

David Ashlee **Town Clerk and Chief Executive**

David Ashlee Town Clerk and Chief Executive

Date: 27 August 2021

Dear Councillors

A meeting of the Community Services Committee will be held on **Monday 6 September 2021** in the **Council Chambers** at **Grove House, High Street North, Dunstable at 7.00pm**. Those members of the public and press who wish to attend are invited to do so remotely using Microsoft Teams. Therefore, they are asked to notify their intention to attend by emailing Ian.Reed@dunstable.gov.uk by 3 September 2021

AGENDA

1. Apologies for Absence.
2. Minutes of the meetings of the Community Services Committee held on 7 June 2021 (previously circulated).
3. Declarations of Interest.
4. Dunstable Town Centre Services – information report (see page 3).
5. Older People's Services – information report (see page 7).
6. Grove Corner and Community Engagement – information report (see page 9).
7. Priory House – information report (see page 13).
8. High Street Heritage Action Zone (HSHAZ) – information report (see page 16).
9. Events and Marketing – information report (see page 22).
10. Dunstable Fireworks Display – decision report (see page 28).

11. Reports from outside bodies:
South Beds Dial-a-Ride Management Committee - Cllr Gloria Martin
Dunstable Town Band - Cllr Gloria Martin
Men in Sheds - Cllr John Gurney

Yours faithfully

A handwritten signature in black ink, appearing to read 'DAVID ASHLEE', with a long horizontal flourish extending to the right.

David Ashlee
Town Clerk and Chief Executive

To: All Members of the Community Services Committee:
Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman),
Cameron Restall, (Vice-Chairman), Sid Abbott, Wendy Bater, Alan Corkhill, Gregory George,
Pam Ghent, John Gurney, Lee Roberts, Gladys Sanders and other Members of the Council for
information

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MONDAY 6 SEPTEMBER 2021
DUNSTABLE TOWN CENTRE SERVICES

Purpose of Report:	For information only.
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1. MARKETS

1.1 Middle Row Markets

Middle Row Markets have been well attended; full Markets are now a regular occurrence. Bookings for all the markets are continuing with the numbers below as booked and pre booked stalls.

11 September	25 pre booked
18 September	25 pre booked
9 October	23 pre booked
16 October	25 pre booked

2. ASHTON SQUARE TOILETS

- 2.1 Ashton Square toilets have seen an increase in the amount of people now using the facilities, especially on a Middle Row Market Day. The Town Centre Services Officer has entered the toilets for the Loo of the Year Award, which is due to be assessed this month.

3. TOWN CENTRE VACANCY RATES

- 3.1 The vacancy rates to the end of July 2021 are provided below. The count will be undertaken again at the start October 2021.
- 3.2 The town centre area used for the survey includes properties in High Street North up to Regent Street, High Street South to Friars Walk (excluding Thames Industrial Estate), Church Street up to and including Aldi and West Street up to the Police Station/St Mary's Gate.
- 3.3 Eleanor's Cross, Ashton Square, Albion Street, The Quadrant and Grove Park (including Asda) have been included, but rates can be calculated with or without these properties.
- 3.4 These figures have been shared with Central Bedfordshire Council officers.

No. Units	No. Vacant Units	% Vacant Units	Previous %
253	33 vacant	13.04%	13.43% Count end of April 21.

The following figures relate to the High Street (including Grove Park, Albion Street, Eleanor's Cross and Ashton Square but excluding the Quadrant Shopping Centre.

No. Units	No. Vacant Units	% Vacant Units	Previous %
210	28 vacant	13.33%	13.80% Count end of April 21.

The following figures relate to the Quadrant Shopping Centre only.

No. Units	No. Vacant Units	% Vacant Units	Previous %
43	5 vacant	11.62%	11.62% Count end of April 21

4. TOWN CENTRE

4.1 Events on the Square

Ashton Square Day - 14 August 2021, past, present, and future of Ashton Square. The event was well attended with positive activity on Facebook. Different zones were placed around The Square looking at the past, present and future of the area. Christmas events, VE Day, High Street, Transport, Middle Row Market and Future Zone. The free activities for the children were well attended; hat making and gingerbread decorating ran out after lunch. Bubbling Stove and the Tarot reader were busy all day, live music from Emily had the public singing along to the 1940s. This event will continue next year with a stage being added for community groups and a return of Bubbling Stove on stage for a cooking demonstration.

4.2 Middle Row Markets dates are being used to hold small family activities within the market to promote community engagement through crafts and walk about entertainment; this has been well received by the public and stall holders.

4.3 Twilight Christmas Market is being planned for Friday 10 December, 4.00 pm to 9.00 pm, Saturday 11 December 12.00 pm to 9.00 pm, Sunday 12 December 10.00 am to 3.00 pm. Twilight Christmas Market will build on the success of last year's night market with added Christmas lights, stalls and children's carousel.

4.4 Partnership Working

Five more shops, Octave Music, Hayley Kay, Javeys Academy, Tan & Go and Marshah Flooring have been awarded money as part of the Shop Front Scheme. A total of 21 shops have now benefited from the scheme, the scheme has enough money to support one more shop.

- 4.5 Partnership with the Quadrant, Library and Community Services to hold a Dinosaur event on 7 August, Festival of Archaeology was a huge success. Officers received positive feedback from those that attended and on Facebook. The Quadrant sent a survey to all its shops on the event, eighteen replied with a positive response on trading on the day, three saw no increase. The colouring competition was judged on Saturday 14 August by the Town Mayor. The partnership was such a success that the Town Centre Services Officer will look at this event for next year.
- 4.6 Letters have been sent to street traders by Central Bedfordshire Council due to the overuse of the bins in Ashton Square which we provide.

5. WELCOME BACK FUND

- 5.1 The following have been delivered as part of the Welcome Back Fund:
- Bunting around the parks and Ashton Square, as well as Welcome Back banners along Court Drive.
 - Flower garlands and flower walls for an instant impact within the town.
 - Astroturf figures for the High Street and Grove Gardens.
 - Free fun fair rides that will be added to The Square during the summer on non-market days. (25 and 26 September)
 - 3 D floor art in Ashton Square (15 September to 18 September)
 - Parasols for outdoor seating (Friday and Saturday evening seating for the public to order takeaway which will support our night-time restaurants, which finished on 29 August).
- 5.2 Welcome Back Wardens are working to support the seating on The Square as well as supporting the markets, events, and Priory House.
- 5.3 Officers will shortly be working on the Christmas elements to be funded by the Welcome Back Fund, including additional festive attractions and illuminations.

6 CHRISTMAS LIGHTS

- 6.1 Orders have been placed for new Christmas lights in Ashton Square and Church Street. This is part of a longer-term plan to add lights each year to the new lighting scheme along the High Street, West Street and Queensway. Due to some bespoke decorations being made and orders being sent from abroad, some decorations may not arrive until the end of November.
- 6.2 New Christmas tree lights have been ordered for the main tree in The Square and Priory Gardens, Grove House Gardens will have the blue and white lights. Ten trees in church street will have new lights as will Ashton Square trees. The clock tower lighting will be ordered next year when the refurbishment has been completed. All new decorations had to be ordered by July to be ready for this year's lighting scheme. The Quadrant have also contacted our lighting contractor to look at new Christmas lights for the Quadrant Shopping Centre.

7. **AUTHOR**

- 7.1 Annette Clynes - Town Centre Services Officer
Email - Annette.clynes@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MONDAY 6 SEPTEMBER 2021

OLDER PEOPLE'S SERVICES – INFORMATION REPORT

Purpose of report: For information only.

1. GOOD COMPANIONS CLUB

- 1.1 The Good Companions Club re-opened on 28 June with 16 members returning. Five members were too unwell to return and have since gone into residential care, one member passed away, and one member decided she did not feel ready to return at the time but has since done so in the last 3 weeks. Officers have had one new member join the club. She knew of the club as her mother-in-law was once a member herself.
- 1.2 The Good Companions Club has only recently started to receive guest speakers. These have included Bedfordshire Police and Dial a Ride; both speakers have been very informative. Good Companions Club have a boat trip booked for 6 September and will be supported by both staff and volunteers.

2. CREASEY PARK COMMUNITY FOOTBALL CENTRE LUNCH CLUB

- 2.1 Creasey Park lunch club re-opened on 1 July with 21 members returning. Sadly, over the last year, three members have passed away, two have gone into residential care and one person still does not feel comfortable enough to return. Officers have remained in contact with this member. There have been five new members starting over the last month, all of whom heard about the lunch club through word of mouth.
- 2.2 Speakers have only been invited into lunch club in the last couple of weeks. This group have also received a visit from Bedfordshire Police as well as participating in games, quizzes and music bingo led by one of the members. Creasey Park Lunch Club have a summer party booked for 26 August and a boat trip on 02 September.
- 2.3 Due to operational reasons at Creasey Park Community Football Centre, the lunch club will move to a Wednesday from 8 September. Two members will not be able to change days due to prior commitments and will therefore leave the club.
- 2.4 Due to a successful advertisement on the Dunstable Town Council Facebook page, officers have been able to recruit seven new volunteers.

3. COFFEE MORNINGS

- 3.1 No dates have been booked for coffee mornings yet, but officers will be meeting to discuss at the end of August.

4. ROCK & ROLL

- 4.1 Officers will be meeting with staff at Creasey Park Community Football Centre in the next few weeks to see if there is availability to book at least one of these events.

5. AUTHORS

- 5.1 Elaine McGarrigle, Older People's Services Officer
Email – Elaine.mcgarrigle@dunstable.gov.uk
- 5.2 Gill Peck, Youth and Community Manager
Email – gill.peck@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 6 SEPTEMBER 2021

GROVE CORNER AND COMMUNITY ENGAGEMENT

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

- 1.1 Grove Corner has received 335 visits from young people between 17 May to 20 August 2021.
- 1.2 Pokémon has received 76 visits from young people between 17 May and 20 July 2021. Pokémon will resume in September.
- 1.3 Grove Corner now has 670 Facebook 'Likes' and Grove Corner's Instagram now has 324 followers.

2. YOUTH ENGAGEMENT

- 2.1 The young people attending Grove Corner are enjoying the new gaming facilities. Officers have purchased two Nintendo Switches with games, these will be used across all sessions with young people; including Pokémon.
- 2.2 The young people attending Grove Corner are currently taking part in a summer painting project. Those attending are in the process of decorating five tepees that have been made by Dunstable Men in Sheds. The young people have been enjoying getting creative and deciding their own designs for each tepee, which will be used at events across the town.
- 2.3 Some of the young people attending Grove Corner are preparing to transition to college and have been talking with officers about this process and their thoughts and feelings on attending a new provision. Officers have been supporting young people in their apprehensions and excitement in attending college.
- 2.4 Officers continue to promote the youth sessions at Grove Corner through word of mouth, the dedicated young people's Facebook and Instagram pages and through Talk of the Town. Officers have also been promoting the youth sessions at the summer activity workshops and have seen some young people begin to attend.

3. DAY-TIME HIRE

- 3.1 Grove Corner continues to be heavily hired by community groups during the day-time.

- 3.2 Noah Enterprise hire the building every Monday from 9.00 am to 1.00 pm and Wednesdays from 1.30 pm to 4.30 pm to run an employability workshop.
- 3.3 Pathway 2 Recovery run sessions every Tuesday 9.00 am to 11.00 am and every Friday 2.30 pm to 4.30 pm. This group is a substance misuse recovery support group.
- 3.4 Minds2gether continue to run sessions every Friday 10.00 am to 1.00 pm at limited capacity. This group is a mental health support group. Minds2gether have begun a second session every Wednesday from 10.00 am to 1.00 pm.
- 3.5 Autism Beds currently hire Grove Corner on a Thursday evening to deliver youth provision to a small cohort of girls.
- 3.6 Central Bedfordshire Council hire the counselling rooms every Tuesday and Thursday from 1.00 pm to 4.00 pm to deliver 1:1 session to young people.
- 3.7 Sight Concern hire Grove Corner on a Tuesday from 11.30 am to 3.30 pm. Sight Concern is a social group for those who are visually impaired. Since returning to Grove Corner after lockdown, the group now has an hour of crafting as part of their session.

4. COMMUNITY ENGAGEMENT

- 4.1 Officers delivered six workshops aimed at the community as part of Love Parks Week. The week was a success and comprised of the following:
 - Monday 12 July - 14 people attended the Environmental Workshop at Olma Road and 20 People attended Xplorers in Grove House Gardens.
 - Tuesday 13 July - 27 people attended Pamper in the Park in Priory Gardens.
 - Wednesday 14 July - 57 people attended the Boxing and Obstacle Course at Downside Recreation Ground.
 - Thursday 15 July - 28 children and 20 adults attended Picnic in the Park at Bennett Memorial Recreation Ground.
 - Friday 16 July - 100 people attended Gin and Tea in Priory Gardens.
- 4.2 Officers facilitated an arts and crafts table as part of the Roar into Archaeology event held in the Quadrant Shopping Centre. The event was well attended, and officers received positive feedback from those attending.
- 4.3 Officers have had several networking meetings including, with: the Safe Communities Team, Bedfordshire Police Cohesion Team, Aquarius Drug and Alcohol Service and Kids in Action.
- 4.4 The Summer Activities 2021 programme has been popular and well attended throughout. Please see below.

- Big Top Circus (no prebooking required: Numbers attended: 68 children, 11 babies and 52 Adults).
 - Photography workshop (Number of places: 20, Numbers attended: 8 children and 6 adults).
 - Small Circus Skills (Number of places: 30, Numbers attended: 35 children).
 - Arts and crafts (No prebooking required: Numbers attended: 32 children and 19 adults).
 - Drama workshop x 2 (Number of places: 40 Numbers attended: 30 children).
 - Dance workshop x 2 (Number of places: 40 Numbers attended: 30 children).
 - Boxing workshop x 2 (number of places: 30 Numbers attended: 26 children).
 - Messy Play (No prebooking required: Numbers attended: 59 children and 37 adults).
 - Tree Dressing (No prebooking required: Numbers attended: 7 children and 4 adults).
 - Remote Car Racing Workshop x2 (Number of places: 30 Numbers attended: 18 children).
 - Assault course (No pre booking required: Numbers attended: 187 including adults).
 - Large scale models x 2 (Number of places: 24 Numbers attended: 24 children and 16 adults).
 - Learn to skate and scoot x 2 (Number of places: 40 Number attended: 22 children 15 adults)
- 4.5 Due to the summer activities programme, officers have seen four new young people begin to attend Grove Corner.
- 4.6 Officers will be reviewing the workshops and evaluating each activity, ready to plan for next year.
- 4.7 Wheelie Fantastic, part of Dunstable in Bloom has had another successful year of over 30 community groups, schools and local businesses taking part. Officers have, along with some of the Dunstable in Bloom team, visited all who have taken part to judge the wheelbarrows and pick this year's winners.
- 4.8 Officers have planned four community litter picks. These are:
- Thursday 16 September, 10.30 am to 12.00 noon, meeting at Dunstable North Children's Centre (Northfields Ward).
 - Thursday 28 October, 10.30 am to 12.00 noon, meeting at Dunstable South Children's Centre (Manshead Ward).

- Thursday 17 February 2022, 10.30 am to 12.00 noon, meeting at Katherine Drive Shop Front (Icknield Ward).
- Thursday 24 March 2022, 10.30 am to 12.00 noon, meeting at Dunstable Cemetery (Watling ward).

- 4.9 Friends of the Cemetery have resumed their meet ups and officers are working with the group to attract more members. The group will aim to meet the third Friday of each month 10.00 am to 12.00 noon.
- 4.10 Officers are going to be working in partnership with Ringcraft Boxing to deliver a wellbeing project to year 6 pupils at St. Augustine's Academy. The sessions will involve weekly boxing coaching, followed by a discussion on a theme around wellbeing. Each week there will be a topic that the group will focus on.

5. SERVICE LEVEL AGREEMENTS

- 5.1 Unfortunately no SLA organisations were able to present to this round of committee meetings but it is hoped two will be presenting in November.
- 5.2 Officers have been able to issue the History Society with their Service Level Agreement.
- 5.3 Priory Church have informed Officers they are not expecting payment for 2020/21 or 2021/22 due to being unable to fulfil their Service Level Agreement.
- 5.4 Officers are process payment for Beds Rural Communities Charity.
- 5.5 Officers are waiting to receive paperwork from Dunstable Town Band and Dunstable Town Guides to be able to issue their Service Level Agreements; both groups are waiting to hold their AGMs.

6. AUTHORS

- 6.1 Gill Peck – Youth and Community Manager
Email–gill.peck@dunstable.gov.uk
- 6.2 Jack Adams-Rimmer – Senior Neighbourhood Development Officer
Email–jack.adams-rimmer@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 6 SEPTEMBER 2021

PRIORY HOUSE

Purpose of Report: For information only.

1. OPERATIONS

- 1.1 Customer have responded well to changes in measures at Priory House. Staff feel safe whilst working and operationally it has worked well. Currently screens remain in place, and staff have expressed they would like these to remain until the next review of measures.
- 1.2 A fuller menu is now available in the tearooms, which has had a positive impact on income.
- 1.3 T and R storage have given notice to cease leasing the attic office. Their lease expires on 31 December 2021. Officers are currently considering options for this space, but with the need for storage during the repair work and limited access to the registrar's meeting room, it is possible that a short-term solution for the room will be office space.
- 1.4 Priory House now has a new Facebook account, the page has been active for five weeks and is growing week on week with new likes and increase interaction. The videos are also proving an excellent way to increase reach and likes.

2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET

- 2.1 The TIC and Gift Shop have new opening hours from 10.00 am to 4.30 pm Monday to Saturday. This means the shop is now in line with the opening hours of the tearooms.
- 2.2 Following the easing of Government Guidelines, the TIC and Gift shop have retained the following:
 - Sanitising station at the doors.
 - Screens around the till.
 - All staff issued with personal hand sanitiser and touch screen stylus on lanyards.
 - All staff are still required to wear a face covering.
- 2.3 Priory House has now become a stockist of Frenchic Paint. This is very popular on social media platforms and has already proved to be a good source of income for the shop.
- 2.4 Christmas stock is currently being sourced and purchased for the Gift Shop.
- 2.5 Showcase Shelving is currently full every month up to December 2021.

3. THE JACOBAN ROOM

- 3.1 Wedding Ceremonies in the Jacobean Room - Since April 2021 there have been 11 wedding ceremonies in the Jacobean Room with four left for this year. 2022 is proving popular; so far, there are eight confirmed bookings.
- 3.2 Priory House held its first Wedding Open Day on Sunday 1 August 2021. Nine couples attended with three couples booking their ceremonies, all including Afternoon Teas. One couple also booked an additional evening buffet. The second Wedding Open Day will place on Sunday 5 September. There will be four exhibitors, who have each paid £15 to attend. A verbal update will be given at committee in regards to the September open day.
- 3.3 Due to Covid, the Government have temporary relaxed rules surrounding outdoor wedding ceremonies. This has meant Priory House has been granted a temporary licence to hold outdoor wedding until April 2022. There will be a Government review in autumn 2021 to assess if the changes can be made permanent. The ceremonies will take place in front of the pagoda in Priory Gardens, and guests will be seated next to the croquet lawn. Marketing has already begun for outdoor wedding ceremonies via the website, Facebook and a leaflet/poster.

4. EVENTS

- 4.1 The Classic Motor Rally on Saturday 21 August went well and the Tea Rooms took £1,100, which is the biggest single day income since Christmas 2019.
- 4.2 Priory House are selling pre-ordered boxed afternoon teas/antipasti boxes for Priory Pictures and Priory Proms in the Park for £10 per person, which can be ordered online. In addition to this, there will also be an offer for a VIP table priced at £75 for up to four people at Proms in the Park. This includes an afternoon tea each, a bottle of prosecco to share, flags and glow products. There are ten tables in total. Officers will also be managing a stall at Proms in the Park to sell glow products, and Union Jack items.
- 4.3 Officers are working with the Town Centre Officer and the Events Officer to create a Christmas events campaign which will include events/activities at Priory House.

5. PRIORY HOUSE TEA ROOMS

- 5.1 Afternoon Teas have now resumed, and bookings are coming in quickly. Saturdays are the busiest time with bookings now being taken for October.
- 5.2 Following the success of the Summer Pudding Nights, officers are trailing a Friday night pudding night on Friday 22 October, Friday 19 November and Friday 3, 10 and 17 December. Marketing the pudding nights has been through; DTC website, Mailchimp, Facebook, leaflets and posters.
- 5.3 The Catering Manager is in the process of devising a Christmas Afternoon Tea Menu; this is expected to start on Monday 15 November 2021.

6. **FINANCE**

6.1 Priors House Tea Rooms takings comparison ex VAT as at 12 August 2021.

Date	2019/2020	2021/2022	Variation 2021/2022 to 2019/2020	% Difference
TOTAL - APRIL	£10,446.37	£4,047.53	-£6,398.84	61
TOTAL - MAY	£12,380.81	£7,062.15	-£5,318.66	43
TOTAL - JUNE	£9,309.11	£8,330.67	-£978.44	11
TOTAL - JULY	£13,650.25	£13,412.49	-£237.76	2
TOTAL - 1ST WK AUG	£2,760.45	£2,710.41	-£50.04	2

Year to date	£48,546.99	£35,563.25	-£12,983.74	27%
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6.2 Although income is steadily increasing, year to date the Tea Rooms is still -£12.984 (27%) adrift compared to the same period in 2019.

6.3 Priors House shop takings comparison ex VAT as at 12 August 2021.

	2019/2020	2021/2022	Variation 2021/2022 to 2019/2020	% Difference
TOTAL - APRIL	£492.70	£268.19	-£224.51	46
TOTAL - MAY	£756.68	£633.64	-£123.04	16
TOTAL - JUNE	£520.03	£452.40	-£67.63	13
TOTAL - JULY	£651.29	£689.08	£37.79	6
TOTAL - 1ST WK AUG	£971.35	£462.63	-£508.71	52

Year to date	£3,392.05	£2,505.94	-£886.11	26%
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6.4 Since re-opening trade and income has been varied, the last three weeks in July, income was between 6% and 52% difference of that compared to the same time in 2019.

6.5 Year to date compared to the same time in 2019 the shop is 26% down on income.

7. **AUTHORS**

7.1 Lisa Stephens – Cultural Services Manager Lisa.stephens@dunstable.gov.uk

7.2 Jackie Carrington – Priors House Duty Manager Jackie.carrington@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 6 SEPTEMBER

HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

Purpose of Report: For information only
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1. INTRODUCTION

- 1.1 Members are aware that the Historic England (HE) High Streets Heritage Action Zone (HSHAZ) Programme: *Programme Delivery Guidance* sets out three complimentary strands to the HSHAZ scheme:

- **Physical Interventions**
- **Cultural Programme/ Cultural Consortium**
- **Community engagement**

Updates in respect of these three strands are detailed below.

2. KEY DEVELOPMENTS

- 2.1 Three grant offers were issued to private property owners on 16 June 2021. These grant offers were for initial works only comprising feasibility/scoping work. HE have provided a template for grant agreements and the recipients have to agree to work within set timescales which are set based on the type and level of work. One grant offer was issued to a private property tenant on 18 June 2021 for a shopfront scheme, but this offer has become void. The tenant could not afford the contribution required and Historic England could not support the shopfront as a standalone item without the windows on the upper floors being reinstated as timber windows. At present the tenant on the upper floors is not interested in working with the HSHAZ.

- 2.2 Officers are now regularly maintaining the Scheme Plan that HE produced in April 2021. The Scheme Plan must be submitted for comment and approval on a quarterly basis. The Scheme Plan includes; finance summary, output summary, Gantt charts, risk registers, progress summary and individual project financial and output summaries. The Scheme Plan includes the overall HSHAZ funding profile and a more detailed quarterly breakdown for year two. Whilst the funding profile for year two has currently been approved this will be subject to a Mid-Year Review at the end of Quarter two (end of September 2021). The funding profile is based on HE's requirement of:

- 10% in Year 1
- 40% plus underspend from year 1 in Year 2
- 40% in Year 3
- 10% in Year 4

- 2.3 On 29 June 2021 officers and the Chair of the Community Services Committee had a virtual meeting to discuss the HSHAZ and the funding profile with the MP for South West Bedfordshire, Andrew Selous. He is currently looking into this with colleagues, and officers are awaiting further feedback. On 4 July 2021 officers and

the Chair of the Community Services Committee had a meeting with Anthony Calladine (Regional Director for the East of England at Historic England) to further discuss concerns about the funding profile. Historic England are aware that we are liaising with our MP.

- 2.4 There have continued to be various regular virtual meetings, with several key individuals at HE and other parties. The range of meetings is as previously reported and summarised. Notably, since the last community services committee meeting Historic England advised officers (on 8 June 2021) that going forward all key decisions would need to be formally recorded. As a result of this officers will hold decision making meetings with the Councillors who sit on the Dunstable HSHAZ Committee Working Group regarding any key decision making in relation to the HSHAZ, such as determining grant offers in respect of privately owned properties. This will allow key decisions to be formally recorded in the meeting notes and these notes can be shared with Historic England and other parties if required. The Committee Working Group Decision Making Meetings will be held on an as required basis. This will allow decisions to be made as soon as possible and in a timely manner, rather than delaying decisions until a fixed meeting date. There have been two Committee Working Group Decision Making Meetings to date, on 15 June and 20 July 2021.
- 2.5 The Lead Professional (Conservation Accredited Architect) for the High Street South/Middle Row/Church Street projects Conception Architects/Anarchitecture Ltd have had discussions with some of the property owners and tenants who have shown an interest in working with the HSHAZ. Valeria Passetti and David Innes have now visited Dunstable on 1 June and 21 June 2021 to undertake initial studies.

3. PHYSICAL INTERVENTIONS

- 3.1 Whilst HE's requirements in respect of grant funds for private property owners and tenants and the basis on which private property owners and tenants may apply for funding is now better established there continue to be specific queries about eligibility.
- 3.2 To date there have been five grant applications from private property owners for initial work such as survey work and feasibility studies, these are in relation to the following properties:
- 4 High Street South (Pizza Roma/Tillys)
 - 12-14 High Street South (Top Cut Barbers)
 - 20 and 22 High Street South (Coffee Pod and Celebrations)
 - 24 High Street South (StudioJ)
 - 26 High Street South (Beards and Barbers)
- All of these progressed to grant offers, which were accepted and the initial feasibility work has been taking place. Four of these have now submitted second applications for physical works and these applications will need to be reviewed and discussed with Historic England during September 2021.
- 3.3 To date one grant application (in relation to 6 Church Street/Turkish Barbers) has been withdrawn as the property owner only wished to do work to the rear of the

property. One grant application, which progressed to a grant offer (7 High Street South/Herringtons) for a shopfront scheme, has become void (as detailed at 2.1).

- 3.4 At present two grant applications are pending further updates from the applicants, and it is possible that these applications will not progress.

Priory House

- 3.5 Since the building familiarisation day in September 2020 the Morton Partnership and project team working under them have been undertaking investigations, which informed the first draft of the Construction Impact Study. Officers including the Head of Community Services, Cultural Services Manager and HSHAZ Programme Manager met with the Morton Partnership and Safety First Associates on 12 August 2021 to discuss the next revision of the Construction Impact Study, which will be revised and finalised in due course.
- 3.6 Historic England were keen to establish if the Priory House work could be brought forward to address the funding profile issues and a meeting was held in respect of this on 17 June 2021. However, it was agreed this would not be feasible due the investigations such as the external render trials still to be carried out and the timescales for agreeing works, obtaining Listed Building Consent and tendering.
- 3.7 The current work on Priory House represents the “Development Phase” of the project – and issues, repair requirements and possible options are being explored. The Priory House project team meetings on 21 June and 19 July 2021 focused on discussing the results of the investigations to date, the requirements and possible approaches to the repair works and Delivery Phase.
- 3.8 The Heritage Impact Assessment, which is required to aid decision-making is still in preparation and it is anticipated that a first draft of this will be available in September 2021.

High Street South/Middle Row and Church Street projects

Mid-March 2021 onwards engagement with all property owners/long-term tenants.

- 3.9 Since letters were sent out in the post to all property owners within the HSHAZ and letters were hand delivered in mid-March and mid-April respectively, there have been a number of inquiries from property owners and tenants (as summarised in Appendix 1). Additionally, the property owners officers were engaging with in advance of the two mailshots, have largely confirmed their positions in respect of the HSHAZ (as detailed in Appendix 1).
- 3.10 Conception Architects are undertaking some general design work to try to encourage private property owners/tenants to sign up to work with the HSHAZ (as further detailed in Appendix 1, Table 4). This work was request by Historic England as it is hoped that it will be completed during September 2021.
- 3.11 Appendix 1 comprises four tables summarising engagement and interest to date:
Table 1 Actively engaged with the HSHAZ – either signed grant offer or submitted an application or indicated will submit an application.

Table 2 Have made an inquiry, possibly including various discussions and online meetings but not yet progressed an application or confirmed will progress an application.

Table 3 Have confirmed non-participation with the HSHAZ.

Table 4 Conception Architects Target Properties - property owner or tenant not currently actively engaged but Conception Architects are undertaking some initial design work to try to encourage property owners/tenants to work with the HSHAZ.

4. CULTURAL PROGRAMME/CULTURAL CONSORTIUM

- 4.1 The Cultural Programme/Cultural Consortium is being led by the Dunstable Cultural Consortiumⁱ, hereafter “the Consortium.” As previously reported the Consortium will have a separate grant and opportunities to bid for funding to carry out activities and events. HE will also be developing a range of commissions on a national basis.
- 4.2 The Consortium’s Pilot Activity projects are now fully closed out, and they are in the process of revising their main bid.
- 4.3 Since May 2021 the Consortium have been working with Bedfordshire Rural Communities Charity (BRCC) <https://bedsrcc.org.uk/>. Following a meeting held with the wider Consortium on 14 May 2021 Kay Kempster (Consortium Secretary), Joanne Bowes (Consortium Communications) and Tracy Cowan (BRCC Chief Executive) have been progressing the arrangement and BRCC have become the lead responsible body for the Consortium and will hold the Consortium’s funds for the main bid.
- 4.4 Since late June 2021 it is understood that the Consortium have been preparing the job description for the coordinator role and working on revising the main bid. Tracy Cowan from BRCC is liaising directly with Historic England regarding the coordinator role, the job description and advertisement. It is understood that they hope to be able to advertise the post shortly.

5. COMMUNITY ENGAGEMENT

- 5.1 Since June 2021 the Council have continued to use the HSHAZ webpages on the Town Centre section of DTC’s website, a Facebook page and Instagram account to promote the programme and engage with the community. The Facebook Page now has 335 likes (previously 271 likes in June 2021) and 399 followers (previously 327 followers in June 2021). The Instagram account has 133 followers (previously 109 followers in June 2021). There are now three Facebook Groups associated with the HSHAZ Facebook Page:
 - Carving a Journey Through Dunstable
<https://www.facebook.com/groups/169746391702106>
 - HSHAZ Summer Selfies
<https://www.facebook.com/groups/400488761395332>
 - Priory House Conservation and Restoration
<https://www.facebook.com/groups/320591406397190>
- 5.2 Since the last committee the HSHAZ Programme Manager has been involved in the following face to face engagement:

- Market on 10 July 2021- with the HSHAZ Selfie frame.
- Love Parks Week with Grove Corner in Priory Gardens on 13 July 2021- hanging wooden leaves on a tree with a memories of Dunstable/ positive reflections.
- Roar into Archaeology on 7 August 2021- a multi-period artefact trail, replica artefacts and HSAZ Selfie frame. Around 190 archaeological artefact trail handouts/ prizes were given out but there were more participants as adults in family groups were not claiming prizes.
- Arts and Crafts with Grove Corner on Ashton Square on 9 August 2021- with the HSHAZ Selfie frame and replica artefacts.
- Ashton Square Day on 14 August 2021-a trail (related to the Priory House trail leaflets), HSHAZ Selfie frame, whiteboard and replica artefacts.

- 5.3 The HSHAZ Programme Manager attended two online meetings in June with the WEA Dunstable Branch and the Friends of Priory House and Gardens on 15 June and 16 June respectively to discuss the HSHAZ and allow opportunity for any queries members of both groups raised.
- 5.4 Historic England and their consultant Places Services are currently undertaking a review of listed properties in the HSHAZ area – they undertook a site visit in respect of this on 16 August 2021 and this could lead to related community engagement over the coming months.
- 5.5 A research and community engagement project related to Priory Church and the Undercroft of Priory House will commence in September 2021. Jackie Hall (Cathedral Archaeologist at Southwark Cathedral) has recently been involved looking in the stone in the Undercroft. Following this the CBC Conservation Officer, Jonathan Prosser made the suggestion of some associated research and investigation of Priory Church. This will comprise a stone study to look at common material and how it was worked and used within the buildings. There are two key aims; Historical Research (connections between Priory Church and the Undercroft) and Conservation Aspect (quality and type of stone etc.), along with seeking opportunities for community engagement. Historic England were keen to see this followed up. Jackie Hall and Jan Summerfield have been appointed to undertake a Scoping exercise in respect of this and they hope to visit Dunstable during September 2021.
- 5.6 The HSHAZ Assistant position has been filled and will start on 16 September. The key focus of the role will be to assist with the delivery of the Priory House Community Engagement Plan.

Community events programme

- 5.7 Since June 2021 the Community Services Team have been working on implementing the Community Engagement Plan for the HSHAZ. As previously reported a total of 34 individual projects plans were prepared including standalone projects, overarching projects and individual HSHAZ related projects (Appendix 2). Officers have started work on some of the standalone projects and some of the individual HSHAZ projects. Bubbling Stove Food Historian attended Ashton Square Day exploring the changing face of High Streets through food, displaying artefact, local photos and giving cookery demonstrations.

6. APPENDICES

- 6.1 Appendix 1 - HSHAZ Private Properties
- 6.2 Appendix 2- List of DTC's Possible Community Engagement Projects

7. AUTHOR

- 7.1 Michelle Collings- High Street Heritage Action Zone Programme Manager
E-mail michelle.collings@dunstable.gov.uk

APPENDIX 1. HSHAZ PRIVATE PROPERTIES**Table 1 - Actively engaged with the HSHAZ – either signed grant offer or submitted an application, or indicated will submit an application**

Property Address	Owner or Tenant	Notes/update
4 High Street South- <i>Pizza Roma/ Tillys</i>	Owner	Application for survey work approved, until completed it is impossible to say what the total spend (other than the surveys) will be in year 2.
20-22 High Street South- <i>Coffee Pod and Celebrations</i>	Owner	Application for initial feasibility work approved and it is hoped that this would be completed by the end of year 2.
12 and 14 High Street South- <i>Top Cut Barbers</i>	Owner	Application for initial feasibility work approved, awaiting their acceptance. There is also a planning enforcement issue, a condition of the funding is that the owner needs to ensure that the tenant does not switch on the illuminated sign.
24 High Street South- <i>StudioJ</i>	Owner	Application for initial feasibility work approved.
26 High Street South- <i>Beards and Barbers</i>	Owner	Application for initial feasibility work approved.

Table 2 - Have made an inquiry, possibly including various discussions and online meetings, but not yet progressed an application or confirmed will progress an application

Property Address	Owner or Tenant	Notes/update
Methodist Church		Had a Teams meeting in January 2021. Subsequently, the church did not seem that interested in following up- they suggested in the meeting they had some costs they would send on but never sent these and response following meeting suggests not interested.
2 and 2a Church Street- <i>Former Rvstic, Supermarket on corner of Church Street</i>	Owner	A few discussions but no response to last email.
32 High Street South- <i>Get Stuffed</i>	Owner	Owner passed this on to her surveyor to deal with, awaiting response from him following an email on 7 th May.
48 High Street South- <i>Various, Formerly Alexander and Co Estate Agent</i>	Owner	Owner already done work to the property and was wondering if a retrospective claim could be made. Tenant subsequently also inquired to Historic England and waiting to hear from them.
19 and 19A	Owner	A couple of discussions but no response to last email.

High Street South -Gents Barbering		
16 Church Street- The Beauty Shack	Tenant	Tenant made first inquiry on 7 th May. Decided would not proceed but spoke further and then showed renewed interest and sent details.
34 High Street South- Four Seasons Dry Cleaners	Owner	Various discussions between owner and Town Centre Services Officer, owner and HSHAZ Programme Manager and owner and Vie (conservation architect). The HSHAZ Programme Manger spoke with owner on 7 th May and he was going to submit an application.
26 Church Street – Chez Jerome		Limited dialogue, sent details and application form. No further communication.
7 High Street South- Heringtons Chemist	Tenant	Application for a new shop front has been approved but subsequently become void.

Table 3 - Have confirmed non-participation with the HSHAZ

Property Address	Owner or Tenant	Reason
21-23 High Street South	Owner	Not prepared to redesign and seek new planning permission
18 High Street South- Empty – “This Unit is Available to Let” with Image of Dry Cleaners	Owner (relative)	Not prepared to work with grant requirements and did not feel needed an architect involved
17 High Street South- Dunstable Mini Market (Albion Buildings)	Tenant	Tenants not interested (No response from owner)
6 Church Street- Turkish Barber	Owner	Application for initial design work received for work to the rear of building only. Would not consider any work to the front of the building and therefore HE not prepared to consider grant funding.

Table 4 - Conception Architects Target Properties -Property Owner or Tenant not currently actively engaged, but Conception Architects are undertaking some initial design work to try and encourage property owners/ tenants to work with the HSHAZ

Property Address	Owner or Tenant	Notes/update
Number 2 High Street South- <i>Taylor's</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 16 High Street South- <i>Phone Repairs</i>	N/A this is for initial design work to try and engage with owners/ tenants	

AGENDA ITEM 8

Number 18 High Street South- Empty – <i>“This Unit is Available to Let” with Image of Dry Cleaners</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 17 High Street South- <i>Dunstable Mini Market</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 19 High Street South- <i>Gent’s Barbering</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 25 High Street South – <i>Penny’s Fashion</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 27 High Street South- <i>Straw Hatter Launderette</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 29 High Street South – <i>Curry Samrat</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 2 Church Street – <i>Magazin/ Rvstic, Supermarket on corner of Church Street</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 34 High Street South- <i>Four Seasons Dry Cleaners</i>	N/A this is for initial design work to try and engage with owners/ tenants	
Number 36 High Street South -Nifty’s	N/A this is for initial design work to try and engage with owners/ tenants	
Number 9 High Street South – <i>Former Co-op Funeral Care</i>	N/A this is for initial design work to try and engage with owners/ tenants	

APPENDIX 2. List of DTC's Possible Community Engagement Projects

The following proposed projects are not an exhaustive list and there are other activities under consideration such as: Get Active in Priory Gardens!

Any mention of Cultural Programme/ Events or similar in the below does not mean the Consortium/Cultural Programme. Dunstable Town Council's community engagement programme will also focus on wider cultural activities.

Standalone HSHAZ Projects

- Project E (i) Social Media and Online Engagement
- Project E (ii) Art Attack Day
- Project E (iii) The Good, the Bad, the Ugly – Young People's Project
- Project E (iv) The Good, the Bad, the Ugly- Community Focus Group
- Project E (v) HSHAZ Town Team/ Business Group
- Project E (vi) Intergenerational Project
- Project E (vii) Escape Room/ Outdoor Challenge –**Locked Escape Rooms are looking to host an outdoor challenge related to the HSHAZ from 17 July 2021**
- Project E (viii) Geophysical Survey and Earthworks Survey of Scheduled Monument of Dunstable Priory/ Priory Gardens- **The survey work commenced on 24 May 2021**
- Project E (ix) Community Dig/ Test Pitting

Overarching Projects such as larger events (that will include a number of individual HSHAZ projects)

- Project E (x) Family Fun
- Project E (xi) Love Parks Week –Priory Gardens
- Project E (xii) St Georges Day
- Project E (xiii) History /Culture Event
- Project E (xiv) Dunstable Live
- Project E (xv) Party in the Park
- Project E (xvi) Priory Pictures
- Project E (xvii) Celebration of Dunstable
- Project E (xviii) Ashton Square Day

Individual HSHAZ Projects (that will sit within wider overarching projects)

- Project E (xix) Wooden Sculptures –**Facebook Group and poll set up**
<https://www.facebook.com/groups/169746391702106> and promoted via market
on 15 May 2021
- Project E (xx) Flint Knapping Demonstrations and Workshops
- Project E (xxi) Characters of Dunstable Past and Present (animation)
- Project E (xxii) Look What We Found!
- Project E (xxiii) History in Action – Theatre, Dance, Song
- Project E (xxiv) Re-enacting the Past
- Project E (xxv) Storytelling
- Project E (xxvi) Coinage
- Project E (xxvii) Food, The High Street and Living Memory

Project E (xxviii) Food through the Ages
Project E (xxix) Tudor Food
Project E (xxx) Heritage Plants and Seeds
Project E (xxxi) Sandpit digs and activities
Project E (xxxii) Justice in Motion
Project E (xxxiii) History Parade
Project E (xxxiv) Timeline

ⁱ **In late 2019** the Consortium comprised Priory Church of St Peter, Medieval Dunstable, Middle Row traders representative – The owner of the Workshop has agreed to represent Middle Row traders on the Consortium, the History Society, Promoting Dunstable, Dunstable Town Guides, Dunstable Education Group, Friends of Priory House and Gardens and Grove Theatre. There has been a hiatus since March 2021 and some Consortium representatives have stepped back from the Consortium – some on a permanent basis and some on a temporary basis/ they will work with the Consortium on an adhoc basis. **In August 2021** the Consortium comprises BRCC (as lead body) Middle Row traders representative – The owner of the Workshop has agreed to represent Middle Row traders on the Consortium, the History Society, Promoting Dunstable, Dunstable Town Guides, Dunstable Education Group, Friends of Priory House and Gardens and Grove Theatre. There has been a hiatus since March 2021 and some Consortium representatives such as Priory Church of St Peter and Medieval Dunstable have stepped back from the Consortium – some on a permanent basis and some on a temporary basis/ they will work with the Consortium on an adhoc basis.

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MONDAY 6 SEPTEMBER 2021
EVENTS AND MARKETING

Purpose of report: Information only.

1. **EVENTS PROGRAMME 2021 REVIEW**

1.1 **Ashton Square Day**

As part of the HSHAZ scheme; Bubbling Stove (a food historian), children's arts and craft, boater hat and Dunstable plait activity took place on The Square. Bubbling Stove was very well received with the public engaging in talks and watching the cooking demonstrations on changes of taste and the development of the High Street through time. A total of 100 boater hats were commissioned and all were decorated by children proving to be a very popular and successful activity linking in with Dunstable's past hat industry.

1.2 **Queensway Hall of Fame**

Queensway Hall of Fame went well despite the weather with groups sitting throughout Grove House Gardens listening to music piped through speakers. The Dunstable History Society, whom attended both Saturday 19 June and Saturday 7 August, commented on the number of people that were interested and reminisced over the old Queensway Hall. They were also able to add to their lists of artists that played at the venue. As an addition to the event, there were free children's arts and crafts activities including 'build a bug house' and the dinosaur colouring competition to support 'Roar into Archaeology' in the Quadrant which coincided on the same day.

1.3 **Classic Motor Rally**

Leading up to, and on the day of the event the weather forecasted heavy showers throughout the whole day. A total of 49 classic cars were displayed out of the 93 that applied to attend. Positive feedback was received on the day with comments on the additional activities that took place including the live music performed by The Barn-Ettes a trio of vintage singers, Teaching Talons hands on animal encounter and the Dunstable History Alive Trail. The History Alive trail was commissioned as part of the HSHAZ scheme with 220 participants engaged during the event.

2. **EVENTS PROGRAMME 2021 – FORTHCOMING**

2.1 Around the World

Planning for Around the World is coming together well. This year's event will also feature the rescheduled Dunstable Festival of Archaeology that was cancelled on Saturday 24 July. Activities currently confirmed for this event are:

- Violin and Accordion duo playing a range of music from France, Italy, Russia, Austria and more.
- Native American Zone – drumming, storytelling, songs, dance and crafts
- Bhangra dancing
- Mariachi band
- Duo of Mimes
- New Orleans band
- Geisha contortionist
- Dunstable Swan Jewel chainsaw sculpture

The Events Officer is also liaising with local community groups about getting involved on the day whether through performing or having a stall.

2.2 Priory Pictures

Priory Pictures on Saturday 4 and Sunday 5 September will feature six films as chosen via the Facebook poll. This year, the autism and hearing impairment-friendly adapted screening is back with subtitles, hearing loop and lower sound volume on both the Saturday and Sunday. The six films being shown are:

- Peter Rabbit 2 – also shown as Adapted Screening
- Aladdin (2019)
- Rocketman: Sing-Along
- Raya and the last Dragon – also shown as Adapted Screening
- The Lion King (2019)
- Back to the Future

There will be a special VIP area supplied by Event Production Live featuring six deckchairs, a giant deckchair, popcorn, sweets and drinks. A competition was held at the Classic Motor Rally, where the public could enter their names to win a chance to be in the VIP area at one of their chosen films by completing the History Alive Trail.

A new addition to Priory Pictures is Priory House's Take Out Special, where an afternoon tea or an antipasti box can be ordered on the DTC website for £10 to be enjoyed on the day.

2.3 Priory Proms in the Park

Priory Proms in the Park will take place in Priory Gardens on Saturday 11 September from 7.00 pm until 10.30 pm. The evening will commence with Fiona Harris and the main broadcast will take place at 7.45 pm. The BBC broadcast will be shown live via a giant screen. In the interval, Fiona Harris will do another set. During the big finale to the proms, the gardens will come to life with dancing lights, fire and more. A spectacular firework finale will take place immediately after the live broadcast has finished.

The screen will be closer to the church, and the church will feature more in the lighting effects show. Glow sticks will be on sale by Priory House, plus a new VIP area of 10 tables will be available for booking via the DTC website at £75 that will include an afternoon tea or antipasti box, bottle of prosecco, glow sticks and flags for four people.

2.4 Winter Lights Festival

Officers met with the contractors on site and arrangements are well underway for the light festival.

Officers are currently working on a marketing campaign alongside the Christmas events planned across the town. The Winter Lights Festival will be launched in the November edition of Talk of the Town, which is being delivered the first week of November. The Winter Lights Festival will begin w/c 22 November for six weeks.

2.5 Christmas Carols and Torchlight Procession

Officers are currently planning for the event to take place Friday 26 November 2021. A letter has gone to all schools to understand the viability of the event this year. It is understood some schools will still operate under bubbles and social distancing measures, which could affect them participating in the event.

A deadline of 30 September had been given to the schools, to ascertain if enough schools are willing to take part, to make the event worthy of proceeding this year. Members of the committee will be communicated with in early October, confirming if (and which) schools are participating or with alternatives for members to make a decision on.

3. **PLANNING AND DEVELOPMENT FOR 2022**

- 3.1 Members will be aware that the September committee is traditionally where the following years event dates are agreed. However, due to a lot of events taking place later this year, officers will present the 2022/23 dates to the November committee to allow officers more time to consider the programme after reviewing and evaluating the events, which have taken place this year.

4. **QUEENS JUBILEE CELEBRATIONS 2022**

4.1 Street Party Grants

There will be national celebrations across the country to commemorate the Queens Jubilee. It is expected that the Town Council acknowledges this day.

- 4.2 For previous national celebrations, Dunstable Town Council has allocated £1,000 to allow communities to apply for a £100 grant to help pay for and hold a street party. The £100 grant is used to pay for food and decorations etc. and it was highly successful in 2011.

- 4.3 This suggestion would fit in well with 'The Big Jubilee Lunch' on 5 June 2022 which is being promoted currently.

“In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.” (www.royal.uk)

4.4 It is suggested members should consider allocating £1,000 when agreeing the 2022/23 budget to pay for ten street parties within Dunstable. If members wish to choose to do this, then this can be brought to the Finance and General Purposes Committee Meeting at the time of budget setting.

4.5 Music Concert

It has been announced that on Saturday 4 June, there will a special live concert broadcast on the BBC. At the time of writing, details, timings or line up has not been announced yet. It is suggested to members, that instead of two Priory Pictures, one of the events could be showing the concert in Priory Gardens and depending on the timings the film “The Queen’ could be shown afterwards.

4.6 Dunstable Live

Dunstable Live is being planned for June next year, and it is suggested that the theme would be ‘Best of British’ to mark the Jubilee.

4.7 Beacon Lighting request

There has been a request made to Dunstable Town Council from the National Trust to part fund the lighting of the Beacon for the Queens Jubilee. They have requested a donation of £4,000. If members wish to choose to do this, then this can be brought to the Finance and General Purposes Committee Meeting at the time of budget setting.

4.8 Tree Planting - Green Canopy Tree Initiatives

The Queen’s Green Canopy (QGC) is a tree planting initiative created to mark the Queens Platinum Jubilee. Communities throughout the UK are being encouraged to “Plant a Tree for the Jubilee”. The Council are currently planning and working towards implementing two tree planting projects that link with the Green Canopy initiative. The projects are:

- **Urban Tree Planting**

The planting of trees in urban environments through the Trees for Cities initiative, a partner organisation of the Green Canopy.

- **Mentmore Recreation Ground Tree Planting**

The establishment of woodland, hedgerow, and orchard areas at Mentmore Recreation Ground.

Both these initiatives represent an opportunity to mark the Queens Platinum Jubilee with dedicated tree planting by the Town Mayor, including the placing of an official Queen’s Green Canopy plaque. With the Green Canopy initiative running from September 2021 to December 2022 there will be ample opportunity to organise a dedicated tree planting during one of these two tree planting seasons. The tree planting season runs from November through to March each year. Local

communities and volunteers will be encouraged to help with tree planting on both projects. Dunstable in Bloom have also indicated a willingness to get involved.

Further detail about these projects will be reported to the next Grounds and Environmental Services Committee.

4.9 CIVIC EVENTS

Officers will be looking into options to support a Mayoral event next year for the Jubilee and will update Committee in due course.

4.10 TOWN CENTRE

Jubilee bunting will be erected down Middle Row and Ashton Square, there is also a Middle Row Market on the 11 June where there will be children arts and crafts activities taking place to celebrate the Jubilee.

4.11 PRIORY HOUSE

For the month of June, themed Jubilee Afternoon Teas will be available all month. The afternoon teas will also cater for children and there will be a free Jubilee craft activity for the children to make for all of June. For the June half term Priory House will run a specific children's Afternoon Tea with added activities centered around the Jubilee including fancy dress and craft activities.

On Sunday 5 June, there is a Jubilee Pageant, at the time of writing, officers are unaware if this will be broadcast on TV. If it is broadcast, there will be plans for a special Jubilee Pageant Afternoon Tea, showing the broadcast in the Jacobean room. This will follow similar Afternoon Teas to the Royal Wedding Afternoon Teas, which were very popular.

It should be noted that these suggested ideas are subject to building works at Priory House, which are due to be taking place during this period.

4.12 Older People's Support Service

The Older People's Support Service is planning to mark the Queens Platinum Jubilee with the Big Lunch 2022. Officers are currently looking at hosting the event on Tuesday 31 May 2022 as an indoor street party to form part of celebrations to mark this special occasion.

5. MARKETING AND COMMUNITCATION

5.1 The Marketing and Communications Officer position has been shortlisted with interviews taking place on Friday 3 September.

5.2 Talk of The Town

Officers are currently putting copy together for the November edition that will be covering Christmas. The deadline for copy is 27 September, with delivery being 5 November.

5.3 Social Media

The Facebook accounts are progressing well with increased interaction and growing numbers of Followers/Likes. These social media platforms continue to be a successful way to quickly get information out to the public, and they have become an essential part of the Councils events and corporate marketing campaigns.

The interaction on the Facebook pages has had significant growth, in the past 6 weeks. Through the reactions on our posts/videos, over a 100 have been converted into new page likes. Page likes are shown below:

Dunstable Town Council	8,023
Bennett's Splash Park	2,493
Town Ranger Services	1,202
Creasey Park Community Football Centre	729
Grove Corner	669
High Street Heritage Action Zone	335
Priory House	176

Twitter account followers are:

Dunstable Town Council	2,368
Dunstable Town Centre	2,120
Dunstable Events	2,015
Creasey Park Community Football Centre	684
Priory House	477

Instagram followers

Grove Corner	324
High Street Heritage Action Zone	134

6. AUTHORS

- 6.1 Gina Thanky – Events Officer
Gina.thanky@dunstable.gov.uk
- 6.2 Lisa Stephens – Cultural Services Manager
Lisa.Stephens@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 6 SEPTEMBER 2021

FIREWORKS DISPLAY REPORT

Purpose of Report:	For members to decide on the future of Dunstable Town Council's fireworks display, based on the outcomes of the site suitability survey.
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1. ACTION RECOMMENDED

- 1.1 For members to decide on the future of Dunstable Town Council's fireworks display based on the outcomes of the site suitability survey.

2. INTRODUCTION / BACKGROUND

- 2.1 At the Community Services Committee in March 2021, the affect the 2nd ATP (Artificial Turf Pitch) built at Creasey Park Community Football Centre (CPCFC) will have on the viability of the fireworks display being held there was reported to members.
- 2.2 Central Bedfordshire Council (CBC) would require the pitch to be covered to suitably protect it. Officers received three quotes to cover the pitch, which varied from £45,000 - £60,000.
- 2.3 In addition, the ATP is located where the fireworks are usually fired from, which means reduced spectator capacity and potentially significant damage to the mini pitches as this would now have to be used by spectators. The use of the mini pitches would incur several weeks of loss of income if the pitches were out of action due to this damage.
- 2.4 A desktop exercise was carried out by the Cultural Services Manager along with Event Production Live to assess several DTC and none-DTC sites, which were identified at the March Community Services Committee as possible alternative firework display sites.
- 2.5 Members should note that none of the landowners have been approached at this stage. The site surveys assessed the suitability of the site before any official conversations were had with the owners.
- 2.6 The fireworks display is Dunstable Town Council's most hazardous event. It is also one of the most complained about events within the Town Council's events programme. Therefore, priority on assessing sites was looked at with health and safety and neighbouring properties/communities being the most significant issues.

3. MAIN CONSIDERATIONS AND FINDINGS

- 3.1 Officers assessed nine different sites; these were:

- Bennett Memorial Recreation Ground (DTC)
- Creasey Park Community Football Centre (DTC)
- Downside Recreation Ground (DTC)
- Mentmore Recreation Ground (DTC)
- Dunstable Downs
- Dunstable Rugby Club
- Dunstable Cricket Club
- Manshead School
- Houghton Hall Park

- 3.2 It should be noted that only four of the potential sites are owned by DTC, and only these four sites are in the parish of Dunstable.
- 3.3 Attached at appendix 1 is a detailed site suitability survey by Event Production Live assessing the suitability of the non-DTC sites to see if any sites warranted further investigation and talks with the landowner.
- 3.4 Attached at appendix 2 is a summary and table, identifying key factors for each site.
- 3.5 Following a capacity survey in 2018 (see appendix 3.), before the ATP was built, the capacity was 12,800 at CPCFC. With now a third of the grassed area taken by the 2nd ATP, the majority of the crowd will be pushed back further down the field and onto the mini pitches.

The mini pitches are normally fenced off and protected from the public standing on them. If the ground conditions are wet, people walking across with buggies and standing on them will cause significant damage and could put them out of use for the rest of the year. This would cause significant income loss to CPCFC and damage the reputation of the Centre.

- 3.5 Each site has been assessed under the following criteria:
- Car parking
 - Ingress/egress
 - Capacity
 - Impact to local environment/residents
 - Noise control
 - Safety
 - Infrastructure: lighting, toilets, power etc.
- 3.6 All the sites assessed have several issues concerning the above criteria; the main issue for all sites was local parking. None of the sites have car parking to the scale of CPCFC, and they are also not centrally located. Therefore, the issues around parking would be a larger problem at these sites and exceedingly difficult to manage.
- 3.7 CPCFC has over 450 parking spaces. However, there are still two road closures to manage localised parking. Despite CPCFC's central location, Dunstable Town Council still receives many complaints and issues surrounding parking. Police have to attend on the night, and they assist our security team in traffic management.

- 3.8 All the sites had good spectator capacity; however, most of the sites would need significant fencing to create a safe area for the display. The fireworks company would not allow the display to take place unless the firing area was fenced off to an adequate level.
- 3.9 Egress and ingress would also be an issue across all sites; either through lack of entrances and exits on site, or through traffic management which would cause blocking of roads.
- 3.10 All DTC sites identify the main issue being the lack of parking and localised housing. DTC has experienced the fireworks display in Bennett Memorial Recreation ground and the affects it has on the local neighbours. It would also cause the display to be a 'low level' display because of the nearby housing, which would drastically affect the quality and spectacle of the display.
- 3.11 It is understood that Houghton Hall Park has a Preservation Order, which would not allow fireworks to take place in the park as a result this site has to be disregarded.
- 3.12 Manshead School was the most viable site option; however, it would require the A5183 road to be closed due to the high risk of smoke drift across the carriageway. The impact of this would cause a 30-minute diversion and severe traffic issues. It is highly unlikely Central Bedfordshire Council's Safety Advisory Group and highways would allow DTC to close the road or hold a fireworks display so close to an A road.
- 3.13 **Community Fireworks Grant**

A member suggestion raised at a previous Community Services Committee for a 'community fireworks grant scheme' has been considered by officers, and it is believed to be a viable option.

The grant scheme would enable, schools, clubs, and community groups to apply for a grant to support them to hold their own professional fireworks display. It could cover the costs of security, toilets, or the actual fireworks. The benefits of this would be:

- More organised smaller displays across Dunstable
- More community-based displays
- Opportunity for fundraising for clubs and charities
- Town wide marketing campaign by DTC of all displays
- Would spread footfall across the town
- Applicants would get support and advice throughout the process from DTC.

All applications would be assessed and all health and safety assessments, documents and procedures would need to be in place and have been approved by the CBC Safety Advisory Group (SAG) before any grant was awarded.

The existing £18,000 fireworks budget would cover this expenditure with £2,000 to cover the DTC lead marketing campaign and £16,000 to be available for grants.

4. FINANCIAL IMPLICATIONS

- 4.1 If the Council chose to deliver a fireworks event at any of the sites listed there would be significant additional infrastructure costs, which the Council would need to budget for. These costs would be between £5,000 and £10,000 or in the case of CPCFC up to £60,000.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The fireworks display indirectly assists the Council in delivering priorities 2 and 4 of its Corporate Plan.
- 5.2 The Corporate Plan does not state that the Council will deliver a fireworks display, therefore there is no commitment to deliver this event, these priorities can be achieved in other ways e.g. other events and activities.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 Dunstable Town Council legally has to adhere to the Health and Safety Act 1974 and all event-based regulations when organising our events programme. This covers the safety of staff, volunteers, contractors, and members of the public.
- 6.2 All sites assessed brought increased health and safety implications, which would need to be address for the event to take place. It is felt by officers that these are so significant that they could not be overcome by any interventions.
- 6.3 The fireworks event is the most high-risk DTC event due to the nature of fireworks themselves. Health and safety has to be the top priority when deciding on site locations. It is strongly felt by officers that none of the sites are suitable as they all pose a significant health and safety implications.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 None

8. LEGAL IMPLICATIONS

- 8.1 Dunstable Town Council has a legal duty of care to ensure all staff, contractors and visitors are safe whilst attending the event, see section 6 of the report. The implication of agreeing to hold a fireworks event at any of the sites suggested would mean that DTC was not adhering to this legal duty.

9 ENVIRONMENTAL POLICY IMPLICATIONS

- 9.1 A fireworks display could contravene the DTC environmental policy due to the impact on wildlife, the waste bi-product, and the sound implications.

10. EQUALITIES IMPLICATIONS

- 10.1 Dunstable Town Council have a public section duty under the Equalities Act 2010, to consider equalities when planning and delivering services, and in this case considering potential sites. None of the sites allow for all of the community to attend easily.
- 10.2 All the sites (except for CPCFC) have very little parking available and would require people to walk to the site. This would prohibit people with walking difficulties and wheelchair users.
- 10.3 It is also worth noting that for people with various disabilities fireworks can bring on additional distress.

11. APPENDICES

- 11.1 Appendix 1. Event Production Live - Initial Site Suitability Survey
- 11.2 Appendix 2. Site Suitability Study Summary
- 11.3 Appendix 3. Dunstable Fireworks Capacity Calculations

12. BACKGROUND PAPERS

- 12.1 Community Services Committee Report March 2021

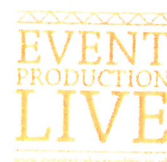
13. AUTHOR

- 13.1 Lisa Stephens – Cultural Services Manager
Lisa.Stephens@dunstable.gov.uk

Appendix 1

Fireworks Event – Initial Site Suitability Survey

Dunstable Town Council – 19/08/21



Event Production Live
1 The Cloisters
Houghton Regis
Beds, LU5 5JN

0800 086 9695
hello@eventproductionlive.co.uk

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Company Profile

The Event Production Live Team have over 35 years of combined experience working on large scale outdoor and indoor events, many of which have attracted up to 100,000 people. Working on a mixture of festivals, carnivals, concerts, themed events, fireworks, community & corporate events and more. EPL can produce, design, and manage culturally diverse events, appealing to a wide range of audiences. Event Production Live is a trading name of the BBB GROUP LTD.

Brief

Conduct a suitability survey report around holding a fireworks event similar in nature to those previously held by Dunstable Town Council at Creasey Park Community Football Centre with a particular focus of the following sites:

Houghton Hall Park
Dunstable Rugby Football Club
Manshead School
Dunstable Cricket Club

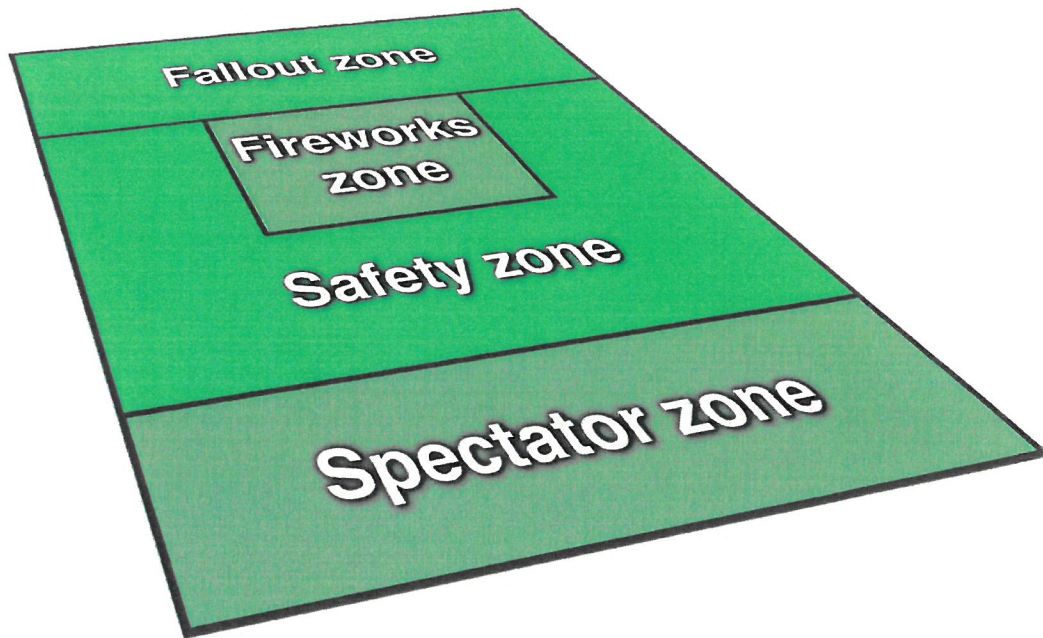
As an initial survey, reports will be formed from overview information around the sites, rather than actual visits and discussions. Information used will be sourced from various places including but not limited to: previous site knowledge, aerial photography and mapping from places such as Google Maps, websites and venue social media pages, personal contacts. The owners of none of the venues have been contacted as a result of the preliminary findings detailed below.

Proposal

Each site will be looked at for key event infrastructure, facilities, and layout. To Include:

Car Parking
Ingress/Egress
Capacity
Impact to local environment/residents
Noise Control
Safety
Infrastructure: - lighting, toilets, power etc.

The fireworks calculations will be based on a 25m square site, assuming Cat F3 Fireworks, with 50m exclusion/fallout zone. The remaining area becoming audience capacity. The diagram below illustrates an example site layout.



Manshead School



Manshead school is located on the southern outskirts of Dunstable in the parish of Caddington. It is theoretically walkable distance for some residents, especially those living in the Downside location. The site has a small incline, that would not affect suitability. It hosts several school buildings and playing areas.

Ingress/Egress Parking

The site is well connected to road infrastructure and has good tarmacked two-way access roads throughout. There is marked bay carparking on site for around 100 cars (through use of all school building carparks). It may be possible to utilise additional hardcourt/playground space for parking. It is not recommended due to wet weather and ground conditions to use any additional field space.

Capacity

By using capacity calculation by area, the site far exceeds the space provided at Creasey Park Community Football Centre.

Should an emergency occur, whilst the site only has one primary exit, there is sufficient space to evacuate the whole crowd to a safe distance.

Impact to Local Environment/Residents (Noise Control)

Whilst the site is situated within a reasonable distance to residents, the firing Zone is the furthest possible point. From initial research there are no preservation orders or livestock kept nearby. It is not expected that there would be any noise or environment nuisance caused at this site.

Safety

The site is situated alongside an A road, and a country lane. Due to the location of the firing zone both roads would need to be closed in order for the display to proceed. This would include closing the only ingress/egress route during the display.

Smoke drift would be a concern onto the A road, should the wind be in this set direction. As above this road would need to be closed to facilitate this. A diversionary route for smaller vehicles would be possible, however larger vehicles would have a diversionary route of over 30 minutes. It is expected the closure be denied on this basis.

The perimeter of the site is not fenced and relies on thick hedgerows and woodland. Fencing would need to be procured for the whole fireworks safety zone and perimeter.

Infrastructure

Onsite toilets could be available working with the school; however, it is expected that this provision may be unsuitable due to location within buildings. Additional toilets would need to be procured. Lighting towers would need to be brought in to supply adequate site lighting, due to the expanse of the site this would be over double the amount currently procured for Creasey Park Community Football Centre.

Power would need to be supplied from Portable Generators.

Summary

This site is unsuitable based on the following conditions:

Closure of A road next to site

Procurement of substantial levels of fencing and lighting towers

Provision of additional parking, within the school grounds

Dunstable Rugby Football Club



Dunstable Rugby Football Club is located within the neighbouring town of Houghton Regis and is not walkable for Houghton Regis or Dunstable Residents. The site is flat and level and contains a small clubhouse and changing building on site.

Ingress/Egress Parking

The site is well connected to road infrastructure and has access direct off a main road. A traffic management plan would be required as the flow of cars would queue onto the roads for ingress and egress. There is marked bay carparking on site for around 70 cars. It is not recommended due to wet weather and ground conditions to use any additional field space. Due to local housing building work, it is unexpected for there to be additional parking in close proximity.

Capacity

By using capacity calculation by area, the site far exceeds the space provided at Creasey Park Community Football Centre.

Should an emergency occur whilst the site only has one primary exit there is sufficient space to evacuate the whole crowd to a safe distance.

Impact to Local Environment/Residents (Noise Control)

The site is not within audible distance of residents, except for three houses located parallel to the site. These are however on the carpark/building side, away from the fireworks zone. From initial research there are no preservation orders or livestock kept nearby.

It is not expected that there would be any noise or environment nuisance caused at this site.

Safety

The site is situated alongside a road. Assuming wind conditions would allow the road would not conflict with the display and based on the majority of people arriving to the site by car, could remain open during the display,

The perimeter of the site is not fenced and relies on thick hedgerows and woodland. Fencing would need to be procured for the whole fireworks safety zone and perimeter.

Infrastructure

Onsite toilets could be made available through the onsite changing facilities and standard provision from matchday. It is not possible at this stage to determine the number of additional toilets that could be required.

Some additional lighting towers would be required for the fireworks safety area. The main pitch and carpark area are covered by existing lighting.

Power would need to be supplied from Portable Generators.

Summary

This site is mainly unsuitable due to the lack of car parking available.

Should additional carparking be found within a walkable distance the following conditions would make the site suitable:

Traffic Management for safe ingress/egress of pedestrians and to prevent congestion on the road.
Additional fencing for perimeter.

Dunstable Cricket Club



Dunstable Cricket Club is located to the west outskirts of Dunstable near Totternhoe walkable for some residents. The site is flat and level and contains a small clubhouse.

Ingress/Egress Parking

The site is well connected to road infrastructure and has access direct off a main road. A traffic management plan would be required as the flow of cars would queue onto the roads for ingress and egress. There are marked bay carparking on site for around 35 cars. It is not recommended due to wet weather and ground conditions to use any additional field space. From searches on arial maps, close proximity additional car parking cannot be seen.

Capacity

By using capacity calculation by area, the site matches the area of Creasey Park Community Football Centre.

Should an emergency occur the site only has three exits available. Discounting the largest based on approximate measurements from arial photos this would restrict capacity on site to 8,000 persons.

Impact to Local Environment/Residents (Noise Control)

The site is within audible distance of residents, thus meaning a noise survey would need to be carried out and adhered to. From initial research there are no preservation orders or livestock kept

nearby. It is not expected that any noise or environment nuisance from the event would affect the event or licence.

Safety

The site is situated alongside a main road. Assuming wind conditions would allow the road would not conflict with the display. A smaller lane (farmers track) would need to be closed. A public footpath would also need to be closed / monitored as it falls within the fallout zone.

Fencing would need to be procured to create a box effect around the audience or firing area. fireworks safety zone and perimeter.

Infrastructure

Onsite toilets could be made available through the clubhouse. It is not possible at this stage to determine the number of additional toilets that could be required.

Lighting towers to a similar specification of Creasey Park Community Football Centre would be required.

Power would need to be supplied from portable generators.

Summary

This site is mainly unsuitable due to the lack of car parking available.

Should additional carparking be found within a walkable distance the following conditions would make the site suitable:

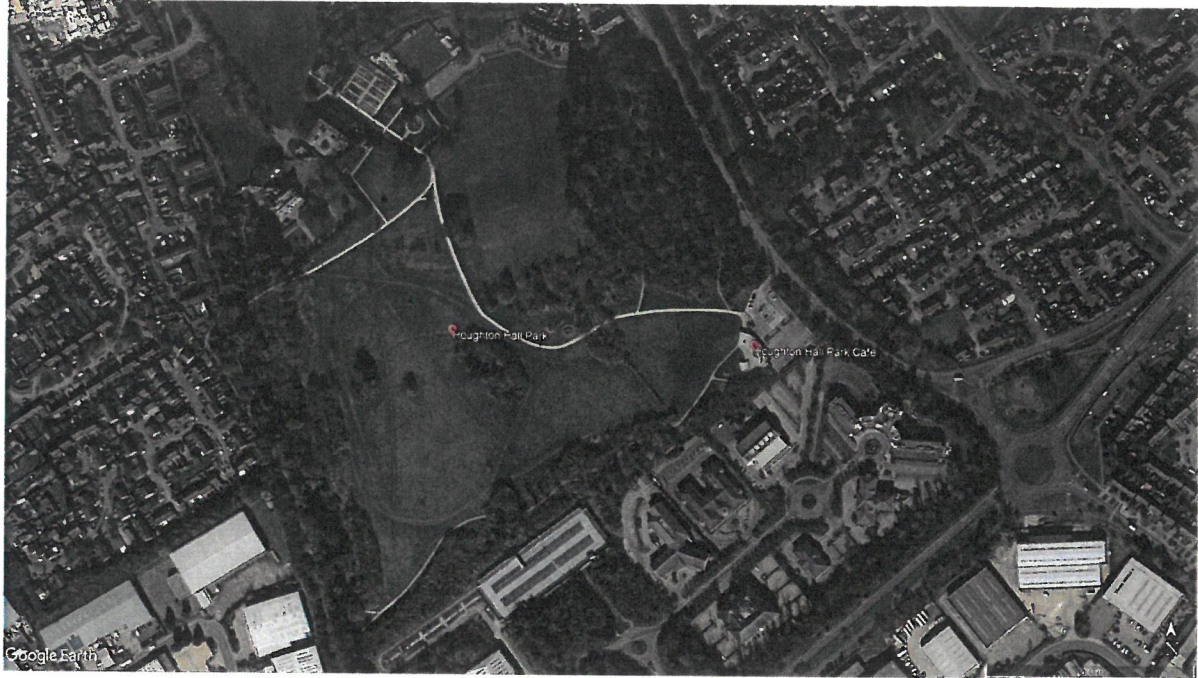
Closure of Lane/Public Footpath

Additional fencing for firing Zone.

Additional Lighting

Noise Management Plan.

Houghton Hall Park



Houghton Hall Park is located on the border of Dunstable/Houghton Regis and Luton and is not walkable for Dunstable Residents. The site is flat and level and contains a small visitor centre and café on site.

Ingress/Egress Parking

The site is well connected to road infrastructure and has access direct off a main road. A traffic management plan would be required as the flow of cars would queue onto the roads for ingress and egress. There is marked bay carparking on site for around 40 cars (visitor centre and overflow car parks). In addition it is possible that additional parking could be procured from the nearby industrial estate. It is not recommended due to wet weather and ground conditions to use any additional field space.

Capacity

By using capacity calculation by area, the site far exceeds the space provided at Creasey Park. Should an emergency occur the site has several open entrances and exits.

Impact to Local Environment/Residents (Noise Control)

The site is within significant audible distance of residents and business (that are likely to be operating). A noise management plan would be required for these properties. The site is home to

wildlife and nature reserves and items of significant interest, some of which are protected. Because of this it is not expected the site owners and relevant parties would allow a display to take place.

Safety

The site entrance is situated alongside a road. However, is protected by deep woodland areas, thus wind would not affect this.

The perimeter of the site is not fenced and relies on thick hedgerows and woodland. There would be several options for positioning of the display and audience. Due to the open nature fencing would need to be procured for the whole fireworks safety zone and perimeter.

Infrastructure

Onsite toilets could be made available through visitor's centre. However, based on current guidance these facilities would only facilitate approx. 1000 persons. Thus, additional facilities would need to be procured.

Some additional lighting towers would be required for the fireworks safety area. The car parks and site entrance are covered by existing lighting.

Power would need to be supplied from Portable Generators.

Summary

This site is unsuitable due to the environmental issues as detailed above

Overall Summary

Of the four sites surveyed plus the existing DTC sites, none fully meet the requirements to hold a display in similar scale to that held by Dunstable Town Council in previous years. Further research of sites across Dunstable (& surrounding area) does not show a site suitable for an event of this nature.

Contact

Darren Woodhouse
Production Manager
Event Production Live

0800 086 9695 (Ext. 1)

07813578852

darren@eventproductionlive.co.uk

www.eventproductionlive.co.uk

SITE SUITABILITY STUDY

Summary

BRIEF

Conduct a suitability survey, which identifies and reviews sites in and around Dunstable where a fireworks event (similar in nature to those previously held by Dunstable Town Council at Creasey Park Community Football Centre) could be held. Suggested sites included:

- Houghton Hall Park
- Dunstable Rugby Football Club
- Manshead School
- Dunstable Cricket Club

As an initial survey, reports will be formed from overview information around the sites, rather than actual visits and discussions. Information used will be sourced from various places including but not limited to; previous site knowledge, aerial photography, and mapping from places such as Google Maps, websites, and venue social media pages. Each site will be looked at for key event infrastructure, facilities, and layout. To include:

- Car parking
- Ingress/egress
- Capacity
- Impact to local environment/residents
- Noise control
- Safety
- Infrastructure e.g., lighting, toilets, power etc.

Summary table of site assessment

Site location	Additional infrastructure costs	Onsite parking	Suitable external parking	Suitable egress/ingress	Neighbouring housing issues	Capacity for previous attendance	Significant safety Issues	Suitable site	Comments
Bennett Memorial Recreation Ground	yes	no	no	no	yes	no	yes	no	Adventure play, splash park and local houses issues plus additional infrastructure costs and allow level displays only.
Creasey Park Community Football Centre	yes	yes	yes	yes	yes	no	no	no	Due to 2nd ATP costs to cover the pitch are too high. Spectator capacity significantly reduced.
Downside Recreation Ground	yes	no	no	no	no	no	yes	no	No parking at all, only walkable for local residents. Significant infrastructure costs.
Mentmore Recreation Ground	yes	No	no	no	yes	no	yes	no	Significant infrastructure costs, no parking and close proximity to houses.
Dunstable Downs	yes	yes - 200	no	no	no	yes	yes	no	Previous attempts to hold a large-scale event on the downs have been declined by CBC (Safety Advisor Group) due to health and safety issues relating to the site and gaining access by car or foot.

Dunstable Rugby Club	yes	70 spaces	no	no	yes	yes	no	no	A non-walkable site. Very little car parking and additional infrastructure required.
Dunstable Cricket Club	yes	35 spaces	no	no	no	8000 max	no	no	Lack of car parking and additional infrastructure required.
Manshead School	yes	100 spaces	no	no	no	yes	yes	no	An A road would need to be closed and additional infrastructure required.
Houghton Hall Park	yes	no	no	yes	yes	yes	yes	no	It is believed due to a preservation order; fireworks are not allowed on site.

Key factors for each site

1. Bennett Memorial Recreational Ground

This site is **unsuitable** based on the following conditions:

- Substantial neighbourhood issues
- Significant additional infrastructure costs
- Adventure Play and Splash Park now on site, which would pose significant health and safety risk as well as reduce spectator capacity.

2. Creasey Park Community Football Centre

This site is **unsuitable** based on the following conditions:

- Significant infrastructure costs to cover the ATP
- Reduced spectator capacity

- High-risk of severe pitch damage, resulting in a loss of income for CPCFC
- Disruption to local housing

3. Downside Recreation Ground

This site is **unsuitable** based on the following conditions:

- Limited number of entrance and exits onto site
- No car parking available
- Only walkable for local residents
- Significant additional infrastructure costs

4. Mentmore Recreation Ground

This site is **unsuitable** based on the following conditions:

- Very limited number of entrance and exits.
- No car parking available
- Sever disruption for neighbouring housing
- Significant additional infrastructure costs

5. Dunstable Downs

This site is **unsuitable** based on the following conditions:

- Health and safety risks due to limited car parking
- Safety Advisory Group at Central Bedfordshire Council have previously denied a large-scale event
- Access to site poses significant risks to pedestrians walking and enhanced traffic congestion on the only access road to site.

6. Dunstable Rugby Club

This site is **unsuitable** based on the following conditions:

- The lack of car parking available
- Issues regarding ingress/egress for pedestrians and which would also require a traffic management plan to prevent congestion on the road
- Additional infrastructure required e.g., fencing for entire perimeter to make the site safe.

7. Dunstable Cricket Club

This site is **unsuitable** based on the following conditions:

- The lack of car parking available
- Closure of lane/public footpath
- Additional infrastructure of fencing for firing zone and lighting

8. Manshead School

This site is **unsuitable** based on the following conditions:

- Closure of A road next to site
- Additional infrastructure costs for fencing and lighting
- Provision of additional parking, within the school grounds

9. Houghton Hall Park

This site is **unsuitable** based on the following conditions:

- The site is home to wildlife and nature reserves and items of significant interest, some of which are protected. Because of this it is not expected the site owners and relevant parties would allow a display to take place. It is also understood that for these reasons there is a preservation order in place which prevents the firing of fireworks.

DUNSTABLE FIREOWRKS BASIC CAPACITY CALCULATIONS

Creasey Park, Dunstable

Capacity Calculations – By Floor Space

- 6.1 A capacity calculation for the Dunstable Fireworks event (Based on a viewable area of the performers) has been carried out to ascertain a safe number of people who may be on the site at any one time, whilst engaging with the event.
- 6.2 The area of field suitable for audience to engage with the event and have a clear line of sight to the display is; 15,947m²
- 6.3 There is no major infrastructure within this area that will, reduce audience capacity. Because the line of sight to fireworks is in the sky, there are no crowd density issues restricting view.
- 6.4 Assuming a normal density for this style of event of 3 persons per square meter, a capacity of **47,841** persons can be achieved on the event site at any one time.
- 6.5 The event also features an attractions/catering area, this however has not been taken into account of the event footprint, for the purpose of these calculations.

Capacity Calculations – By Exits

- 6.6 Capacity can also be defined by the number of exit widths which are available.
- 6.7 The largest exit should always be discounted – in this case, the BMX track gate
- 6.8 Dunstable Fireworks can be considered a ‘Normal Risk’ in an open air escape scenario, so an evacuation time of between 5 & 10 Minutes is required.

Having discounted the largest exit, a total of 14.8m of exit capacity is available, or 12.3 exit widths (of 1.2m). Made up of the following:

~~6m BMX Track Gate~~
3.6m Brewers Hill Gate
3.2m New ‘Alley’ Gate
3m Main Gate
1.8m Pedestrian Gate
3.2m Creasy Park Gate

= 20.8m

- 6.9 Discounting the largest exit allows for 12.3 exit widths of 1.2m, which, with a flow rate of 100 people, per minute, per exit width allows a flow of 1230 people per minute to exit the site if required.
- 6.10 The above total shows that 6150 persons could exit the site within a recommended 5minute evacuation time, or 12300 persons in the recommended 10min evacuation time
- 6.11 At its largest capacity (by floor space) the capacity of the engaged area is 47,841 people, which would take 39 minutes to evacuate according to the calculation above.

Summary

- 6.12 Based on the above findings, Event Capacity should be indicated by the lowest figure thus using Capacity by exit
- 6.13 This means the Dunstable Fireworks Event has a safe working **capacity of 12,300 Persons.**
- 6.14 It should be noted that one of the exit gates are located in the 'firing zone', and under normal operation once a display has started it is difficult to stop and make the area 'safe'. It is suggested that safe working lanes are installed with flicker take to guide audience to an exit without passing through the core firing area. This exit however is the largest and thus has been discounted from the figures above.

This document was compiled by Darren Woodhouse of Event Production Live (a trading name of the BBB Group Ltd) on behalf of Dunstable Town Council on 27/09/2018 (Rev1 01/10/2018 – Rev2 08/10/2018)

This document should be read alongside the Capacity Diagram for the event, all views expressed in this document and all attached appendices are recommendations based on current industry related guidance and best practice.