

David Ashlee **Town Clerk and Chief Executive**

Date: 24 September 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 4 October 2021** in the **Council Chamber, Grove House, Dunstable LU6 1NF commencing 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](mailto:ian.reed@dunstable.gov.uk) by 5pm on Friday 1 October 2021.

### **AGENDA**

1. Apologies for Absence
2. To move that the Chairman sign as a correct record the Minutes of the Council Meeting held on 28 June 2021 (Minutes enclosed – Page 3)
3. Specific Declarations of Interest
4. Chairman's Remarks including Civic Events and Mayoral Activities  
(To be circulated separately)
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<b><u>Committee</u></b>	<b><u>Date</u></b>	<b><u>Page</u></b>
Community Services	6 September 2021	7
Grounds and Environmental Services	13 September 2021	11
Finance and General Purposes	20 September 2021	15

**Continued**

8. Central Bedfordshire Council Consultation on Car Parking Charges (See page 18)
9. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council

Yours faithfully

A handwritten signature in black ink, appearing to be 'DA' followed by a stylized flourish.

David Ashlee  
Town Clerk and Chief Executive

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**HELD ON MONDAY 28 JUNE 2021 COMMENCING AT 7.00 P.M.**

Present: Councillor Gloria Martin (Town Mayor); Councillor Liz Jones (Deputy Town Mayor); Councillors, Sid Abbott, Lisa Bird, Matthew Brennan, Philip Crawley, Alan Corkhill, Peter Hollick, Pam Ghent, John Gurney, Kenson Gurney, Gladys Sanders, and Johnson Tamara with David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Becky Wisbey (Head of Community Services) and Ian Reed (Democratic Services Manager).

Members of the public: Nil

Before the commencement of the meeting, John Hassall the Mayor's chaplain led the Council in prayer.

**109. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wendy Bater, Greg George, Mark Cant, Cameron Restall and Lee Roberts

**110. MINUTES**

The minutes of the meeting of the Council held on 19 April 2021 were approved as a correct record and signed by the Mayor.

**111. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest declared at the meeting.

**112. CHAIRMAN'S REMARKS**

The Town Mayor spoke in support of a report that had been circulated. She had attended a charity walk through Dunstable organised by the East of England Ambulance Service and attended the virtual Big Lunch on 8 June. She reminded the Council that she was hosting a number of events for NHS and Front-Line Workers Day at Priory House on Monday 5 July. The Lord Lieutenant of Bedfordshire would be attending. The events included raising the NHS flag and banner, two minutes silence at 11 am, Toast to the Heroes at 1pm and a garden party.

**113. PUBLIC QUESTION TIME**

There were no questions put to the meeting

**114. TO ANSWER QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

**115. COMMUNITY SERVICES COMMITTEE**

In relation to minute 82 the Council was reminded that the litter picking events were open to all Councillors to attend. Also, Councillor Liz Jones hoped that the summer events planned would be held in all of the Town Council's wards.

**RESOLVED:** that the minutes of the meeting of the Community Services Committee held on 7 June 2021 be received.

**116. GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

In relation to Minute 96, Councillor Lisa Bird commented on the opening of the Splash Park. Members commented on how lovely the parks looked this year.

**Action – officers be complemented on the look of the flowers and parks**

**RESOLVED:** that the minutes of the meeting of the Grounds and Environmental Services Committee held on 14 June be received.

**117. FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Finance and General Purposes Committee held on 21 June 2021 be received.

**118. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21**

The Council meeting considered a report detailing the requirements for the submission of the Annual Governance and Accountability Return (AGAR) to the auditor in compliance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015/234) for the year ended 31 March 2021.

The AGAR comprised four sections, namely, the Annual Internal Audit Report 2019/20; the Annual Governance Statement 2019/20 (Section 1); the Accounting Statements 2019/20 (Section 2) and the External Auditor Report and Certificate (Section 3). The Head of Finance and Support Services gave an explanation on each of the four sections and the Council were pleased to note that the Annual Accounts would be made available for inspection as required.

**RESOLVED:** i) that the Annual Internal Audit Report 2020/2021 be noted.

ii) that the Annual Governance Statement 2020/2021 at Section 1 of the Annual Return be completed in the affirmative and the Town Mayor and Town Clerk and Chief Executive be authorised to sign accordingly.

iii) that the Accounting Statements 2020/2021 at Section 2 of the Annual Return be approved, and the Town Mayor be authorised to sign accordingly.

iv) that the Annual Return for the year ended 31 March 2021 be approved for submission to the auditor.

**119. ANNUAL REPORT 2020/21 AND REVIEW OF CORPORATE GOVERNANCE ARRANGEMENTS**

The Town Clerk and Chief Executive presented the Annual Report for 2020/2021 which would be published on the Council's website and made available at other usual public distribution outlets. The document provided an evidence source to residents as to the quality of services provided by the Council, as well as being an important planning tool for the organisation to ensure it could demonstrate continuous service improvement.

The format for the Annual Report was the same as agreed for last year's report and included a summary of the Council's activities and achievements over the last year, illustrated as "A Year in Dunstable". Section 4 set out how the Council is performing in relation to its stated aims contained within the Corporate Plan, the objectives for which are from the Corporate Plan adopted in February 2020. Also included was a report on the annual outturn for the Council's adopted performance indicators.

The Corporate Risk Log had been updated and Members noted that the main identified areas of strategic risk remained as income generation and property management. Income generation had been identified as high risk because of the current economic downturn caused by the Covid-19 Pandemic and property management arrangements had been identified as high risk due to the high cost of maintaining Council property which included listed buildings.

Members noted the reviewed Council's Health and Safety and the Environment and Sustainability Policies.

**RESOLVED:** i) that the Annual Report 2020/2021 be approved.

ii) that the improvements to the Council's governance arrangements be noted.

iii) that the Corporate Risk Log be noted.

iv) that the Council's Health and Safety Policy be approved.

v) that the Council's Environment and Sustainability Policy be approved.

**120. REPORTS/UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL ON MATTERS OF INTEREST TO THE TOWN COUNCIL**

The Council received an update on the following CBC initiatives from Councillor Johnson Tamara as follows:

- CBC Councillor Assets Grants Scheme - £25,000 was available for match funding community schemes
- CBC Community Safety funding scheme

**RESOLVED:** that the Dunstable Joint Committee be advised that the Town Council would like to see closer contacts formed between the Town Council and the Safer Community Team.

**121. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** To exclude the public and press in accordance with Public Bodies (Admissions to Meetings) Act 1961 S1.2 to allow discussion on matters relating to the financial and business affairs of the Town Council.

**122. LAND AT WHITE LION BUSWAY STOP**

The Council considered a report on the potential adoption of new public open space at the White Lion Busway on College Drive from Luton Borough Council.

**RESOLVED:** That, if the transfer of land identified in the appendices of the report and explained at paragraph 2 of the report, proves to be possible; the Council agrees to the adoption of the land on the terms set out in paragraph 3 of the report.

**The meeting closed at 7.42 p.m.**

**DUNSTABLE TOWN COUNCIL**

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

**HELD ON MONDAY 6 SEPTEMBER 2021**

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Peter Hollick (Chairman), Sid Abbot, John Gurney and Gladys Sanders

In Attendance: Councillor Kenson Gurney, Councillor Matt Brennan (remotely), David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services, remotely), Michelle Collings (HSHAZ Manager, remotely), Annette Clynes (Town Centre Services Officer, remotely), Lisa Stephens (Cultural Services Manager, remotely), Gill Peck (Youth and Community Manager, remotely) and Ian Reed (Democratic Services Manager)

Apologies: Councillors Wendy Bater, Greg George, Pam Ghent, and Cameron Restall

Public: Nil

**123. MINUTES**

The minutes of the meeting of the Community Services Committee held on 7 June 2021 were approved as a correct record and signed by the Chairman.

**124. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**125. DUNSTABLE TOWN CENTRE SERVICES**

The Town Centre Services Officer updated the Committee on Town Centre Services including, vacancy rates, Middle Row Markets and partnership working.

It was noted that Ashton Square Toilets would once again be entered in the national Loo of the Year competition and that vacancy rates were stable.

**Welcome Back Fund (WBF)**

It was noted that as part of the fund bunting was being displayed in parks, flower garlands and flower walls had also been set up, AstroTurf figures had been introduced that would remain in situ in High Street North and Grove House Gardens and 3D floor art in Ashton Square would take place from 15 to 18 September.

**Christmas Lights**

New lights would be installed in Ashton Square and Church Street and new lights would be ordered for the main tree in The Square and Priory Gardens.

As part of the discussion the Committee was advised that in a Times Newspaper survey, Dunstable had been included in a list of 23 top towns to live in. The Town Clerk and Chief Executive believed that Dunstable being included in such surveys reflected positively on the work the Town Council undertook to promote and improve the look of the town and the facilities and services available in Dunstable.

**126. OLDER PEOPLE'S SERVICES**

The Good Companions Club re-opened on 28 June. The Creasey Park Community Football Centre lunch club re-opened on 1 July with 21 members returning. From 8 September the lunch club would be held on a Wednesday. Members noted with sadness that some members of both clubs had passed away.

**127. GROVE CORNER AND COMMUNITY ENGAGEMENT**

Grove Corner

Further to the last Committee report Grove Corner had received 335 visits from young people between 17 May and 20 August. Pokémon had received 76 visits from young people in the same time period.

Youth Engagement

Some of the young people attending Grove Corner were preparing for the transition to college. Officers had been supporting young people in their apprehensions and excitement at the new challenges they faced.

Community Engagement

Grove Corner was heavily hired by community groups during the daytime. Officers had provided the Committee with a full summary of the Summer Activities 2021. It was noted that they had been popular throughout the summer period. Officers had also planned four community litter picks in September and October. All Councillors were invited to attend and take part.

Service Level Agreements

Members were given a full account of the situation to date with all organisations receiving Service Level Agreement payments. Officers remain in touch with all groups.

**128. PRIORY HOUSE**

Customers had responded well to changes in Covid safety measures at Priory House. The staff felt safe in their working environment. Officers were considering options for using the attic office that would become free at the end of the year. Reports on the TIC and the Jacobean Room were noted.

Events

The Classic Motor Rally on 21 August went well. Members thanked the Events Officer for her organisation of the event. For Priory Pictures and Proms in the Park, new box meals could be ordered, and an additional offer had been made available; VIP tables for up to four people for Proms in the Park. Officers were also working with the Town Centre Officer and the Events Officer to create a Christmas events campaign.

Afternoon Teas had resumed, and bookings were now being taken for October. Following the success of Summer Pudding Nights officers were trialling pudding nights from October to December. The Catering Manager was devising a Christmas Afternoon Tea Menu to be introduced in November. It was noted the Tea Rooms income was down by 27%. The income for the Gift Shop was currently 26% down on income compared to the previous year.



**129. HIGH STREET HERITAGE ACTION ZONE (HSHAZ)**

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

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

The High Street Heritage Action Zone Programme Manager reported on key developments' occurring under all the headings. The Committee also considered four tables appended to the report that summarised engagement and interest to date.

**130. EVENTS AND MARKETING**Events Programme 2021 - Review

Members were informed that all main events staged to date had been held safely and successfully.

Events Programme 2021 – Forthcoming

Members were given details on all forthcoming events up to and including plans for Christmas.

Queens Jubilee Celebrations 2022

The Committee considered an information report that covered potential opportunities to celebrate HM the Queen's Platinum Jubilee Celebrations in 2022. It was suggested that street party grants be made available as was the case in 2012 for the Diamond Jubilee. A grant fund of £1,000 could be made available to allow 10 x £100 grants for street parties.

The Big Jubilee Lunch would be held on 5 June 2022 and plans were being made to broadcast the planned live music concert being shown by the BBC. Dunstable Live was planned for June with a theme of 'Best of British'. As part of the celebrations, the National Trust was seeking a donation of £4,000 to part fund the lighting of the Beacon on Dunstable Downs. The Town Council was putting plans in place to support The Queens's Green Canopy Initiative with tree planting taking place probably in March 2022. A discussion took place that noted there was likely to be a civic event to be created to celebrate the Jubilee. It was also noted Jubilee bunting would be erected down Middle Row and Ashton Square and the Middle Row Market on 11 June would have a Jubilee theme. Priory House themed Jubilee Afternoon Teas would be offered throughout June along with children arts and crafts activities.

An additional £5,000 would be included in the draft revenue budget for 2022/23 to cover the suggested expenditure outlined above. Members could determine at this stage how they would like to fund any additional Jubilee celebrations.

**131. DUNSTABLE FIREWORKS DISPLAY**

The Committee considered a report which invited it to decide on the future of Dunstable Town Council's fireworks display based on the outcomes of the site suitability survey that had been circulated with the agenda. The Committee had been advised at its meeting in March 2021 of the impact the installation of a second ATP at Creasey Park Community Football Centre would have on future firework events. The second ATP pitch was built on the firing and fall out area for the display. Estimates of £45-£60,000 had been received to

protect the ATP surface.

In response to discussion at the 1 March meeting, the Committee considered a report that assessed alternative sites in and around Dunstable. Nine sites were assessed with none being suitable, primarily for reasons of health and safety. The Committee was also invited to consider establishing a community grants scheme that, in the absence of a fireworks display, would allow schools, clubs and community groups to apply for funding to enable them to hold their own community displays. The existing £18,000 fireworks budget would cover the expenditure involved.

A general discussion of the issues raised in the reports took place and it was

- RESOLVED:**
- (i) That for the foreseeable future, the Council is not able to hold the large-scale firework display due to a lack of a suitable venue.
  - (ii) That the Committee does not support the setting up of a community grants scheme to help fund community groups to hold their own public firework displays.

### **132. REPORTS FROM OUTSIDE ORGANISATIONS**

#### South Bedfordshire Dial-a-Ride:

Councillor Gloria Martin reported that the organisation was in good health financially and was purchasing a new bus.

#### Dunstable Town Band:

Currently it was not rehearsing although rehearsal space had been acquired at Vale Academy. It was hoped the band would hold concerts at Christmas.

#### Men in Sheds (MiS)

Councillor John Gurney updated the Committee about the refurbishment of the Shed. The refurbishment plans were being implemented. Also, it was reported Health and Safety issues were being addressed positively.

**The meeting closed at 20.37**

**DUNSTABLE TOWN COUNCIL**

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

**HELD ON MONDAY 13 SEPTEMBER 2021**

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Lisa Bird (Chairman), Philip Crawley, Greg George (Vice-Chairman), Matt Brennan, Pam Ghent, and Kenson Gurney.

Apologies: None

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

Public: None

**133. MINUTES**

The minutes of the meeting of the Grounds and Environmental Services Committee held on 14 June 2021 were approved as a correct record and signed by the Chairman.

**134. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**135. PLANS-SUB COMMITTEE**

**RESOLVED:** that the Minutes of the meetings of Plans Sub-Committee held on 22 June, 13 July, 3 and 24 August 2021 be received.

**136. CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH  
PARK UPDATE REPORT**

The Committee considered a report that covered the performance of the Creasey Park Community Football Centre and Bennett's Splash Park. It was reported that the football season was extended to the end of June. As a result, both ATPs were in regular use and the additional ATP income was £34,000 compared with the same time in 2020.

A pay and play scheme during the summer offered the hire of ATP1 for £2.00 a day (10am – 4pm). The scheme had brought in income of £1,000. The football season was underway, and income was improving with most sessions on ATP1 and 2 booked.

Creasey Park now possessed International Hockey Accreditation for ATP2.

Dunstable Town FC had set up a walking football club. The group was recently visited by the Member of Parliament, the Deputy Town Mayor, and the Chairman of this Committee.

Now that football operations have fully resumed and functions were being booked, it is anticipated that income levels will soon get back to pre-Covid levels. A successful football festival and pre-season friendlies have also helped this situation.

Operationally, Creasey Park had struggled with Covid related staff absences. The outside canopy had been installed and was being used well. The Dunstable Road Runners Group was using the Centre as its base for weekly sessions. Function bookings were increasing with 14 bookings made up to Christmas.

In relation to Bennett's Splash and the Splashside Café, it had re-opened on 21 June with Covid restrictions in place. However, it had faced operational issues including mechanical breakdowns and sewage / drainage issues as well as staff shortages. During a discussion on operational issues Members commented on the need for better signing to local car parks.

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

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

**a) Dunstable Cemetery**

Members noted that 310 burials have taken place in the lawn section of the cemetery extension since February 2016.

**Action - the Cemetery Manager and other staff members be thanked for their high levels of service to the community during the Covid – 19 restrictions.**

**b) Allotments**

Members were advised that the waiting list was growing significantly; there were 333 people on the waiting list; 208 were residents and 125 non-residents. It was noted that non-residents would only be allocated plots once resident demand for plots had been addressed.

**RESOLVED** - that the waiting list be temporarily closed to non-residents and Officers be asked to write to existing non-residents on the list to advise that it might be many years before they could be offered a plot and to ascertain if they wished to remain on the list. Officers were also asked to promote the 'Lend and Tend' website to those on the waiting list.

**c) Recreation Grounds**

Since the last report, there had been no acts of vandalism to play equipment. A general discussion took place on budgeting for maintaining play areas in the future

**Action - the Head of Grounds and Environmental Services be asked to circulate his report, previously presented to this Committee, on play area improvements.**

**d) Town Centre Area**

The floral displays throughout the town had been commented on as they improved the look of the town. It was noted that the Council was now maintaining town centre flowerbeds and large planters installed during Phase1 of the High Street improvement works.

**e) Dunstable in Bloom**

It was reported that the Parks and Green Spaces Development Officer had worked with Dunstable in Bloom and other partners to submit entries to the Britain in Bloom and Anglia in Bloom virtual campaigns. The results of both competitions would be announced by the end of September. The Committee was informed that Dunstable in Bloom was meeting monthly and had worked on projects with support from the Council including free floral baskets and containers for High Street shops and neighbourhood centres. In Bloomers had continued dead heading floral displays.

**f) Town Ranger Service**

The Rangers had twice recently removed extensive graffiti from a brick wall at Newton Recreation Ground. The Rangers continued to provide a reactive and responsive service across the town.

**138. MULTI USE GAMES AREA (MUGA) FEASIBILITY STUDY**

Members received a report detailing the results of a desktop feasibility study on site suitability for the installation of a multi-use games area (MUGA) on Council owned land. The report included a detailed feasibility study and maps showing available space at recreation grounds.

**RESOLVED:** that the Committee agrees to set up a Working Group comprising Councillors Lisa Bird, Phil Crawley, Greg George, Kenson Gurney and Liz Jones to undertake site visits and report back on possible option sites and information on the type of MUGA to be installed with estimated installation costs.

**139. RESERVE SPENDING REPORT – DUNSTABLE CEMETERY**

Members received a report detailing essential repair works required at the cemetery office and chapel.

**RESOLVED:** that the Committee recommends to the Finance and General Purposes Committee the release of up to £58,342 from the General Reserve to undertake all of the works identified and instructs the Head of Grounds and Environmental Services to obtain competitive tenders for the masonry, stonework and footpath repairs identified in the report, in accordance with the Council's Financial Regulations.

**140. UPDATE ON TREE PLANTING AND ASSOCIATED GRANT FUNDING APPLICATIONS**

Members received a detailed report on progress made to date with plans for tree planting across the Council's estate and associated grant applications to help fund the project. Members noted with disappointment, that the bid to Trees for Cities had been unsuccessful but an increased bid to the CBC tree grant scheme will be made to help fund the shortfall.

**141. REPORTS FROM OUTSIDE ORGANISATIONS**

CBC Development Management Committee:  
Members had no updates.

**The meeting closed at 20.29**

**DUNSTABLE TOWN COUNCIL**

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

**HELD ON MONDAY 20 SEPTEMBER 2021**

Present: Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Sid Abbott (Chairman), Lisa Bird, Kenson Gurney, Peter Hollick and Johnson Tamara

In Attendance: Councillor John Gurney (remotely), David Ashlee (Town Clerk and Chief Executive), David Brough (Senior Finance Manager, remotely), Lisa Scheder (Finance and Procurement Manager, remotely), and Ian Reed (Democratic Services Manager)

Apologies for Absence: Councillors Philip Crawley, Matthew Brennan, and John Gurney (who attended remotely)

Public Attendance: None

**142. MINUTES**

The minutes of the meeting of Finance and General Purposes Committee held on 21 June were approved as a correct record and signed by the Chairman.

**143. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**144. FINANCIAL MONITORING REPORT**

The Town Clerk and Chief Executive presented the financial monitoring report for the period ending 31 July 2021. Members also noted the details of year end balances and earmarked reserves as of 31 July.

The Town Clerk and Chief Executive made members aware of the current challenging financial position the Council was in. The summary showed a potential overall net revenue overspend at the end of the financial year of £53,644.

The Committee also reviewed updated Financial Regulations that had been amended to reflect recent staffing changes as well as minor amendments to internal procedures.

**RESOLVED:** That the above reports be noted.

**RECOMMENDED:** That the Council approve the amended and updated Financial Regulations as submitted.

**145. PROPOSED COUNCIL MEETING DATES FOR THE YEAR 2022**

The Town Clerk and Chief Executive presented the report and sought approval for the draft calendar of meetings for 2022.

**RESOLVED:** That the calendar of meetings for the year 2022 be approved.

**146. UPDATE ON WORKING TOWARDS CARBON NEUTRAL INITIATIVE AND ELECTRIC CAR CHARGING POINTS**

The Committee considered an update report on progress made with the baseline assessment of the Council's greenhouse gas emissions and carbon footprint. It was noted that further reports would be submitted to the Working Group on proposals to establish a baseline using a self- assessment tool. It was likely that a further report would be submitted to the November meeting of this Committee. The Committee also received an update report on Central Bedfordshire Councils'(CBC) Electric Vehicle Chargepoints plan and the Town Councils' submission of an expression of interest form for charge points to be installed at various Council owned car parks. Further details on this initiative would be reported to future meetings of this Committee.

**RESOLVED:** That the above reports be noted.

**147. MENOPAUSE REPORT**

The Committee considered a report that requested the adoption of a Menopause Policy which had been circulated with the agenda.

**RESOLVED:** That the Committee approves the adoption of a Menopause policy as appended to the report.

**148. REFERRAL FROM GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

The Committee considered a report that sought General Reserve spending approval. The Grounds and Environmental Services Committee had been advised of the details of the building and footpath repairs required at Dunstable Cemetery and were made aware of the estimated cost of the works at £92,304. Members noted the balance of funding available from the Cemetery Building Reserve which currently stood at £33,962 and the subsequent shortfall in funding required to complete the works.

**RESOLVED:** That the Committee approves the release of up to £58,342 from the General Reserve to undertake all the works identified in the report submitted to the Grounds and Environmental Services Committee.



#### **149. REPORTS FROM OUTSIDE ORGANISATIONS**

CAB Management Committee – no update.

Dunstable International Town Twinning Association – Councillor Hollick reported that although there was no update at present the Association was very keen to set up visits in the near future.

Hospice at Home Management Committee – new members of staff had been appointed.

Ashton Almshouses Charity – new boilers were being installed in properties.

**The meeting closed at 19.35**

**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**MONDAY 4 OCTOBER 2021**

**CENTRAL BEDFORDSHIRE CONSULTATION ON CAR PARKING CHARGES**

<b>Purpose of Report:</b>	The purpose of this report is present to members Central Bedfordshire Council's consultation on local car parking charges in an attempt to gain Council consensus in order to formulate a whole Council response to the consultation.
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**1. ACTION RECOMMENDED**

- 1.1 That the Council formulates its response to Central Bedfordshire Council's consultation on local car parking charges.

**2. INTRODUCTION**

- 2.1 Members will be aware that Central Bedfordshire Council are currently consulting on proposals to further increase car parking charges in Dunstable.
- 2.2 Members are strongly encouraged to respond individually to the consultation process, but it would also be useful if the whole Council submits a response.
- 2.3 Members should note that in all of the town centre surveys carried out by the Council over the past few years, car parking charges are listed as one of the most contentious issues that visitors complain about, citing charges as a disincentive to visit the town centre.
- 2.4 Further, the town centre surveys have specifically examined car parking in Dunstable and have evidenced that all Central Bedfordshire Council owned car parks in Dunstable have regular capacity. This implies that if car parking charges are increased, even less people will use them resulting in less income from car parking charges. This therefore begs the question; what is Central Bedfordshire Council's aim in trying to increase their charges?

**3. CENTRAL BEDFORDSHIRE COUNCIL CONSULTATION SURVEY**

- 3.1 The car parking survey can be found at,  
[https://www.centralbedfordshire.gov.uk/info/38/consultations/991/parking\\_fees\\_and\\_charges\\_consultation](https://www.centralbedfordshire.gov.uk/info/38/consultations/991/parking_fees_and_charges_consultation)
- 3.2 Attached at appendix 1 is a schedule of all current parking charges and the proposed increase.
- 3.3 Attached at appendix 2 is a copy of the relevant questions to be considered at the Council meeting. The Town Clerk and Chief Executive will take members through

the consultation survey at the meeting and will formulate appropriate responses accordingly based on the majority views.

**4. FINANCIAL IMPLICATIONS**

4.1 None

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

5.1 Responding to the survey as recommended helps evidence the Council's priority of *representing residents, businesses, and community groups of Dunstable on key strategic issues facing the town.*

**6. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 None

**7. APPENDICES**

7.1 Appendix 1 – Schedule of current and proposed car parking charges  
Appendix 2 – Copy of relevant questions from the survey

**8. AUTHOR**

8.1 David Ashlee – Town Clerk and Chief Executive  
E-mail: [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

Tariffs and the proposed changes				
Car park tariffs	Current fees and charges – 2020 to 2021	Proposed fees and charges – 2021 to 2022	Proposed change	
Up to 30 minutes (Grove Park)	£0.50	£0.50	£0	
Up to 1 hour	£1	£1.50	£0.50	
Up to 2 hours				
<ul style="list-style-type: none"> <li>Ashton Square</li> <li>Matthew Street</li> <li>St. Mary's Gate</li> <li>Duncombe Drive</li> </ul>	£1	£1.50	£0.50	
Up to 2 hours				
<ul style="list-style-type: none"> <li>Grove Park</li> <li>Priory Gardens</li> <li>Regent Street</li> <li>Hockliffe Street</li> </ul>	£1.50	£2	£0.50	

Tariffs and the proposed changes			
Car park tariffs	Current fees and charges – 2020 to 2021	Proposed fees and charges – 2021 to 2022	Proposed change
• West Street (multi-storey)			
Up to 3 hours	£2	£2.50	£0.50
Up to 5 hours	£3.50	£4	£0.50
Up to 10 hours	£6.50	£7	£0.50
Up to 12 hours (multi-storey car park only)	£6.50	£6.50	£0
Sunday (multistorey car park only)	£2	£2	£0
Weekly	£15	£17.50	£2.50
Motorcyclists	Free in marked bays	Free in marked bays	£0
Disabled	Free in marked bays	Free in marked bays	£0

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### Investment in parking services

Q4 The council proposes additional investment to improve parking services in Central Bedfordshire. How far do you agree or disagree with investment in ANPR (Automatic Number Plate Recognition) technology through both fixed position cameras and camera vehicles, in order to deliver improved road safety?

- |   |   |
|---|---|
| <input type="radio"/> Strongly agree            | <input type="radio"/> Disagree          |
| <input type="radio"/> Agree                     | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree or disagree |   |



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## The proposals - car park charges

Q5 How far do you agree or disagree with the proposed charges for CBC-owned car parks (excluding Steppingley Road)? (please select one per row)

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
Up to 30 mins (Grove Park) remains the same at 50p	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 1 hour (for all car parks) changes by 50p from £1 to £1.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 2 hours (Ashton Square, Matthew Street, St.Marys gate and Duncombe Drive) changes by 50p from £1 to £1.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 2 hours (Grove Park, Priory, Regent Street, Hockliffe Street and West Street MSCP) changes by 50p from £1.50 to £2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 3 hours (for all car parks) changes by 50p from £2 to £2.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 5 hours - changes by 50p from £3.50 to £4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 10 hours - changes by 50p from £6.50 to £7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to 12 hours - (multi storey car park only) remains the same at £6.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday (multi storey car park only) remains the same at £2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weekly - changes by £2.50 from £15 to £17.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motorcyclists - free in marked bays only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disabled - free in marked bays only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[← Back](#)
[Reset](#)
[Save](#)
[Next →](#)

23

[text only](#)

### The proposals - Market trader and employee/business permits

- Q8 The Council understands residents and businesses will be concerned about increases to car parking charges and the potential impact on businesses and the vibrancy of local town centres. In consideration of this, parking charges for market traders and employee/business permits are proposed to remain at the same rate.

How far do you agree or disagree with the proposed charges for market traders and employee/business permits?

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
Market traders 1 day permit remains the same at £3.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Market traders 12 month permit remains the same at £64	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee and business permit for 1 month remains the same at £52	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee and business permit for 3 months remains the same at £129	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee and business permit for 12 months remains the same at £386	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[← Back](#)
[Reset](#)
[Save](#)
[Next →](#)

24



[text only](#)



Q9 Do you have any comments about the proposals for car park charges?

[← Back](#) [Reset](#) [Save](#) [Next →](#)

25

[text only](#)

### The proposals - annual resident and visitor permits

Q10 How far do you agree or disagree with the proposed charges? (please select one per row)

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
Annual resident permit 1 changing by £25 from £10 to £35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Annual resident permit 2 staying the same at £70	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Annual resident permit 3 staying the same at £90	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 visitor sessions changing by £10 from £12 to £22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 visitor sessions changing by £5 from £30 to £35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q11 Do you have any comments about the proposals for residents and visitor permits?

← Back
Reset
Save
Next →

[text only](#)

Finally...

- Q12** The Council has also looked at what other options may be possible to introduce as part of the review of fees and charges. For example: Reducing the hours the Council charges for car parking to between 9am and 5pm (Mon-Sat) – the current charging hours are from 8am to 6pm (Mon-Sat).

Do you have any comments or suggestions about this?

- Q13** The Council currently provides free parking from 1.30pm on a Tuesday in our Ashton Square car park in Dunstable. On a Wednesday, parking in our Duncombe Drive car park in Leighton Buzzard is also free from 1.30pm. We don't have any plans to change this at the moment, but we could consider ideas put forward from your comments.

Do you have any comments or suggestions about this?

- Q14** Do you have any other comments or suggestions on our proposals to increase car park fees and charges in Central Bedfordshire?

[← Back](#) [Reset](#) [Save](#) [Next →](#)

27