in a position to resume full service provision as soon as it was possible to do so.

The Band D council tax increase proposed of ninety-one pence for the year would ensure a full programme of services could be delivered whilst creating a small contingency to help the Council address any unforeseen circumstances. This had been made possible, as a result of the Council's finances continuing to be well managed; a testament to the hard work and creativity of the Senior Management Team; the Chairman gave special thanks to David Ashlee, John Crawley, Becky Wisbey and the Finance Team for their ongoing work in making sure that the Council delivered high quality, value for money services for the residents of Dunstable.

The Chairman further reported that although no one could have anticipated the past year he was pleased to report that the Council had still achieved a great deal for the residents of Dunstable. As well as helping Central Bedfordshire Council with the emergency response effort for vulnerable households in the town; the Town Council had secured a virtual 'In Bloom Award', a Heritage Flag for Priory Gardens, help build and launch a second ATP at Creasey Park, launched the High Street Heritage Action Zone Project, secured funding for and created a new gaming suite at Grove Corner, secured IIP silver accreditation, as well as getting used to virtual democracy on Teams.

He was particularly pleased to see progress made on the environmental agenda, by purchasing the first electric vehicle for the Town Council and ensuring that all flood lighting at Creasey Park was LED.

The Meeting was reminded that the Town Council cost most Dunstable ratepayers less than £3.50 a week and he believed that demonstrated tremendous value for this charge. He therefore recommended a precept to Central Bedfordshire Council of £2,393,969.

It was proposed, seconded and

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 18 January 2021 be received.

RESOLVED: (1) that the proposed budget for 2021/22 presented to Council be approved:

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

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

(4) 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 (Band D) at the rate of £182.02 [per annum]

The Council had been circulated with the details of the final recommendations of the Electoral Review as they affected Dunstable. The recommendations provided for the Town Council to have 18 councillors as at present representing 5 wards as follows:

Central ; 2 Councillors

East ; 5 Councillors

North : 4 Councillors

South; 2 Councillors

West; 5 Councillors

The Council acknowledged the work of Councillor John Gurney in responding to the review in detail and the Mayor thanked him for his contributions to the draft findings that had influenced the final recommendations Review. The Mayor also thanked Councillors Abbott, George and Ghent for their responses

RESOLVED: that the final recommendations of the Electoral Review of Central Bedfordshire be received.

The meeting closed at 7.33 p.m.

DUNSTABLE TOWN COUNCIL

MONDAY 19th APRIL 2021

CIVIC EVENTS AND MAYORAL ACTIVITIES

1. GENERAL INFORMATION

Purpose of Report: For Information

1.1 The Town Mayor has performed the following activities since the last Council Meeting on 1st February 2021

1.2 A further 6 articles have been written under the Dunstable Family Business banner in the Gazette.

1.3 The Mayor has attended the main committee meetings in this cycle as well as the Joint Committee on 11th March.

1.4 The Mayor has further undertaken the following:

18.02.21 Late 'Christmas visit' to Grove House to thank staff and leave 'presents'

19.02.21 Virtual Mayor's 'catch-up' - Mayors from Central Beds MK &
19.02.22 Luton

22.02.21 Visit to Creasey Park to thank staff and leave 'Christmas presents'

Also have made visit to Cemetery staff. Priory House has been closed

08.03.21 Commonwealth Day – video message

Lord Lieutenant's virtual Commissioning ceremony for 5 new DLs.

11.03.21 Dunstable Business Networking Group – gave various up-dates

17.03.21 Ashton Schools Foundation virtual meeting

22.03.21 Virtual Planning training for DTC Councillors

23.03.21 National Day of Reflection – video message to mark the 1st anniversary of the first lockdown and to remember those who have passed away

29.03.21 Chaired Annual Town Meeting

- 07.04.21 Attended a virtual meeting of the Friends of Priory House and Gardens
- 08.04.21 Represented the Town at Joan Curran's Funeral at St. Giles, Totternhoe
- 09.04.21 Statement released following the death of HRH Prince Philip, Duke of Edinburgh. Signed the Book of Condolence at Grove House.
- 12.04.21 Hair cut!

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE
HELD VIRTUALLY VIA MICROSOFT TEAMS
ON 11 MARCH 2021**

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

Dunstable Town Councilors: Cllr Abbott, Cllr Hollick,
Cllr Jones, Cllr Martin

In Attendance: Cllr T Morris (Leighton Linlade Town Council)
Central Bedfordshire Council Officers; S Mooring, J Keyte,
J Wright, S Sherwood, S Hughes, I Hooley, S Hobbs
Dunstable Town Council Officers; B Wisbey,
Outside Body Representatives; Officer C Gurr, E Harrison, J Gelder,
S Warboys, S Patel, A Sparrow, S Knott

Apologies: J Yates, S Spicer, H Garrod

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.
As the tree planting fund will be mentioned within the sustainability item, Cllr Hegley declared she is a Governor at St Augustine's School where their bid for funding through the scheme has been successful.

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 noted that the process has been explored with the Monitoring Officer regarding the Minutes of Joint Committee meetings and there are no committees that have the

appropriate delegations in the Constitution to receive the documents in fashion set out in the terms of reference.

However they can refer specific items through a CBC Councillor to the Monitoring Officer and Sarah will describe this in more detail under the CBC Update report.

MINUTES OF THE MEETING HELD ON 3 DECEMBER 2020

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

CENTRAL BEDFORDSHIRE SUSTAINABILITY PLAN

A presentation was received by Stephen Mooring, Head of Sustainability - Central Bedfordshire Council. The presentation is attached to the minutes as Appendix A for detail.

- Details of the sustainable development goals and CBC's approach to sustainability were presented.
- It was noted that within Central Bedfordshire, per Capita Emissions are in a steady decline but not reducing quickly enough. Emissions compared against other neighbouring authorities were presented.
- Elements of the plan and how it will be brought forward were presented.

Members asked for clarification on the following:

- Will Solar Panels be a part of the plan or will they be a requirement of new industrial buildings, and will all new developments need electric car charging points to be provided? It was noted that planning wise, it is tricky but a lot of developers are going down that route as that is what their clients would want. This is something that Stephen will take away to the strategic planning team.
- Are there plans to add more wind turbines? Stephen replied that there is planning for a second site of turbines that maybe built out in the later part of this year.
- Tree planting was mentioned in the presentation. It was reported that residents have noted there are a number of avenues in Dunstable on which trees have been removed and not replaced, will these trees be replaced as part of the plan? Stephen would like to know where the missing trees were so he can speak to Highways and look into this.
- Is there a time scale with incorporating vehicle charging points within the overall strategy and can there be a supplementary planning guidance document produced and adopted so planners can be more precise in what is required for charging points? It was reported that is a draft document which will be pulled together by the end of March which will include advice from an Electric Vehicle specialist. Stephen needs to think about demand and location, especially with on street facilities, the e-form for this is being worked on.
- Dunstable Town Council has done a lot of work on sustainability, will there be any collaboration with other Town or Parish Councils? It was reported that collaboration will happen with other Councils and meetings will be set up in future and it's a key part of the strategy.

CCTV CONTROL CENTRE & PUBLIC SPACE PROTECTION

A verbal report was received from Jeanette Keyte, HOS Community Safety, Parking & Programme - Central Bedfordshire Council

CCTV

- CBC will be upgrading its public space CCTV. The present system needs updating due to age. The new system will be as future proof as possible.
- As much as possible, the cameras will be wireless (cable is a major cost).
- Cameras will produce high quality HD images which will interface with deployable cameras and integrate with the control room.
- It will also allow CBC to provide third party monitoring and the opportunity to bounce signal back from other cameras, allowing them all to be monitored all in one control room.
- The new control room, which will be situated outside Dunstable, is being worked on and a tender has gone out.
- The aim is to have the new provision commissioned by autumn dependant on the necessary infrastructure with BT etc coming in on time.

PUBLIC SPACE PROTECTION ORDERS

- Councils now have new tools and powers to address anti-social behaviour.
- CBC will now use public space protection orders which streamline three powers which are no drinking zones, gating orders and dog control orders.
- After consultation, the dog control orders will remain in the same places as before but will be enforced under the new power.
- To use the new powers, mapping of the areas is required which is currently being undertaken and the signage is going up.
- There are a number of CBC officers who can be empowered to enforce public protection orders.

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

- It has been reported that the crossroads and Highstreet North and South will be a red route, or to have formal cycles ways which can be policed by ANPR – do your plans include the ability to use ANPR thorough the cameras and be able to produce and issue penalty notices? It was answered that the provision is purely about public space not ANPR, but that doesn't mean there isn't opportunity to bring it in, as has been done in Biggleswade already.
- It was stressed that red routes and cycle lanes will need to be policed – Jeanette replied a conversation can be had to what would be needed to police this in future.
- What will the communications between the control centre and police look like? It was noted that there is an existing link at the moment which will continue, it was noted that there is a very good working relationship between the two.
- How many cameras will there be and how many operatives will be in the control centre? It was stated there are currently 90 cameras and it is anticipated there will be the same if not more, there are currently five operatives which will move up to seven operatives - when the cameras are monitored 24/7.

- The issue of recurring fly tipping was discussed, it was stated that this is something that is looked at. If someone can be identified fly tipping, they will be reported.
- Members asked if the officers who use the PSPO (Public Space Protection Orders) can issue Penalty Charge Notices (PCNs). In reply, some of the officers can enforce and produce PCNs, but what has been found so far is, simple engagement has been enough
- It was noted that there is considerable effort going into reducing dog fouling in general.
- It was asked if a role profile of the PSPO Officers can be shared with Members, as it may clarify who they can contact if certain things come up or are reported to them. Jeanette will send out a Community Safety FAQ to the Town Council that would help. This is attached to the Minutes as Appendix B.

HIGHSTREET REGENERATION UPDATE

A presentation was received from Jack Wright, Central Bedfordshire Council & Sanjay Patel, Ringway Jacobs

- An update on Phase 2A & B was given by Jack, including progress photos. This phase is due to be completed by mid April.
- An update on Phase 3 was given by Sanjay, including detailed design layouts. The details of Gateways & Totems, which will have maps and QR codes were shown.

Members asked for clarification on the following:

- Will the electric vehicle charging points free of charge for residents – It was noted that they are currently free but this may change.
- Where there are planters on high street north, there is big gaps in-between them, what is there to prevent cars parking on it? Jack noted there won't be too much space for cars, but there are also plans to place benches alongside strategically placed planters and bins to decrease any gaps.
- Is there still a lot of noisy work to go on? Jack replied that most cutting work has now stopped but there are a few things still to happen which will contribute to noise, but as the phases draw to a close it will get better.
- Concerns around communication between the Town Council and the Highstreet work were discussed. Jack offered to be a point of contact if anyone has any questions.
- Regarding the planters in Highstreet south, is there a plan for this area to be surrounded with curb stones? In reply, due to budget constraints nothing has been agreed as yet, but Jack will look into this.
- Dunstable Town Council are currently reviewing the Christmas Lights and the Committee needs to know when they will be able to put lights up, Cllr Martin asked for liaison with the Town Council to begin on this matter.
- The type of paving was discussed as it was noted that stains were not able to be removed from it. It was stated that it will be the same stone as what was put down outside Priory House. There is potential that the slabs can be sealed to prevent stains, the cost of this will have to be looked into.

- A new crossing from the quadrant centre was discussed, why was a slanted crossing towards Eleanor's cross not put in instead? It was stated that the crossing is as close to the desire line as technically possible. It was the most efficient position chosen.

POLICE REPORT

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

- The latest crime figures were discussed, including details of the recent spate of dog poisonings reported.

Members asked for clarity on the following:

- Members thanked the Police for their efforts, especially on the few large-scale funerals that took place within the town.
- It was asked if Police foot patrols could issue PCNs for cars parking on zig zags or those that park on pavements. It was noted that officers would enforce on zig zags, but could only issue PCNs for pavement parking if the pavement was completely obstructed.
- It was asked if PCSO's could issue PCN's for the above? It was thought that they could.

REPORTS FROM CO-OPTED OUTSIDE BODIES

Members noted the following reports:

A report submitted by Jean Yates on Dunstable HSAZ Consortium.

A report was submitted by Ann Sparrow on Dunstable in Bloom.

- It was noted that funds had been received from Ward Councillors to in Bloom and work is on-going with shops in the area about what is on offer.

CENTRAL BEDFORDSHIRE COUNCIL – UPDATE ON SERVICES

A report was given by Sarah Hughes, Central Bedfordshire Council

- Sarah Hughes presented highlights of the report.
- In continuation from Chair's announcements, it was noted that if Members wanted items referred to Central Bedfordshire Council, they could do so through the Chair, to then be referred to the Monitoring Officer. This will then go to the relevant Overview & Scrutiny Committee. It is recommended that the Joint Committee should have an item to discuss matters which they would like to refer to CBC.

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

- It was noted that the cheering volunteering event could not be held live this year, but there was a lot of work that went into the recording which was shared instead, which was much appreciated.
- On the community facilities survey, it was noted that Church Halls were in scope if they had lettable space to the wider community. Churches were not in the scope of the survey, but Sarah will pick this up at the Faith Forum.

DUNSTABLE TOWN COUNCIL – UPDATE ON SERVICES

A report was written by Becky Wisbey, Dunstable Town Council

- As the meeting was running late, Members were asked to note the content of the report. There were no questions.

COMMITTEE WORK PLAN

Members noted the content of the work plan

- It was requested that there be an update on the Health Hub & Housing and a Vernon Place Update. Ingrid Hooley will be able to attend as Head of Place to give an update on any funding bids.

DATE OF NEXT MEETING

Members noted the date of the next meeting on **10 June 2021 at 19.00**, which would take place virtually via Microsoft Teams

Future meetings will be held on: Thursday 9 September 2021 & Thursday 2 December 2021

The Chairman closed the meeting at 21.21

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 1 MARCH 2021

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor and Chairman of the Committee), Cameron Restall (Vice-Chairman), Sid Abbot, Wendy Bater, Lisa Bird, 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), Gill Peck (Youth and Community Manager) and Ian Reed (Democratic Services Manager)

Apologies: None received

Public: Nil

33. MINUTES

The minutes of the meeting of the Community Services Committee held on 4 January 2021 were approved as a correct record and would be signed by the Chairman at the earliest opportunity.

34. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

35. GROVE CORNER AND COMMUNITY ENGAGEMENT

It was reported Grove Corner remained closed in line with current Government guidance. The main points of the report were;

Grove Corner and Youth Engagement

Grove Corner continued to be closed resulting in the youth sessions being unable to operate in January and would not be going ahead until further notice.

Officers to facilitate a soft opening of Grove Corner when it was permissible do so. Officers continued to consult young people. Some of the funding received from the Violence and Exploitation Reduction Unit run by the Police and Crime Commissioner for Bedfordshire would be used for rebranding Grove Corner, embracing the various sessions held.

Community Engagement

For February Half Term two online videos had been created for families to create arts and crafts at home.

The summer activities offer would be limited due to work on what could be delivered safely. Officers hoped to run small scale activities for Love Parks Week in July. There would also be small-scale August summer activities; details had yet to be determined.

Further to discussion at the Council meeting on 7 December 2020, all the community groups who had used the Downside Community Centre under the control of the Seventh Day Adventists management had been contacted and were in touch with Conroy Boxing.

Service Level Agreements 2020/21

The Committee was reminded that the Council funded on an annual basis the following voluntary sector bodies through Service Level Agreements:

- Community Action Bedfordshire (CAB) £500
- Dunstable Town Guides £800
- Priory Church £1,000
- Dunstable and District History Society £200
- Dunstable Town Band £1,000

The Committee noted CAB was merging with Bedfordshire Rural Community Council (BRCC). Therefore, if the Council wanted to continue to fund a sign posting and support service for the community and voluntary sector the SLA would require amendment as the service provider in the future would be BRCC.

It was also noted that the Dunstable Town Guides and Priory Church had not received SLA payments for 2020/21 because both organisations had not held AGMs, submitted accounts, or public liability details to the Council. Also, because of Covid-19 neither of the organisations had fulfilled the SLA requirements relating to service delivery. Therefore, the Committee was invited to consider whether the SLA monies were to be paid even though parts of the SLA had not been met by service providers.

RESOLVED:

- i) That it be recommended to the Finance and General Purposes Committee that a member working group be established to review current arrangements for grant aiding the voluntary sector through Service Level Agreements. The working group to comprise of Councillors Gloria Martin, John Gurney, Cameron Restall and at least one other member from the Finance and General Purposes Committee. The working group to report back with recommendations to the Community Services Committee.
- ii) That it be recommended to the Finance and General Purposes Committee that the current grant given to Community Action Bedfordshire (CAB) be assigned to the Bedfordshire Rural Community Council (BRCC) in light of the BRCC merger with the CAB.
- iii) That it be recommended to the Finance and General Purposes Committee that the payment of the 2020/21 grant to the Dunstable Town Guides and Priory Church be deferred until both organisations have submitted required financial information to officers.
- iv) That it be recommended to the Finance and General Purposes Committee that the payment of the 2021/22 grant to Dunstable Town

Band be deferred until the Band is operational again and their exact financial requirements are established.

36. OLDER PEOPLE'S DAY CARE SERVICES

Once again, it was reported that 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.

In relation to the Big Lunch, it was accepted that it would not be possible to organise in the normal way. However, there was a possibility that a virtual Big Lunch could be organised.

37. EVENTS AND MARKETING

(a) 2021 Events Programme

The Committee considered the proposed programme of events for 2021 that had been prepared on the basis that the standard events schedule could not be achieved. Instead of large events there would be a variety of bookable small workshops, attractions and low-key entertainment taking place On Ashton Square on Market days and in Grove House and Priory Gardens.

The Committee was assured that the marketing plan for activities would be closely measured and possibly targeted to meet some of the criteria from Historic England for the HSHAZ scheme. It was stressed that the promotion and advertising of any event would be managed to control acceptable attendance levels, risk assessments and adherence to the guidelines/regulations.

(b) HSHAZ Match Funding

The Committee was reminded that the Town Council had committed a percentage of the community services budget to match fund the HSHAZ. For the financial year 2021/22 £44,500 of the events budget had been committed to match funding and was to be spent on events and activities that supported the community engagement strand of the programme.

(c) Fireworks Event

The Committee was advised that following the installation of the new ATP pitch at Creasey Park the work had effectively removed the site for the fireworks event because the Town Council had to follow the requirements of Central Bedfordshire Council to protect the pitch from firework fallout and consequent damage. Unfortunately, suitable coverings would cost in the region of £40,000 to £60,000 which meant it was not a feasible option. A number of Members expressed their disappointment that the event would be removed from the event calendar. A discussion took place where various alternative sites were identified. However, none were considered acceptable to host an event that attracted up to 15,000 people.

It was also reported that the £18,000 budget for the event could be used to create a new Festive light event to compliment and build on the Christmas lighting scheme. The Chairman suggested the new lighting scheme could last from November in line with Divali and run into the New Year and would be welcomed by visitors as well as town centre businesses and users.

(d) Electronic Signage

In accordance with the current Corporate Plan the Committee discussed the purchase of a mobile electronic sign to be used to promote and market events across the town. An

opportunity to purchase a sign had arisen with Central Bedfordshire Council Councillors offering a sum of £8,000 with the Town Council required to commit up to £20,000 towards the purchase. It was also noted there would be a revenue commitment for servicing and maintenance. The two options for the electronic sign were a Variable Message Sign (VMS) or a LED screen. Following a discussion, the Committee indicated its preference for the VMS type sign.

RESOLVED: That it be recommended to the Finance and General Purposes Committee that up to £20,000 from anticipated 2020/21 revenue savings be allocated for the purchase of an electronic highways sign.

38. PRIORY HOUSE

The Events and Marketing Manager updated the Committee on the operation of Priory House, which had been closed following the Covid-19 close down in December. There were sixteen confirmed bookings for weddings in the Jacobean Room.

39. DUNSTABLE TOWN CENTRE SERVICES

The Town Centre Services Officer updated the Committee on Town Centre Services including;

Middle Row Markets

The first market would be held on 17 April and there could be up to 30 stalls

Christmas Lighting

The Christmas Lighting Working Group had met in February and had suggested a strategy to light up trees in Church Street and Ashton Square and natural areas in the town. The Working Group had discussed the tender process for the 2021 Christmas Lighting Scheme, which would begin later this month. It was hoped the successful contractor would provide the lighting scheme for the next five years.

Further to Minute (37c) above the Events and Marketing Managers' plans for the creation of a new winter lights event in Grove House Gardens using the £18,000 firework budget were noted with interest as it would be a town centre attraction and generate increased footfall. It was hoped that tenders for the winter lights would be obtained at the same time as the Christmas lighting because there could be logistical and financial benefits if the same company was used with the capacity to carry out both contracts.

40. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

The Committee was reminded that there were three strands to the HAHAZ scheme as follows;

- Physical interventions.
- Cultural Programme/Cultural Consortium
- Community engagement.

In relation to physical interventions, the Committee discussed in detail the following properties;

Number 4 High Street South (Pizza Roma) – officers were trying to initiate a Teams meeting with the new owners

Number 18 High Street South (Chilly and Spice) – The owner's representative had been introduced to the conservation architect and was currently considering next steps

Numbers 21-23 High Street South (Moore's) - it was noted HSHAZ funding could not be made available based on the existing planning permission and approved plans. In order to apply for funding a scheme would have to be based on scholarly research and a previous façade. The owner was still considering next steps; however, the meeting was advised he may continue with the approved scheme rather than working with the programme.

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

Once again it was reported the owner of the property was considering the scope of works to the property and how best to move forward.

In relation to **Community Engagement** further to Minute (37) above, the Committee noted the details of community engagement and the development of a community events programme.

41. REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:

Councillor Gloria Martin assisted by Councillor Peter Hollick reported that the Dial-a-Ride service was still operating in difficult circumstances. During the lockdown it had delivered 4,500 prescriptions and the transport to hospital service was open to non - members

Dunstable Town Band:

No report

Men in Sheds (MiS)

Councillor John Gurney had circulated a detailed report prepared by Men in Sheds to Members of the Committee. It was noted that the Town Council had recently spent £3,500 on the refurbishment of the building used by MiS which was owned by the Town Council.

The meeting closed at 20.54

DUNSTABLE TOWN COUNCIL

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

ON MONDAY 8 MARCH 2021

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

Apologies: None received

In Attendance: Councillor John Gurney, David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Katherine Doyle (Parks and Green Space Development Officer), Ian Reed (Democratic Services Manager), James Slack (Sports and Leisure Facilities Manager) and Ian Swinnerton (Grounds Operations Manager).

Public: None

42 MINUTES

The Minutes of the meeting of Grounds and Environmental Services Committee held on 11 January 2021 were approved as a correct record and would be signed by the Chairman at the earliest opportunity.

43 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

44 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 5 January, 26 January and 16 February 2021 be received.

45 TREE PLANTING AND ASSOCIATED GRANT FUNDING

The Chairman welcomed Katherine Doyle, the new Parks and Green Space Development Officer to the meeting.

In accordance with the Corporate Plan 2020 to 2023, the Committee noted that there was an objective to improve Mentmore Recreation Ground with tree planting. The

Committee considered a report which outlined proposals for tree planting projects in various parts of the Town. The projects consisted of tree planting at Mentmore Recreation Ground which was ideal for tree planting and wildflower areas. The Committee was shown a concept plan that was being developed by the Parks and Green Space Development Officer. The proposals included (a) a 0.5 ha woodland area using native species planted as whips and transplant trees; (b) the development of a 500m² forest garden planted with edible fruit and nut trees (to be reviewed); (c) the creation and strengthening of 270m of new and existing hedgerows with native tree species and (d) the planting of 40 to 50 standard sized oak trees.

It was estimated the planting scheme as described could be achieved within a budget of £7,000 (plants and materials only). There were also plans to create an urban tree planting project consisting of planting standard trees. The trees would be a mixture of ornamental and native trees planted in larger open spaces throughout the town. Dunstable in Bloom had already indicated a willingness to support the project. It was estimated a sum of £4,000 would secure the planting of 40 trees (plants and materials only). It was stressed that the Town Council would engage with local communities on the development and implementation of both projects.

It was further noted that there were funding opportunities for the planting schemes including Central Bedfordshire Councils' community tree planting grant fund (up to £5,000). Other sources of potential funding had been identified such as the Woodland Trust, Trees for Cities and the Apples and Orchards UK Network Initiative. It was also planned to support National Tree Week in November 2021 and Members suggestions for planting sites would be welcomed. Councillor Peter Hollick suggested an area in College Drive and a site by the busway. He suggested this would need discussions with Luton Borough Council.

RESOLVED – that the tree planting projects detailed in the report be agreed; that an application be made to the Central Bedfordshire Community Tree Fund and that officers explore other match funding sources to maximise the funding opportunities as they arise.

46 DELEGATION OF ENFORCEMENT POWERS TO COUNCIL STAFF – LITTERING AND DOG FOULING

The Committee considered a report that addressed an action in the Councils' Corporate Plan 2020 to 2023 to investigate the feasibility of the Council adopting enforcement powers relating to dog fouling and littering and to train staff in enforcement duties. The detailed report advised the Committee of the officer discussions held with Central Bedfordshire Council (CBC). The conclusion of the research was the use of enforcement powers required specialist officers with skills relating to evidence collection, potential attendance at court and complaint handling and resolution. Also, it was noted the delegation of enforcement powers would have to be sought from Central Bedfordshire Council or the police and CBC did not have a policy of delegation of powers and services to parish and town councils. A discussion took place about the roles of the Safer Neighbourhood Officers Team at CBC. It was noted that the Town Council Ranger Service and the Heads of Service were engaging with the new team and it was hoped strong communication links would be constructed

to help inform enforcement activity and the targeting of these enforcement resources. Members were keen to learn about the role and performance of the Safer Neighbourhood Officer Team and it was hoped the Town Council could engage with the appropriate CBC Cabinet Member. It was suggested that the Dunstable Joint Committee had regular reports on the enforcement role of the Safer Neighbourhoods Team.

RESOLVED - that no further action be taken to pursue the adoption of delegated enforcement powers for littering and dog fouling subject to a review in twelve months' time and that CBC be asked to submit regular performance reports on the work of the Safer Neighbourhood Team to the Dunstable Joint Committee

47 CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS, RANGER SERVICE AND CREASEY PARK 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 January to February 2021, which were compared for the same period last year along with the profiled income and expenditure figures as at the end of February 2021. The expenditure figures indicated a positive variance of £21,218, which was largely due to the higher levels of burial income.

It was also noted the Green Flag assessment for 2021 would be a desktop assessment using the Dunstable Cemetery Management Plan.

Action; Cemetery staff be thanked for their work in a prolonged stressful period during the Covid-19 pandemic.

b) Allotments

Members were advised that the waiting list was growing significantly; there were 287 people on the waiting list. The Committee received a summary detailing the make-up of the current waiting list.

c) Recreation Grounds

Since the last report, there had been no incidents of vandalism to play equipment. During the latest lockdown period, there had been a large increase in the number of people visiting the play areas and grounds staff continued to sanitise all play areas. Remedial work to the play mat surfacing at Frenchs Avenue play area was to be implemented. In addition, there was uncertainty if and when local football leagues would complete their seasons. This would determine when renovations works could commence.

Action; Grounds staff be thanked for their important work during the winter months.

d) Town Centre Area

Officers were liaising with Central Bedfordshire Council to determine the locations for new wayfinding and gateway signage as part of the Dunstable High Street Improvement Programme. The Town Council had made available a sum of £67,000 from the Market Town Regeneration Fund for installation of the signage. The gateway signs and the wayfinding signs would include maps of the town centre detailing key locations and would include QR codes linking smart phone users to additional information to be hosted on the Town Councils website. The Committee was advised a letter had been received about the lack of dog poo bins in the Downside area. Officers would contact the resident to look at provision in the area.

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 advised that the Parks and Green Space Development Officer would liaise with Dunstable in Bloom on a number of projects and initiatives.

f) Town Ranger Service

The Rangers had been working in the Central Ward during February carrying out litter picking, path clearing, hedge cutting and jet washing.

g) Creasey Park Community Football Centre

It was noted that due to lockdown there was no operational activity at Creasey Park. The Committee was advised that the new ATP was completed with only minor defects. The new CCTV system was operational. Also, through S106 funding, a freestanding and retractable pergola with a durable roof terrace awning was being installed. This would be located on the paved patio area. In responding to the recent Government 'road map' the Committee was supplied with a summary of a timetable relating to re-opening services.

h) Bennet's Splash and Splashside Café

It was noted that in line with the Government road map the Splashpark and café could be open on 21 June. Officers were making appropriate plans on the re-opening.

i) Clarification of issue - request for free use of the ATP at Creasey Park

Councillor Greg George raised an issue about the old artificial turf pitch (ATP) site behind Go Bowling in Dunstable. This issue had been raised at the January Committee. It was acknowledged it had not been an agenda item however, it was considered important that the discussion was recorded as part of the minute because the issue was subject to lots of discussion on social media.

The Town Clerk and Chief Executive advised the meeting that the pitch site was to be part of the proposed Health Hub and associated housing. Once the old artificial turf pitch had been decommissioned by Central Bedfordshire Council (CBC) it had been used on a regular basis by the public for sports and other leisure activities. It was stressed that the use had not been authorised by CBC and that ideally the site should have been made secure at the time of decommissioning as it was never intended to be used as general public open space. The old ATP was always a bookable space that had to be paid for.

The new ATP at Creasey Park was a replacement for the old pitch site. The new ATP was a £1.2 million investment and free use of the new ATP was not part of the management agreement between the Town Council and CBC.

48 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Management Committee:

Members had no updates.

The meeting closed at 20.14

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES 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**

ON MONDAY 15 MARCH 2021

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

In Attendance: David Ashlee (Town Clerk and Chief Executive), David Brough (Senior Finance Manager), Lisa Scheder (Finance and Procurement Manager), and Ian Reed (Democratic Services Manager) and Darren Woodhouse (advising procurement of chamber sound system)

Apologies for Absence: Nil

Public Attendance: None

49. MINUTES

The minutes of the meeting of Finance and General Purposes Committee held on 18 January 2021 were approved as a correct record and would be signed by the Chairman as soon as it was possible.

50. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

51. WELL BEING POLICY - REPORT

The Committee was invited to approve the adoption of a Wellbeing Policy that had been circulated with the agenda. It was noted that the adoption of the policy would complement the Council's employee assistance programme and mental health training. Councillor Liz Jones led a discussion of the use of mental health first aiders in the workplace and how issues raised via the mental health and well-being policy would be dealt with through the Town Councils' staff structure.

RESOLVED: that the wellbeing policy as presented be approved and adopted

52. FINANCIAL MONITORING REPORT

The Town Clerk and Chief Executive and the Senior Finance Manager presented the financial monitoring report for the period ending 31 January 2021 and details relating to the Council's earmarked reserves as at 28 February 2021. It was noted that there was likely to be a potential underspend at the end of the financial year of £103,482. However, the Committee noted that the figure would reduce to under £60,000 if recommendations

elsewhere on the agenda were approved (See Minutes 53,54 and 55) that would be affected by further agreed expenditure. In addition, the earmarked reserves would be affected by any further agreed expenditure.

RESOLVED: that the above reports be noted

53. REFERRAL REPORT – COMMUNITY SERVICES COMMITTEE 1 MARCH 2021

The Committee considered a report that outlined recommendations made by the Community Services Committee on 1 March 2021 relating to changes to the 2021/22 Service Level Agreements relating to grants to the voluntary sector and the procurement of an electronic highways sign as referenced in the Corporate Plan 2020-23.

RESOLVED: i) That a Member working group be established to review current arrangements for grant aiding the voluntary sector through Service Level Agreements. The working group to comprise of Councillors Gloria Martin, John Gurney, Liz Jones and Cameron Restall. The working group to report back with recommendations to the Community Services Committee.

ii) That the current grant given to Community Action Bedfordshire (CAB) be assigned to the Bedfordshire Rural Community Council (BRCC) in light of the BRCC merger with the CAB.

iii) That the payment of the 2020/21 grant to the Dunstable Town Guides and Priory Church be deferred until both organisations have submitted required financial information to officers.

iv) That the payment of the 2021/22 grant to Dunstable Town Band be deferred until the Band is operational again and their exact financial requirements are established.

(v) That up to £20,000 from anticipated 2020/21 revenue savings be allocated for the purchase of an electronic highways sign.

54. WORKING TOWARDS CARBON NEUTRAL STATUS 2030 – REPORT

The Committee was reminded that it had set up a Working Group and at its first meeting it had advised the Committee that it would be appropriate to secure a specialist consultant to study greenhouse gas emissions and carbon footprint across the organisation and its range of services. It was further reported that the Head of Grounds and Environmental Services was preparing a consultancy brief for the baseline study of the Councils greenhouse gas emissions and carbon footprint.

RESOLVED; That up to £5,000 from anticipated corporate revenue savings 2020/21 be used to fund the consultancy work as detailed in the report.

55. PROVISION OF AUDIO – VISION FACILITIES FOR COUNCIL CHAMBER

The Committee was requested to consider the immediate purchase of appropriate audio–vision facilities for the Council Chamber in Grove House including the purchase of

speakers, microphones and supporting equipment to ensure Committees and Council meetings were enabled for recording and streaming. It was noted that the streaming and recording of meetings would ensure all electors/residents had an opportunity to access meetings and other proceedings of the Council. Where Councils made provision to record its meetings it could decide how long such recordings would be kept and how members of the public could obtain copies. This was normally provided for in a publication scheme. The Committee considered three options for acquiring recording and streaming equipment. The first option provided for one general microphone and a 'fishbowl camera' that covered one angle for meetings. The second option provided for microphones and equipment to ensure recording/streaming of meetings with racks for storage of equipment and cabling. The third option was for a system similar to option two, but it would be wireless at a cost of £19,320 inclusive of installation, setup and training for officers and Members.

It was noted that the use of the Council Chamber and the equipment by outside organisations could create an income stream. The system was portable and could be used in other venues and at events organised by the Council.

One Member expressed concern that parish/town councils were procuring equipment for recording meetings; he felt that it was more appropriate for Principal Councils because of their strategic service responsibilities.

RESOLVED; That the Committee agrees to choose option three to acquire speakers, microphones and supporting equipment at a cost of £19,320 and the Democratic Services Manager be asked to prepare a publication scheme for the Council as well as ensuring the Council had effective retention of documents and recordings policies

(Councillor Johnson Tamara requested his vote against the proposal be recorded).

56. REPORTS FROM OUTSIDE ORGANISATIONS

CAB Management Committee – no update

Dunstable International Town Twinning Association – no update

Hospice at Home Management Committee – It had looked at the Governments' road map to plan its services going forward. The numbers of volunteers were increasing, and they were looking forward to face-to-face support.

Ashton Almshouses Charity – no update

57. EXCLUSION OF PRESS AND PUBLIC

RESOLVED; To exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on matters that affect the information relating to the financial affairs of a third party and matters that affect employees' remuneration and conditions of employment

58. BAD DEBT REPORT

The Committee considered a report that outlined in detail the circumstances that required the provision of an events related income stream to be written off as bad debt.

RESOLVED; That approval is given to write-off the debt set out in Appendix 1 of the report (total amount £3,000.00 + VAT).

59. ESSENTIAL CAR USER ALLOWANCES

The Committee considered a report that recommended that the Council removed the payment of essential car user allowances and telephone allowances from the Council's terms and conditions of employment, consolidating existing payments into current recipient's basic salaries.

RESOLVED; That essential car user allowances and telephone allowances are removed from the Council's current terms and conditions of employment and that related payments received by current recipients are consolidated into basic salary payments in recompense.

As this was the last meeting of the Council year 2020/21 the Chairman took the opportunity to thank all Members for their contribution to discussions, and the members of the senior management team and staff members for their sound advice and financial expertise.

The meeting closed at 20.15.

DUNSTABLE TOWN COUNCIL

MINUTES OF TOWN MEETING

HELD VIA MICROSOFT TEAMS

ON MONDAY 29 MARCH 2021

Present: Councillor Peter Hollick (Town Mayor) (in the Chair); Councillor Gloria Martin (Deputy Town Mayor); Mr D Ashlee (Town Clerk and Chief Executive) and 25 electors of the Parish of Dunstable, 16 of whom were elected representatives of the Town Council.

1. WELCOME

The Town Mayor welcomed electors to the 2021 Dunstable Town Meeting and explained its purpose. He reminded the meeting that due to the Covid- 19 pandemic a meeting was not held in 2020

2. MINUTES

The Minutes of the Town Meeting held on 4 March 2019 were approved and the Town Mayor would sign the minutes as a correct record.

3. QUESTIONS FROM ELECTORS

Two electors had submitted questions before the meeting these were as follows -

1. Regarding item 24 of the Key Objectives on the Corporate Plan which is: '*Carry out a feasibility study to determine the best Council owned public open space to install or convert an existing area into a multi-use games area*'. Will the Council bring forward its feasibility study to be completed within the next 12 months? Your Corporate Plan states that the study is due to be completed by March 2023; this happens to be just before the next elections are held. A newly elected Council could veto whatever the results happen to be. As this current Council has included the item in the Corporate Plan should this not be the Council that makes the decision to implement the results of the study. With no events this year due to the pandemic, surely the Council staff have more time available to do the work involved to complete the feasibility study within the next 12 months?

The Mayor addressed the comments relating to the workloads of staff members and explained the employment policies of the Town Council through the lock downs and the pandemic.

The Town Clerk and Chief Executive advised the meeting how items prioritised in the Corporate Plan were identified and implemented. There were currently no committed funds identified for the project and therefore it was marked for completion by the end of March 2023. The Town Council had recently appointed an officer to carry out development work in the Council's parks who would be tasked with taking forward this objective in the Corporate Plan. The Chairman of the Council's Grounds and Environmental Services Committee further assured the meeting she was keen to see its implementation.

AGENDA ITEM 8

The questioner advised the meeting he would like to see a multi - use games area in Luton Recreation Ground as he felt there was little provision of community facilities in east Dunstable. The meeting was assured the identification of a suitable site would be part of the feasibility study.

2. Will there be access through the hillside next to the Astroturf during the building of the hub etc?

It was explained that during the building works, clearance of vegetation would take place and a path formed to bypass the skatepark to the hill past the Health Hub and parklands. The temporary path would be boarded on both sides to protect pedestrians.

The Mayor then allowed additional questions to be put at the virtual meeting from electors as follows;.

The first question related to the Town Councils' plans for Summer and Autumn events. It was not yet clear whether Priory Pictures would be held. If possible, events like the Motor Rally, Proms and Pictures would be held but they might be held in early autumn and there may be restrictions on capacity. Dunstable Town Council (DTC) would liaise with Central Bedfordshire Council (CBC) and details would be published as soon as such events could go ahead.

There were then concerns expressed about rubbish bags being left on the footway/highway around Moore's shop and the watch and clock shop on High Street South. CBC Councillors explained that due to Government legislation concerning Permitted Development Rights (PDR), shop owners are allowed to convert rooms above shops into accommodation and through PDR domestic waste facilities did not have to be provided. The meeting was advised that through normal planning applications such issues could be addressed; so PDR was causing problems in town centres. CBC had raised the issue with the MP, Andrew Selous, and it was hoped there would be a full inquiry into PDR. CBC reps assured the meeting they were doing everything they could to address the issue.

A further discussion took place about planning applications determined by the CBC Development Management Committee and its relationship with DTC's Plans Sub-Committee. Councillor Liz Jones asked the CBC representatives about the installation of electric car charging points in High Street South. It was hoped CBC would develop a policy for installation of units across Dunstable. Councillor Jones had information about a local firm that could help. On the issue of climate change and sustainability, CBC had commissioned a feasibility study that would help to build on its sustainability agenda.

The Town Mayor thanked everyone for their attendance and participation and closed the meeting at 8.20 pm.

DUNSTABLE TOWN COUNCIL

MEETING OF FULL COUNCIL

19 APRIL 2021

AMENDMENT TO THE COUNCIL'S CONSTITUTION AND STANDING ORDERS

Purpose of Report:	The purpose of this report is to recommend to members an amendment to the Council's Constitution and Standing Orders
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1. ACTION RECOMMENDED

- 1.1 That members agree to amend the Council's Constitution and Standing Orders, increasing the membership of the Appeals and Appointments Sub-Committee from five to six as set out in paragraph 2 below.

2. INTRODUCTION

- 2.1 Following a request by the Chairman of Finance and General Purposes, this report recommends that the Council amend its Constitution and Standing Orders for the purposes of increasing the membership of the Appeals and Appointments Sub-Committee from five to six. The amendments would be to paragraph 45 (c) and will read as follows (changes in red):

*(c) **Appeals and Appointments Sub-Committee***

*This Sub-Committee will report directly to the Finance and General Purposes Committee for the purposes of (i) below and will have full decision-making powers for the purposes of (ii) below. The Sub-Committee will comprise **6** Members consisting of the 3 standing committee chairmen, the Town Mayor **and Deputy Town Mayor** and the Vice-Chairman of the Finance and General Purposes Committee.*

- (i) To report to the Finance and General Purposes Committee on all matters relating to the Council's appeals procedures and to make recommendations on appointments for Service Heads and the Town Clerk and Chief Executive.*
- (ii) To consider and agree any amendments to the Councils Senior Management Team's terms and conditions of employment that may arise from time to time.*

3. FINANCIAL IMPLICATIONS, POLICY AND CORPORATE PLAN IMPLICATIONS, HEALTH AND SAFETY IMPLICATIONS, EQUALITIES IMPLICATIONS, HUMAN RESOURCE AND LEGAL IMPLICATIONS

- 3.1 There are no further implications to this recommendation

4. AUTHOR

- 4.1 David Ashlee – Town Clerk and Chief Executive
Email: david.ashlee@dunstable.gov.uk