

David Ashlee Town Clerk and Chief Executive

Date: 23 December 2021

Dear Councillors

A meeting of the Community Services Committee will be held on **Monday 10 January 2022** in the **Council Chamber** at **Grove House, High Street North, Dunstable at 7.00 pm**. 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 7 January 2022.

AGENDA

1. Apologies for Absence.
2. Minutes of the meetings of the Community Services Committee held on 1 November 2021 (previously circulated).
3. Declarations of Interest.
4. Dunstable Town Centre Services – information report (see page 3).
5. High Street Heritage Action Zone (HSHAZ) – information report (see page 6).
6. Older People's Services – information report (see page 17).
7. Grove Corner and Community Engagement – information report (see page 19).
8. Priory House – information report (see page 22).
9. Events – information report (see page 26).
10. Performance area refurbishment (see page 28).
11. Welcome signs (see page 31).
12. Budget Report (see page 41).

13. 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 10 JANUARY 2022****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 during 2021; full Markets are now a regular occurrence. Bookings for all December markets are below. Twilight Market took place on 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. Due to illness some of the stalls were empty on the Twilight Market, but there were still a large number of stalls in attendance. Middle Row Markets finished on the 18 December with The Salvation Army band playing and street entertainment. Middle Row Markets will start on 26 March 2022 for a Mother's Day Market. Middle Row Markets will then continue the second and third Saturday of the month starting on the 9 April 2022.

10 December	32 stalls attended / 36 paid
11 December	30 stalls attended / 33 paid
12 December	34 stalls attended / 37 paid
18 December	23 stalls attended / 25 paid

2. ASHTON SQUARE TOILETS

- 2.1 The Council entered Ashton Square toilets in the Loo of the Year Award, and was given a Platinum award.
- 2.2 The toilets stayed opened late on the Christmas Carols and Torchlight Procession event and during the Twilight Market, this was managed and cleaned by The Town Centre Services Officer. There has been a request that they are open on remembrance Sunday in 2022 and going forward. This is something that the Ranger Service will manage.

4. TOWN CENTRE**4.1 Events on the Square**

Twilight Christmas Market took place on 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. Friday evening was a fantastic start to the event with positive public response on social media and during the evening. Stall holders had a productive evening with plenty of footfall in the market area on all three days. The weather on Saturday did dampen the spirit slightly, but footfall was still

good even with the rain. Below are some of the public and business response to the Twilight event.

"We loved the Twilight Market by Dunstable Town Council today... Definitely worth following their page as they have been putting on lots of events which are generally free to bring people into Dunstable."

Facebook

"Dear Sirs, I would like to congratulate the events group for arranging an excellent Christmas Fayre. My wife and I attended the market in Ashton Square on Sunday 12th and found lots of interesting stalls and in particular the Victorian-themed stall. I would also like to make reference to the excellent Christmas decorations, especially the Christmas tree. The whole ambience of Christmas was created within the market. Well done, and a happy Christmas to you."

Sent to info @dunstable.gov.uk

"I hope the weekend markets went well for you. We had a great time Friday night, very profitable too!

Can you send me the dates for next year please, I would like to book 4 over the course of the year, my girls are getting hooked on market trading!

Many thanks"

Celebrations

The reindeer food and gingerbread decorating were a big hit at the West Street end of Middle Row. These attractions were placed there to encourage footfall throughout the market. Extra stalls were also placed in the area to keep the area looking full of traders. The naughty and nice detector was another hit and was loved by both parents and children. The Welcome Back Fund helped fund the lighting in The Square, gazebo lights and the Clock tower lighting. The carousel and the support from the wardens during the event were also funded by the Welcome Back Fund.

4.2 **Partnership Working**

The Shop Front Scheme has supported a total of 21 shops, the scheme has enough money for one more shop. The chemist in High Street South has still not engaged with the Scheme after multiple visits, although it is understood there is a chance that they might now engage with the HSHAZ. This lack of interest is the same for the chemist on West Street, although they are out of the HSHAZ and so this is their only chance of funding. Olive Gardens in West Street has expressed an interest in the scheme. A decision needs to be made soon regarding the issuing of the last shop front grant.

4.3 Shop Watch had its first meeting in November, only one shop attended. The Town Centre Services Officer suggested the meeting return to the evenings as this is when more shops are likely to attend. A new meeting date is being looked at for January 2022.

4.4 The next vacancy count is due at the end of January.

- 4.5 The Town Centre Services Officer met with the Eastern Region Chair of the Association of Town Centre Managers on 15 December for a tour of Dunstable. This was a return visit as the Town Centre Services Officer had a tour of Stevenage where they are the town centre manager. After the tour and a stop at Priory House tea rooms she was amazed at how much we have done in the town and the beautiful gardens. The Town Centre Officer is keen to link in with the local network of Town Centre Managers in 2022 to share and learn ideas and good practice.

5. WELCOME BACK FUND

- 5.1 The following was delivered as part of the Welcome Back Fund, Christmas activities:
- Giant polar bear situated in Ashton Square during the Christmas season.
 - Illuminations during Twilight Market.
 - Free Carousel at the Twilight Market.
 - Extra illuminations during the Light Festival in Grove House Gardens.
 - Walk about entertainment on Middle Row Market (18 December).
- 5.2 Welcome Back Wardens worked to support Middle Row Markets up until Christmas. This additional support has been very much required with the much larger winter markets and will be required going forward if these numbers are to continue.

6. CHRISTMAS LIGHTS

- 6.1 Orders will be placed for new Christmas lights in Ashton Square and the High Street in April. 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. Star decorations did not arrive in time for this year's lighting scheme and will be added to this year's scheme.
- 6.2 New Christmas tree lights in The Square and Priory Gardens were well received at the Christmas Carols and Torchlight Procession. Grove House Gardens had the blue and white lights. The new lights can change to white, which can give the option of having a white tree next year.

7. AUTHOR

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

DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 10 JANUARY

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 Between 18 June and October 2021 no grant offers were issued to private property owners or tenants. Two grant offers were issued just after the last committee report and agenda were submitted. Unfortunately, the two grant offers issued for physical works (to 2 Church Street and 9 High Street South) on 27 October 2021 have not progressed to date. It is now considered that one of these grant offers (2 Church Street) has become void and that the other remains uncertain (9 High Street South) due to the tenant and owner feedback respectively.
- 2.2 Since Mid-November there has been one new application from a private property owner for initial work to inform a possible scope of work. Since 1 November there have been no new applications from private property owners or private property tenants for physical works.
- 2.3 As reported in November 2021 it was hoped that offers would be progressed in relation to five properties (as approved at Full Council on 4 October 2021). Unfortunately, two of the three owners do not want to continue to work with the HSHAZ. Officers and representatives from Historic England met with the third owner on 20 October but unfortunately, he has not been able to commit to the HSHAZ and whilst he remains interested, he is not able to consider the HSHAZ at this time. Following two of the owners stepping back the design work completed by Conception Architects for 12 properties was sent to all relevant property owners to try and engage with them, but unfortunately this has only actively engaged two property owners/tenants to date. However, some owners have explained their reasons for not wanting to work with the HSHAZ such as the tenants are on repairing leases.
- 2.4 HSHAZ wide mailshots were posted to all property owners addresses on 9 November 2021 and the mailshots were hand delivered to the property/tenant on 10

November 2021. The VMS screen was used to further advertise the grant programme from 10 November 2021 until earlier/mid-December.

- 2.5 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 the overall HSHAZ funding profile 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

It also includes a more detailed quarterly breakdown for year 2. Whilst the funding profile for year 2 was approved this was subject to a Mid-Year Review at the end of Quarter two (period up to the end of September 2021). The review did not commence until a month after the quarter ended and feedback from Historic England was not anticipated until early December.

- 2.6 Since 1 November 2021 there has been limited further feedback regarding the HSHAZ funding profile from Historic England. As previously noted, Historic England are aware that officers are liaising with the MP and other HSHAZ's have reported that they are liaising with their MPs regarding the funding profile. Historic England Mid-Year Review feedback was received by email on 9 December 2021:

"Thanks for your co-operation with the HSHAZ quarter 2 review. We appreciate how hard you are working to get your HSHAZ projects up and running and we know how challenging the external environment remains and we want to support you as much as possible. As you are already aware, we don't have flexibility to roll funds over into next year. As such, any underspend identified in your quarter 2 scheme plan for this financial year is at risk. Continue to flag issues or changes with us at an early stage so we can help you mitigate. We have been able to provide some additional funding, consultancy support and flexibility on grant percentages to help schemes overcome blockages. We are being as flexible and responsive as we can to support your scheme to be a success, so please don't hesitate to get in touch."

- 2.7 The Lead Professional (Conservation Accredited Architect) for the High Street South/Middle Row/Church Street projects Conception Architects/Anarchitecture Ltd have continued to have discussions with property owners and tenants who have shown an interest in working with the HSHAZ.

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 continues to be specific queries about eligibility. HE has also made adjustments following feedback regarding grant offers and based on ongoing discussions around grant allocations.

- 3.2 To date there have been six 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)
- 32 High Street South

All of these progressed to grant offers. The initial feasibility work in respect of 12-14, 20, 22, 24 and 26 High Street South has been completed. The initial survey work in respect of 4 High Street South is ongoing. The grant offer for 32 High Street South was only issued on 21 December 2021 and is pending feedback from the property owner.

- 3.3 In respect of Number 4 High Street South (Pizza Roma/Tillys) whilst the initial survey work is still ongoing Conception Architects have provided details of the work required and costs for design work. Historic England are keen to support this at a higher grant rate on the understanding that the work is completed before 17 March 2022. The costs have been discussed and agreed with the owners and Historic England and the owners will be submitting a grant application for this phase of work in January 2022. In the meantime, the owners engaged with Conception Architects to instruct them before the Christmas period.
- 3.4 As detailed at 2.3 the four grant applications (relating to six properties) for physical works in relation to the following properties have not progressed
- 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)
- 3.5 As previously reported one grant application, which progressed to a grant offer (7 High Street South/Herringtons) for a shopfront scheme became void. This has been reviewed since 1 November and it has been agreed with Historic England this could now be considered as a standalone shopfront scheme at a higher grant rate. An updated grant offer was issued on 21 December 2021 and is pending feedback from the tenant.

Priory House

- 3.6 The current work on Priory House represents the “Development Phase” of the project – and issues, repair requirements and possible options are being explored. Since the building familiarisation day in September 2020 the Morton Partnership and project team working under them have been undertaking investigations to inform the Development Phase.
- 3.7 The Priory House project team meetings on 15 November and 13 December 2021 focused on discussing the requirements and possible approaches to the repair works and Delivery Phase. Also continued discussion of the forthcoming Planning Application and how this will be approached to allow for flexibility when the physical works are taking place. It was hoped previously that the application would be submitted by Mid-November, however this has been delayed (due to outstanding work and reports). It is hoped that the application will be submitted by the end of January 2022. As a result of this, it is likely that the site work will commence a month later than previously hoped (i.e May rather than April 2022).

- 3.8 As previously reported since 6 September 2021 several draft reports have been issued including *Development Phase Report Part 1 Structural Assessment and Condition Survey*, *Development Phase Report Part 2 Technical Proposals to Repair and Conserve Priory House* and *Development Phase Report Part 3 Construction Impact Study and Outline Methodology for Works to Priory House*. Along with several draft specialist reports including a Heating Feasibility and Benchmark Environmental Study and Monitoring. The reports will be revised and finalised in due course.
- 3.9 Since 1 November the draft Level 4 Historic Building Recording report produced by HB Archaeology and Conservation Ltd has been issued. Similarly, this report will be finalised in due course.
- 3.10 The Heritage Impact Assessment, which is required to aid and finalise decision-making has been delayed and it is anticipated that a draft of this report should now be available in advance of the next Priory House meeting scheduled for 17 January 2022.

High Street South/Middle Row and Church Street projects

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

- 3.11 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 numerous 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). As detailed at 2.4 further, mailshots were issued in November and officers have reapproached some owners who previously declined to work with the HSHAZ.
- 3.12 Conception Architects completed 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 3). This work was request by Historic England and was completed during September 2021. As detailed at 2.3 officers have been using the 12 *Summary of Work and Artists Impressions* produced by Conception Architects, to try and engage with the relevant property owners.
- 3.13 Appendix 1. comprises four tables summarising engagement and interest to date:
Table 1 Confirmed Approved Costs Actively engaged with the HSHAZ – either signed grant offer or submitted an application or indicated will submit an application.
Table 2 Possible Costs Actively engaged with the HSHAZ – either submitted an application that has not yet been approved or indicated they will submit an application.
Table 3 Possible Costs 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.
Table 4 Have made an inquiry, possibly including various discussions and online meetings, but not yet progressed an application or confirmed will progress an application.

Table 5 Have previously confirmed non-participation with the HSHAZ.

4. CULTURAL PROGRAMME/CULTURAL CONSORTIUM

- 4.1 Members are aware that the Cultural Programme/Cultural Consortium is being led by the Dunstable Cultural Consortium hereafter “the Consortium.”
- 4.2 The Consortium have been working with Bedfordshire Rural Communities Charity (BRCC) <https://bedsrcc.org.uk/> since May 2021. BRCC have become the lead responsible body for the Consortium and will hold the Consortium’s funds for the Main Bid. The Consortium Co-ordinator, Katharine Brown has been in post (based at BRCC) since October 2021. The Consortium’s Main Bid funding was confirmed on 17 November 2021 <https://bedsrcc.org.uk/2021/11/dunstable-high-street-awarded-92572-for-cultural-programme/>. The Consortium’s first Main Bid Project, The Dunstable in Winter Art Trail <https://bedsrcc.org.uk/2021/12/dunstable-in-winter-art-trail/> was launched on 15 December 2021.
- 4.3 Officers from DTC have not been involved with the Main Bid application and subsequent bid revision and the associated recruitment process. Nor have officers been involved in discussions between the Consortium and BRCC following initial introductions in April 2021. Going forward officers will not report on the Cultural Programme/Consortium unless there are specific updates.

5. COMMUNITY ENGAGEMENT

- 5.1 Since November 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 471 likes (previously 395 likes in November 2021) and 545 followers (previously 464 followers in November 2021). The Instagram account has 153 followers (previously 142 followers in November 2021). There are now four 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>
 - HSHAZ Winter Selfies
<https://www.facebook.com/groups/3068986403378429>
- 5.2 Since starting in post the Corporate Marketing and Communications Officer has been revamping the HSHAZ pages on the Town Council website <https://www.dunstable.gov.uk/town-centre/dunstable-high-street-heritage-action-zone-hshaz/>
- 5.3 Since the last committee the HSHAZ Programme Manager has been involved in the following face to face engagement:

- HSHAZ hosted a market stall on 13 November along with Sarah Tattersall from the Morton Partnership and Maggie Henderson from HB Archaeology and Conservation Limited to undertake engagement related to Priory House. Representatives from Friends of Priory House and Gardens also shared the double gazebo and joined in with community engagement.
- Three days of HSHAZ engagement took place during the week commencing 29 November 2021- working with food historian Bubbling Stove <https://bubblingstove.co.uk/> including 1 day at Creasey Park Community Football Centre on 1 December and 1 day at Grove Corner on 2 December- both working with Grove Corner. The final day was held in Priory House on 4 December.
- There was a HSHAZ presence throughout the Twilight Market. BBB Events Live provided Victorian themed crafts for the three days 10 to 12 December inclusive, Black Knight Historical <https://www.blackknighthistorical.co.uk/> attended for two days on 11 and 12 December and the HSHAZ Programme Manager hosted a stall for two days on the 10 and 11 December.

5.4 In 2022 Historic England are intending on hosting a Dunstable HSHAZ Historic Building Listing Lunch and Learn via Teams/Zoom/ similar. Historic England has pencilled a date of Thursday 24 February 2022 between 12.30 and 1.30pm in for this to take place.

5.5 As previously reported a research and community engagement project related to Priory Church and the Undercroft of Priory House commenced in September 2021. Dr Jackie Hall and Jan Summerfield have now completed the Scoping stage. They are progressing with the research comprising 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. Dr Jackie Hall is planning to lead a *Building Stones and Geology at Dunstable Priory Church* session on Monday 17 January involving a small number of people including representatives from the Town Guides. It is hoped that there will be a day of associated community engagement in April 2022 and officers are currently awaiting more details.

Community events programme

5.6 The Community Services Team have been continuing to complete the Community Engagement Plan for the HSHAZ. This is in keeping with the project plans as detailed and previously summarised.

6. APPENDICES

6.1 Appendix 1 - HSHAZ Private Properties – **Updates since 1 November 2021 in bold**

7. AUTHOR

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

APPENDIX 1 TO AGENDA ITEM 10

1 CONFIRMED APPROVED COSTS – Actively engaged with the HSHAZ – either signed grant offer or will be signing a grant offer

Property Address	Owner or Tenant	Application details	Notes/update
DTC - Clock Tower Project	DTC	N/A -Annex 1 Referral for Public Realm Works	Approved by HE, Annex 1 agreed for costs Work Completed/ Grant spend finalised
Conception Architects Design Work	DTC	N/A	Approved by HE Work Completed/ Grant spend finalised
4 High Street South- <i>Pizza Roma/ Tillys</i>	Owner	First Grant	Initial Grant for Survey Work Work ongoing
20-22 High Street South- <i>Coffee Pod and Celebrations</i>	Owner	First Grant	Initial Grant for feasibility Work Work Completed/ Grant spend finalised
12 and 14 High Street South- <i>Top Cut Barbers</i>	Owner	First Grant	Initial Grant for feasibility Work Work Completed/ Grant spend finalised
24 High Street South- <i>StudioJ</i>	Owner	First Grant	Initial Grant for feasibility Work Work Completed/ Grant spend finalised
26 High Street South- <i>Beards and Barbers</i>	Owner	First Grant	Initial Grant for feasibility Work Work Completed/ Grant spend finalised

Table 2 POSSIBLE COSTS - Actively engaged with the HSHAZ – either submitted an application that has not yet been approved or indicated they will submit an application

Property Address	Owner or Tenant	Application Details	Notes/update
4 High Street South- <i>Pizza Roma/ Tillys</i>	Owner	Second Grant- Application not submitted and unlikely to be submitted until later November 2021 at	Application for physical works not yet submitted and it is unlikely that this will be submitted until March 2022 at the earliest. At this stage until survey work completed it is impossible to say what the total spend (other than the surveys) will be in year 2. Since 1 November 2021 an interim second application has been discussed to cover Conception Architects for work required up to planning- the owner will be submitting this application at the start of January 2022. The costs have been pre-approved, and the owners have instructed Conception Architects for this work.

		earliest	
20-22 High Street South-Coffee Pod and Celebrations	Owner	Second Grant Application submitted 9.9.21	Second Grant Application submitted 9.9.21 At present owner is not able to commit to the HSHAZ but remains interested
Number 2 Church Street – Former Magazin/Rvstic, Supermarket on corner of Church Street	Tenant		Revised application submitted on 19.10.21 Grant offer issued on 27 October 2021 but not progressed at present (21.12.21) and it is now considered that the grant offer has become void. The tenant has not been responding to communication and has not provided necessary documents
Number 9 High Street South – Former Co-op Funeral Care	Owner		Owner made initial inquiry on 10.9.21, subsequently awaiting any further response. At 20.10.21 owner submitted application based on Conception Architects designs. Grant offer issued on 27 October 2021 but not progressed at present (21.12.21). The owner is trying to sell another property and this sale is still in the process of going through. In the meantime, alternative options have been sought with Historic England and Conception Architects to allow some initial design work to progress and officers are waiting for the owner to respond
32 High Street South-Get Stuffed	Owner		Owner passed this on to her surveyor to deal with, awaiting response from him following an email on 7 th May. At 15.9.21 still not submitted an application. Since 1 November submitted an application for a condition survey (to be provided by Conception Architects) – grant offer for this issued on 21 December.
7 High Street South-Heringtons Chemist	Tenant		Previously VOID GRANT OFFER. Application for a full reinstatement of historic timber shopfront including stallrisers, frame, glass, recess tiles, access doors, detailed pilasters, brackets, fascia and cornice submitted. Grant offer issued in June but subsequently VOID. Since 1 November reviewed this case with Historic England –an updated grant offer was issued on 21 December 2021 and is pending feedback from the tenant.

Table 3 POSSIBLE COSTS - 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-Taylors	N/A this is for initial design work to try and engage with owners/ tenants	Costs from Conceptions Design Costs. Owner and tenant not currently shown interest in HSHAZ.
Number 16 High	N/A this is for	Costs from Conceptions Design Costs. Tenant not currently

Street South- Phone Repairs	initial design work to try and engage with owners/tenants	shown interest in HSHAZ. The owners have made inquiries but would not be interested in the work included in the design work as the tenant is on a repairing lease.
Number 18 High Street South-Empty – “This Unit is Available to Let” with Image of Dry Cleaners	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Owners representative previously indicated they would not work with the HSHAZ. Although owners representative previously indicated they would not work with the HSHAZ we have been having further discussions with them since 1 November 2021 and are continuing to liaise between them and Historic England.
Number 17 High Street South-Dunstable Mini Market	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Tenant not currently shown interest in HSHAZ. Since 1 November owner advised not interested in the HSHAZ.
Number 19 High Street South-Gent’s Barbering	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Owner made initial inquiries but not progressed and not replied to more recent emails . Owner made further inquiries since 1 November 2021 but not progressed and not replied to recent phone calls or emails.
Number 25 High Street South – Penny’s Fashion	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Tenant not currently shown interest in HSHAZ. Since 1 November owner advised not interested in the HSHAZ.
Number 27 High Street South-Straw Hatter Launderette	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Tenant not currently shown interest in HSHAZ. Since 1 November owner advised not interested in the HSHAZ.
Number 29 High Street South – Curry Samrat	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Tenant not currently shown interest in HSHAZ. Since 1 November owner advised it would be up to the tenant.
Number 2 Church Street – Former Magazin/ Rvstic, Supermarket on corner of Church Street	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Owner made initial inquiries but not progressed. Tenant made more recent enquiries and submitted an application that required revision. Previous emails suggested they would submit a revised application during September 2021 but nothing was submitted during September. At 19.10.21 submitted revised application based on Conception Architects designs. Grant offer issued on 27 October 2021 but not progressed at present (21.12.21) and it is now considered that the grant offer has become void. The tenant has not been responding to communication and has not provided necessary documents
Number 34 High Street South-	N/A this is for initial design work	Costs from Conceptions Design Costs.

<i>Four Seasons Dry Cleaners</i>	to try and engage with owners/tenants	Owner made initial inquiries and submitted application that required revision but not progressed and not replied to more recent emails . Since 1 November owner has confirmed they will not work with the HSHAZ.
Number 36 High Street South - Nifty's	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Owner and tenant not currently shown interest in HSHAZ.
Number 9 High Street South – Former Co-op Funeral Care	N/A this is for initial design work to try and engage with owners/tenants	Costs from Conceptions Design Costs. Owner made initial inquiry on 10.9.21, subsequently awaiting any further response. At 20.10.21 owner submitted application based on Conception Architects designs. Grant offer issued on 27 October 2021 but not progressed at present (21.12.21). The owner is trying to sell another property and this sale is still in the process of going through. In the meantime, alternative options have been sought with Historic England and Conception Architects to allow some initial design work to progress and officers are waiting for the owner to respond

NB: Those buildings highlighted have since the designs were produced have declined all involvement in the HSHAZ.

Table 4 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. At 15.9.21 not progressing at present
48 High Street South- Various, Formerly Alexander and Co Estate Agent	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. Liaised with tenant but never heard further and not replied to recent emails.
19 and 19A High Street South -Gents Barbering	Owner	A couple of discussions but no response to last email. Owner made further inquiries since 1 November 2021 but not progressed and not replied to recent phone calls or emails.
16 Church Street- The Beauty Shack	Tenant	Tenant made first inquiry on 7 May. Decided would not proceed but spoke further and then showed renewed interest and sent details. Got in touch again more recently, but not followed up and they have not replied to recent emails.
26 Church Street – Chez Jerome		Limited dialogue sent details and application form. No further communication. Since 1 November had various dialogue – in person when delivering mailshot and via email but not currently in

		a position to consider this further.
34 High Street South- <i>Four Seasons Dry Cleaners</i>		Various discussions between owner and Town Centre Services Officer, owner and HSHAZ Programme Manager and owner and Vie. The HSHAZ Programme Manger spoke with owner on 7 May and he was going to submit an application. Subsequently, submitted an application but only for work that as a standalone is unlikely to be eligible. They have not responded to recent emails. Since 1 November owner has confirmed they will not work with the HSHAZ.

Table 5 -Have previously confirmed non-participation with the HSHAZ

Property Address	Owner or Tenant	Reason
21-23 High Street South- <i>Moore's</i>	Owner	Not prepared to redesign and seek new planning permission Since 1 November have been having further discussions with the owner- both the Town Clerk and Chief Executive and HSHAZ Programme Manager have had phone conversations with the owner but at present they have not opted to work with the HSHAZ.
18 High Street South- Empty – <i>"This Unit is Available to Let" with Image of Dry Cleaners</i>	Owner (relative)	Not prepared to work with grant requirements and did not feel needed an architect involved. Although owners representative previously indicated they would not work with the HSHAZ we have been having further discussions with them since 1 November 2021 and are continuing to liaise between them and Historic England.
17 High Street South- <i>Dunstable Mini Market (Albion Buildings)</i>	Tenant	Tenants not interested (No response from owner)
6 Church Street- <i>Turkish Barber</i>		Application for initial design work received for work to the rear of building only. There is also a planning enforcement issue to be resolved. Subsequently, application withdrawn.
12 and 14 High Street South- <i>Top Cut Barbers</i>	Owner	Second Grant Application submitted 18.8.21. At 11.10.21 decided no longer wishes to progress with grant offer for physical works.
24 High Street South- <i>StudioJ</i>	Owner	Second Grant Application submitted. At 16.10.21 decided no longer wishes to progress with grant offer for physical works.
26 High Street South- <i>Beards and Barbers</i>	Owner	Second Grant Application submitted. At 16.10.21 decided no longer wishes to progress with grant offer for physical works.

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MONDAY 10 JANUARY 2022
OLDER PEOPLE'S SERVICES

Purpose of report: For information only.

1. GOOD COMPANIONS CLUB

- 1.1 Good Companions Club continues to do well with an average of 18 users attending each week.
- 1.2 Since the last report, Good Companions Club have been taking part in various activities. They have had a visit from Hedgehog Rescue which was well received by the group. The group has played boccia and dominos, a member of the group provided entertainment with a singalong whilst playing his keyboard. The group also enjoyed music from the duo Somethin' Else.
- 1.3 Officers have been busy in the lead up to Christmas organising festive activities for the group. Unfortunately, due to covid cases rising, the Christmas lunch at a local restaurant has been postponed until the New Year. The group have been doing arts and crafts as well as taking part in planting pots with the Parks and Green Space Development Officer.
- 1.4 Unfortunately, due to the covid cases rising, the bespoke Christmas show that was due to happen on Wednesday 22 December, has been reorganised to take place in February half term.

2. CREASEY PARK COMMUNITY FOOTBALL CENTRE LUNCH CLUB

- 2.1 Creasey Park Community Football lunch club continues to do well with an average of 25 users attending each week. Since the last report, a new member has also joined the lunch club and there is a small waiting list.
- 2.2 Since the last report users have enjoyed a variety of activities and speakers; including, Somethin' Else, Hedgehog Rescue, music bingo and quizzes.
- 2.3 Bubbling Stove, a Food Historian, visited the group on Wednesday 01 December to talk with them about Christmas food throughout the ages. The group really enjoyed the workshop and reminiscing on how food has changed over the years.
- 2.3 Officers have run several Christmas activities with the group. The group went out for Christmas lunch at a local restaurant and had Christmas lunch at Creasey Park Community Football Centre with Christmas entertainment.

3. COFFEE MORNINGS

- 3.1 Officers facilitated a coffee morning on Tuesday 16 November at St Mary's Function Room. This coffee morning was supported by Bedfordshire Police, Sight Concern and Dunstable Leisure Centre. The coffee morning was well received and 30 people attended. The next coffee morning is on 18 January at Furness Avenue, a supported living lounge.

4. ROCK & A ROLL

- 4.1 Officers facilitated Rock and a Roll on Tuesday 23 November at Creasey Park Community Football Centre. 40 tickets were available and 38 people attended. The event was a huge success. Officers are currently exploring with Creasey Park Community Football Centre a date for the next one.

5. BIG LUNCH

- 5.1 Officers have met and are in the early stages of planning the Big Lunch 2022. This will be on Tuesday 31 May 2022 and will be part of the Queens Celebrations.

6. AUTHORS

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

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 10 JANUARY 2022

GROVE CORNER AND COMMUNITY ENGAGEMENT

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

- 1.1 Grove Corner has received 318 visits from young people between 18 October to 3 December 2021.
- 1.2 Pokémon has received 109 visits from young people between 19 October and 30 November 2021. Pokémon continues to be popular and numbers continue to increase.
- 1.3 Grove Corner now has 721 Facebook 'Likes' and Grove Corner's Instagram now has 347 followers.

2. YOUTH ENGAGEMENT

- 2.1 Those aged 16 to 18 who attend Grove Corner received CPR training delivered by Young Health Watch.
- 2.2 The young people who attend Grove Corner continue to have other professionals visit the sessions. The young people have had Terence Higgins Trust deliver a session on sexual health and Link to Change have delivered an informal session on online safety.
- 2.3 Officers have been working in partnership with Central Bedfordshire Council on the Holiday Activities and Food Programme for young people who receive free school meals to attend provision and receive a hot healthy meal throughout the holidays. Officers will be facilitating three sessions and will provide a verbal update at committee.
- 2.4 Officers have been working with the young people who attend Grove Corner to get creative. Those who attend have been involved in making bracelets, glass painting, creating slime and creating keyrings. Some of the young people have also designed canvases which are displayed in Grove Corner.
- 2.5 On Friday 3 December, Officers hosted a silent disco Christmas Party for the young people who attend Grove Corner. Three new young people signed up on the night. All who attended expressed how much they enjoyed the party, the fun they had and have asked if something similar can happen again in the future. Officers are currently exploring running another party for the young people in February.

- 2.6 Officers have been continuing to promote Grove Corner through word of mouth, visiting educational settings, through social media and the website and by displaying posters.

3. SCHOOL ENGAGEMENT

- 3.1 Officers have been working in partnership with Central Bedfordshire College. Officers visited two of the campuses to promote Grove Corner to the students and used the VR headsets as part of the promotional work.
- 3.2 Officers visited various local schools to present them with a certificate for the Wheelie Fantastic Project.
- 3.3 Officers facilitated a workshop for Central Bedfordshire College and Priory Academy, exploring Christmas food throughout the ages. A food historian ran three workshops on Thursday 2 December. Approximately 20 students attended each session, with 60 attending in total.
- 3.4 Officers are currently in discussion with Priory Academy and are exploring the idea of facilitating The Good, The Bad and The Ugly project in the school during the Spring 2022 term.
- 3.5 Officers continue to work with Weatherfield Academy on the Intergenerational Project and will be beginning this project in Icknield Lower School in January.
- 3.6 A group of students from Central Bedfordshire College visited Grove Corner on Monday 15 November during the afternoon to try out the facilities on offer. Those who came expressed they had enjoyed themselves.

4. COMMUNITY ENGAGEMENT

- 4.1 Officers have been working with Friends of Dunstable Cemetery and have seen numbers begin to increase. The group continues to meet on the third Friday of each month. Officers used the community shop window to advertise the group and saw a new person attend as a result.
- 4.2 Officers facilitated arts, crafts and games at the Twilight Christmas market on Friday 10 December. All 150 craft bags were handed out. Officers engaged with approximately 200 young people on the evening.
- 4.3 Officers facilitated a free family fun workshop on Friday 17 December at Creasey Park Community Football Centre; 20 children plus their parents attended.
- 4.4 The Community Services Assistant and Town Centre Services Officer visited local businesses and organisations to discuss the High Street Heritage Action Zone and to carry out community consultation. This will be used to continue to work alongside stakeholders, community groups and businesses.

- 4.5 The Senior Neighbourhood Development Officer delivered a talk for 70 people, arranged by Eden Project for the National Association of Local Councils on the Big Lunch and the success of the event.

5. AUTHORS

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

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 10 JANUARY 2021

PRIORY HOUSE

Purpose of Report: For Information only.

1. OPERATIONAL ISSUES

- 1.1 The lift is currently not working due to the motor and gearbox needing to be replaced. The company are still waiting on another part to be able to fix the lift. However, operationally to date this has not caused any issues.
- 1.2 Due to updated Government guidance, all staff are wearing facemasks in the gift shop as well as continuing to do so in the tea rooms. As a heritage site all visitors to our exhibition, or attending an event must also wear a facemask if aged 11+. All Covid measures within the house are being reviewed on a weekly basis. Advice has been sought regarding weddings as Government Guidance is unclear and it has been agreed that masks will be worn when entering the building, but can be removed once in the Jacobean Room.
- 1.3 A number of staff have had Covid, and general sickness during December which added considerable strain during an already busy period. The management team deployed available staff in a way, which lessened the impact on the service; ensuring promoted events took place etc. However, there has been an impact operationally with the tea rooms and the gift shop having to close at times. Members are to be assured that decisions taken to close the house were taken as a last resort.
- 1.4 T&R Storage vacated Priory House at the end of 2021. This office will not be let as it will be required as office space by the team during the refurbishment works taking place in spring/summer 2022. This is a loss of income, and therefore will be reviewed later in 2022 to consider marketing it again to as a commercial let or not.

2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET

- 2.1 Facebook advertising is continuing to be used and is proving to be an effective way to promote the gift shop through a series of videos showing the stock. A newsletter promoting the gift shop and tea rooms was sent out by Mail Chimp to around 1,100 subscribers.
- 2.2 The Christmas stock has sold very well, especially the new light up ornaments that were ordered this year. The Christmas pet stock has also proved very popular as a new addition.
- 2.3 December's Showcase shelving was full and traded well.
- 2.4 To increase trade, the gift shop was open late on Friday 26 November for the Christmas Carols and Torchlight event, Friday 10 and 17 of December for the Pudding Nights, as well as on Friday, Saturday and Sunday (10, 11, 12 December, the Twilight Market).

3. THE JACOBAN ROOM

- 3.1 There are 12 confirmed weddings (with Registrar) for 2022.

- 3.2 The wedding fayres proved a very successful way of promoting the weddings in the Jacobean Room. The wedding fayres will restart again in February through to November 2022.
- 3.3 The table below shows Jacobean Room bookings per month from January 2022. It is expected that these numbers will increase. It should be noted that nearly half of these will be taking place during the refurbishment works, and officers are working with contractors to ensure no disruption. One change that will take place for the duration of the works is the relocation of the managers officer to the attic office, and the registrar utilising the office for the duration of the works.

2022	
<i>January</i>	<i>5</i>
<i>February</i>	<i>1</i>
<i>March</i>	<i>6</i>
<i>April</i>	<i>4</i>
<i>May</i>	<i>2</i>
<i>June</i>	<i>7</i>
<i>July</i>	<i>4</i>
<i>August</i>	<i>2</i>
<i>September</i>	<i>5</i>
<i>October</i>	<i>3</i>
<i>November</i>	<i>2</i>
<i>December</i>	<i>2</i>
Total	43

4. EVENTS

- 4.1 The wreath workshops were extremely successful. All tickets sold for both dates, in total 74 tickets were sold over the two workshops. Priory House received positive feedback and officers noticed how many new people it attracted to Priory House that had not been before.
- 4.2 It is planned to have more wreath workshops all year round, the next one planned is for Mother's Day, to create a spring themed wreath.
- 4.3 The Paws and Prints event was moved inside Priory House due to the weather forecast of high winds. The event has received excellent feedback. It was noted many times throughout the day how many new people it attracted into the house. The general feedback was that the event was different, and they would like to see more pet-based activities. The event saw just over 40 dogs, and one rabbit attend.
- 4.4 The Crafting with Gems event was very well received, and it was nice to see young people gathering with friends to take part in this activity. Priory House received excellent feedback, asking if there will be more events like this in the future.
- 4.5 The Beads and Bubbles event to date has sold 18 tickets; a verbal update on this workshop can be given at committee.
- 4.6 The Elf workshop was very successful, in total 28 children took part in the activity. The

feedback has been positive from the parents and children.

- 4.7 The Christmas Carols and Torchlight event was very successful for Priory House, the glow stick stall sold all stock, and the tea rooms and gift shop took their highest amount in the evening compared to previous years.
- 4.8 Priory House will be holding a cheese and wine evening for Valentine's Day, and Mother's Day Afternoon Teas in 2022.

5. PRIORY HOUSE TEA ROOMS

- 5.1 Priory House supported the Twilight Market event on Friday 11, Saturday 12 and Sunday 13 December and remained open on the Friday evening to serve hot and cold beverages and festive food. Due to staff shortages and sickness, the tea rooms had to operate at reduced hours.
- 5.2 The tea rooms did not trade as well as the previous year, and footfall was lower too. It is felt it would be more beneficial if Priory House operated a stall on the market over the three days next year to try and maximise income.
- 5.3 Christmas Afternoon Teas started on 22 November and ran through until 23 December 2021. To date the tea rooms have served just over 140 Afternoon Teas this year. The final number will be reported at committee.
- 5.4 The Christmas Pudding Nights were extremely popular this year, and every night was sold out. In total Priory House sold 179 tickets, which includes one evening in November, two evenings in December and a private party of 19 in December.
- 5.5 The puddings nights will be continued throughout 2022, once a month from February.
- 5.6 There are plans for the tea rooms to be open the last Sunday of every month from the 27 February 2022 specifically for Afternoon Tea. The openings will be in conjunction with the planned wedding fayres taking places between 12 noon and 3 pm, when Priory House staff are already working. This will be promoted through Mailchimp, website, social media channels and Talk of the Town. The profitability and commerciality of these additional openings will be reviewed each quarter and reported back to Committee.

6. FINANCE

- 6.1 Priory House tea rooms takings comparison ex VAT as at 30 November 2021.

	2019/2020	2021/2022	Variation 2021/2022 to 2019/2020	% Difference	Add Income 2021/22
TOTAL FOR 1ST QUARTER	£32,136.29	£19,440.35	£-12,695.94	-40	£1,022.48
TOTAL FOR 2ND QUARTER	£29,319.98	£39,093.30	£9,773.32	33	£772.48

TOTAL – OCTOBER	£9,648.05	£10,139.53	£491.48	5	£861.84
TOTAL – NOVEMBER	£8,519.05	£9,829.77	£1,310.72	15	£124.55

TOTAL TO DATE	£79,623.37	£78,502.95	-£1,120.42	-1.4	£2,781.35
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6.2 Income is only 1.4% down against the first three quarters of 2019/2020. Additional income is via Tea Rooms stock, via the shop e.g. chutneys and jams, and also catering income from functions/events.

6.3 Priory House shop takings comparison ex VAT as at 30 November 2021.

	2019/2020	2021/2022	Variation 2021/2022 to 2019/2020	% Difference
TOTAL FOR 1ST QUARTER	£1,769.41	£1,299.98	-£469.43	-27
TOTAL FOR 2ND QUARTER	£2,596.50	£3,806.34	£1,209.84	47
TOTAL-OCTOBER	£781.03	£1,151.11	£370.08	47
TOTAL-NOVEMBER	£1,112.71	£1,348.07	£235.36	21
TOTAL TO DATE	£6,259.65	£7,625.60	£1,365.95	23

6.5 Income for the shop is currently 23% up against the first three quarters of 2019/2020. This has been achieved by new stock ranges e.g., Frenchic paint range, early Christmas stock sales and improved marketing.

AUTHORS

7.1 Lisa Stephens, Cultural Services Manager; lisa.stephens@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 10 JANUARY 2022

EVENTS

Purpose of Report: For information only.

1. PAST EVENTS

1.1 Christmas Carols and Torchlight Procession

The Christmas Carols and Torchlight Procession was a very successful event with the number of attendees estimated at 1,500. The lightshow finale has received excellent feedback from the schools, the audience and on social media. The event was enhanced with the Christmas Market down Middle Row, although the number of shops that stayed open for late night shopping were lower than in 2019. Feedback from the stalls and shops who opened on the night is that they traded very well.

1.2 Winter Lights Festival

Feedback from the launch of the Winter Lights Festival was received with mixed reviews via social media. On Facebook negative comments highlighted that the launch and the lights installation did not meet public expectations. Officers also received comments that the LED show could not be seen. However, due to the low roof and the amount of space the performers required, the bandstand and temporary staging would not have met the agency's requirements. Of note, officers that worked during the evening did receive many positive comments from families that attended.

1.3 It was noted on the day that the lighting contractors were running behind schedule despite being asked by officers several times throughout the day whether they would be ready on time. During the installation the contractors have experienced shortage of staff with three members off due to Covid and severe delays of lights and equipment not arriving in time from overseas due to Brexit. These issues are being experienced across the industry and not just by this one contractor.

1.4 Since the launch event officers based in Grove House have seen many members of the public visiting Grove House Gardens to see the lights and enjoy interacting with them. This positive engagement is not something that would be evident to others but should be considered when evaluating.

2. EVENT REVIEW COMMITTEE

2.1 At the November Community Services Committee it was agreed that a member working group be established, alongside officers, to review the events programme. The purpose of the review is to evaluate the success and viability of the current events programme.

2.2 It is proposed that the working group will meet in January, June and September to review the following events:

January

- 2022 events summer programme
 - Priory Proms in the Park
 - Winter Lights Festival
 - Christmas Carol and Torchlight Procession
- (and also to agree the methodology for review and evaluation).

June

- St George's Day
- Motor Rally
- Dunstable Live

September

- Party in the Park
- Around the World
- Sunday Band Concerts
- Priory Pictures

- 2.3 Feedback through public consultation during and after each event will be collated through Survey Monkey, Talk of The Town, Facebook and surveys taken on the day. Officers will also be working with the Town Centre Services Officer to assess the impact the events have on Town Centre businesses.
- 2.4 Officers feel the community need to have a say in the review to ensure the Town Council continues to deliver an events programme the community wants and supports, and that it meets the local needs. The methodology will be agreed at the January meeting of the working group.
- 2.5 A full evaluation report will be presented to the November 2022 Community Services Committee, together with a draft events programme for 2023.

3. AUTHOR

- 3.1 Gina Thanky – Events Officer gina.thanky@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 10 JANUARY 2022

PERFORMANCE AREA REFURBISHMENT

Purpose of Report:	For members to agree to additional funding to ensure the refurbishment of the performance area in Grove House Gardens.
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1. ACTION RECOMMENDED

- 1.1 For members to consider recommending to the Finance and General Purposes Committee the allocation of up to £29,000 from the General Reserve to part fund the planned restoration of the performance area in Grove House Gardens.

2. BACKGROUND

- 2.1 At Full Council on 29 June 2020 it was agreed to release £57,000 from the reserves to pay for the refurbishment of the clock tower, the performance area in Grove House Gardens and the pergola in Priory Gardens.
- 2.2 Works to the clock tower were recently completed, however, despite additional external funding from Central Bedfordshire Council ward councillors and Historic England, the works came to over the £28,000 originally budgeted.
- 2.3 Despite no works being undertaken on the pergola, the significant overspend on the clock tower means that there is not enough funding remaining to complete the performance area refurbishment.

3. MAIN CONSIDERATIONS

- 3.1 The refurbishment of the performance area in Grove House Gardens is included within the Council's Corporate Plan 2020 – 2023 as a key objective. Whilst parts of the structure have been repainted over the years and minor modifications have been made, it has received very little attention and is now showing signs of significant wear and tear.
- 3.2 It had been hoped that these works would have been completed during the Covid lockdown(s), but due to various reasons, this has not been the case. It is now essential that these improvements are completed by the end of May 2022, although ideally before.
- 3.3 As with the clock tower refurbishments going over the allocated amount, it is understood that the same will happen with the performance area. Originally, £14,000 was allocated, this was then costed up fully at the same time as the clock tower coming in at around £22,000. Members will be aware that material and labour costs have risen significantly over recent months and therefore officers

chose to revisit these costings and have been advised to expect the costs to be in the region of £34,000.

- 3.4 Members need to determine whether they wish to fulfil their corporate plan priority by refurbishing the performance area, and in doing so agreeing to additional spend.

4. FINANCIAL IMPLICATIONS

- 4.1 In June 2020, the Council agreed a sum of £57,000 for the refurbishment of the clock tower, the performance area in Grove House Gardens and the pergola in Priory Gardens. However, actual costs have been higher than originally anticipated.
- 4.2 The clock tower refurbishment used £33,009.50 of the amount agreed in 2020. In addition to this there is still the cost of the wireless audio system to come from the total agreed which is currently in the region of £18,000. Officers are waiting on the final cost, which may be able to be verbally reported at Committee.
- 4.3 Once the £18,000 for the audio system has been deducted, the actual balance is £5,990.50. It should be noted that the audio system is something that was used as match funding for the Historic England grant and therefore cannot be omitted.
- 4.4 Therefore, members are requested to consider allowing up to £29,000 (acknowledging that material, labour, and preliminary costs will only increase) to be spent from the general reserve in order to complete this corporate priority.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The refurbishment of the performance area in Grove House Gardens is in the Corporate Plan as a key objective, to be completed by March 2022.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 None, although the current condition of the performance area could be better, and whilst the improvements will make the performance area safer to perform on, they do not form part of any Health and Safety recommendations.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 None

8. LEGAL IMPLICATIONS

- 8.1 None

9. ENVIRONMENTAL POLICY IMPLICATIONS

- 9.1 None

10. EQUALITIES IMPLICATIONS

- 10.1 None

11. APPENDICES

11.1 None

12. BACKGROUND PAPERS

12.1 Full Council Monday 29 June 2020 – clock tower, performance area and pergola refurbishment report.

13. AUTHOR

13.1 Becky Wisbey – Head of Community Services
becky.wisbey@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 10 JANUARY 2022

WELCOME SIGNS

Purpose of Report:	For members to agree to a design to replace the 'Welcome to Dunstable' gateway signs.
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1. ACTION RECOMMENDED

- 1.1 For members to agree to a design to replace the 'Welcome to Dunstable' gateway signs, based on the style suggested and with a choice of design.

2. BACKGROUND

- 2.1 There are currently four 'Welcome to Dunstable' signs (see appendix 1) at each of the main gateways into the town. These were last repaired in 2015, at a cost of over £4,000, but are now once again showing significant damage and disrepair. This damage is now to such an extent that replacement is considered the most efficient way of addressing them.
- 2.2 In 2015 new styles/designs were presented to the Dunstable Joint Committee, but a consensus could not be reached and therefore a repaired was opted for. As the condition has worsened further this is no longer a cost-effective solution, this presents an opportunity to agree some new 'welcome' signs.

3. MAIN CONSIDERATIONS AND FINDINGS

- 3.1 The current resin signs that are then backed with wood are constructed in such a way that means when the wood weathers and warps so does the sign (see appendix 1, Tring Road). For this reason, officers are not recommending the continued use of these materials.
- 3.2 Officers are recommending the using of metal poles and a sheet metal sign, similar to the Central Bedfordshire Council highways signs (see appendix 2). These signs are cost effective to purchase, durable and easy to clean and maintain, which is the reason they are being recommended.
- 3.3 The design options suggested are either a digital destination art image like that in appendix 3, or silhouette art of the historic buildings in Dunstable like that in appendix 4. This is thought to be more impactful than simply replacing with 'Welcome to Dunstable' wording that is currently in situ, although this too is an option. Members are requested to comment on and choose a design at the meeting in order to ensure design, manufacture, and installation by the end of the financial year.

- 3.4 The purpose of the signs is mainly, to welcome drivers into the town and therefore a clean style is recommended. Too much text and information creates an overly busy sign that has less impact. However, it is noted that members may wish to have the town crest included in the sign.
- 3.5 Officers are aware that members are keen to see quality planting at the gateways around the signs. Whilst no plans have been put forward for these, the Grounds and Environmental Services team will work up options and costings to present to the Ground and Environmental Services Committee.

4. FINANCIAL IMPLICATIONS

- 4.1 There is no allocated budget in 2021/22 for new welcome signs despite this being an agreed action in the Corporate Plan to be completed by March 2022. For that reason, officers are keen to have agreed a cost-effective solution as given below.
- 4.2 Should members agree to replace the welcome signs, the financial implications are stated below, and would need to be found from any in year revenue allocations.

Manufacture and installation of 4 signs	£1,608
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Destination Artwork Option	£ 200 (up to, if use existing design only £75)
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Or

Silhouette Artwork Option	£ 700
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TOTAL between £1,683 - £2,308

- 4.3 It should be noted that any variation e.g., additional smaller sheets with text or curved sheet metal rather than rectangular will incur additional costs, which have not been budgeted for.
- 4.4 It is understood that members are keen to see planting at each site. Again, this comes with its own financial implications that have not been budgeted for in 2021/22. Members may choose to factor these planting costs into the 2022/23 budget setting process.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 Whilst no budget has been allocated for the signs, new welcome signs are in the Corporate Plan to be completed by March 2022.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 None, although the current condition of the signs is poor and could become dangerous if not removed and replaced soon.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 None

8. LEGAL IMPLICATIONS

8.1 None

9. ENVIRONMENTAL POLICY IMPLICATIONS

9.1 None

10. EQUALITIES IMPLICATIONS

10.1 None

11. APPENDICES

11.1 Appendix 1 - Existing welcome signs

11.2 Appendix 2 - Proposed style of sign – Welcome to Central Bedfordshire example

11.3 Appendix 3 - Existing destination art – Dunstable

11.4 Appendix 4 - Example of silhouette art

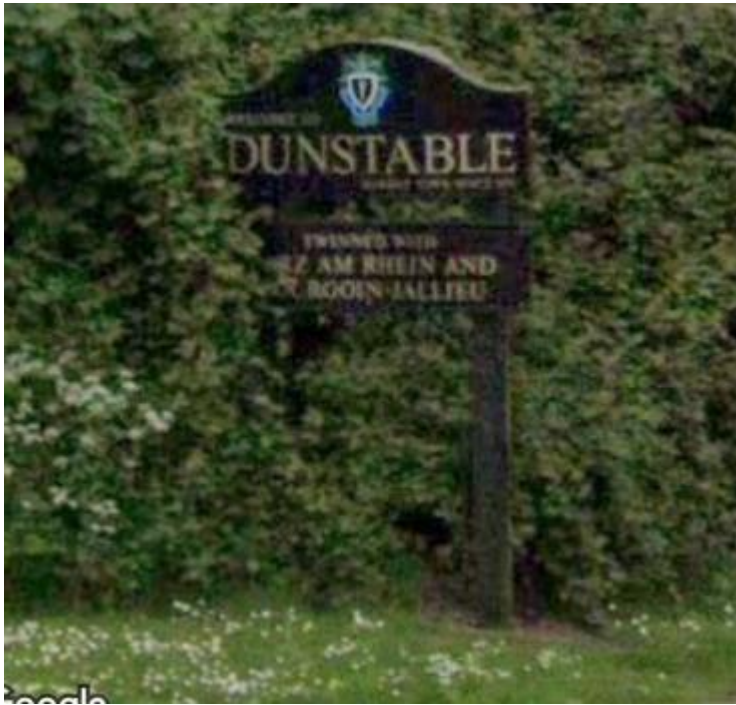
11.5 Appendix 5 - Examples of destination art welcome sign and silhouette art welcome sign.

12. BACKGROUND PAPERS

12.1 None

13. AUTHOR

13.1 Becky Wisbey – Head of Community Services
Becky.wisbey@dunstable.gov.uk



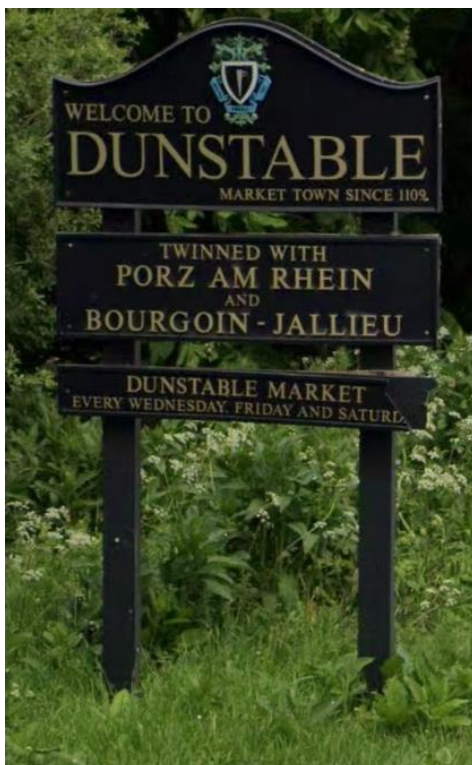
London Road



Watling Street



Tring Road (evidencing the disrepair)



Tring Road



Luton Road









DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MONDAY 10 JANUARY 2022
BUDGET PROPOSALS FOR 2022/23

Purpose of Report:	For members to consider and comment on draft budget proposals for the Community Services Department for 2022/23 and make recommendations to the Finance and General Purposes Committee accordingly.
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1. ACTION RECOMMENDED

- 1.1 For members to consider and comment on draft budget proposals and fees and charges for the Community Services Department for 2022/23, summarised below and shown on the separate enclosures, and make recommendations to the Finance and General Purposes Committee accordingly.

2. INTRODUCTION

- 2.1 Members of the Council considered proposals for a draft 2022/23 revenue budget at the Council Meeting held on 6 December 2021.

- 2.2 At this meeting, members agreed a draft budget that accounted for:

Increased Revenue Expenditure

Increased revenue expenditure on existing revenue budget £232,426

Revenue savings/additional income

Identified revenue savings and increased income targets £158,345

- 2.3 This resulted in an anticipated revenue expenditure deficit of **£74,081**. Members resolved that the 2022/23 revenue budget should be set at no more than a £5.64 (3.1%) increase to the council tax charge on the understanding that the £5.64 increase would generate sufficient additional revenue to address the projected revenue deficit (which is based on the assumption of a 5% pay increase for all staff next year). The enclosed draft budget papers reflect this decision and a balanced revenue budget has been presented.

3. COMMUNITY SERVICES BUDGET 2022/23

- 3.1 The proposed budget for the Community Services Department for 2022/23 presents a revenue cost to the Council of £894,025 that includes an income target of £245,185 giving a gross budget of £920,192.
- 3.2 The following summarises the movements in the proposed budget for the Community Services Department for 2022/23 excluding staff costs.

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Excluding staffing costs, the overall Community Services budget for 2022/23 has grown by £9,642. This can be explained as follows:

Community Services	
SAVINGS	GROWTH
Community engagement / Downside community Centre income – 7,000	Community engagement / grants to voluntary organisations – 10,000
Grove Corner room hire – 2,500	Grove Corner / telephones – 350
Priory House / events – 2,500	Grove Corner equipment – 200
Priory House / hire income – 1,000	Events programme / motor rally – 2,500
Priory House / shop sales income – 1,100	Priory House / rates - 950
Town Centre services / stall income – 5,750	Priory House / Office rents – 5,181
Capital and projects / PH contribution to reserve – 1,778	Priory House / service charge – 1,950
Capital and projects / PH loan – 1,024	Priory House / train ticket commission – 1,000
	Priory House / third party sales commission – 1,500
	Town centre services / portering – 5,663
	Capital and projects / Downside sink fund – 3,000
SUB-TOTAL - £22,652	SUB-TOTAL - £32,294
TOTAL - £9,642 growth	

NB – Members should note that at the time of preparing this report, CBC had not yet confirmed in writing their contribution to the elderly day care service. The budget presented assumes this ongoing income from CBC.

4. FINANCIAL IMPLICATIONS

- 4.1 If approved, the recommendations of this report contribute to the Council achieving their aspiration for no more than a £5.64 increase in the 2022/23 Band D council tax charge.
- 4.2 Members should also note that in the final budget papers a contingency for anticipated loss of income will be shown for Priory House as a result of the planned refurbishment. The balance of this anticipated loss of income will be addressed by a one-off use of the General Reserve.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The Council has set itself a number of challenges and aspirations as contained in the draft Corporate Plan 2020-23. These budget proposals accord with the aspirations contained within the Corporate Plan and will allow the Council to continue to grow and become more influential in terms of service delivery in the town for many years to come.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 The draft general health and safety budget for 2022/23 has been maintained at the same level as for 2021/22.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 The staffing costs as illustrated on the separate enclosure assume a 5% pay award for all staff. Any surplus generated from this assumption if a 5% pay award is not agreed will contribute to the General Reserve balance at the end of 2022/23 and will assist in budget setting for 2023/24.

8. EQUALITIES AND LEGAL IMPLICATIONS

- 8.1 There are none arising directly from this report.

9. SEPARATE ENCLOSURES

- 9.1 Enclosure 1 - Draft budget 2022/23 and draft pricing schedule 2022/23

NB - Would all members please retain the enclosures, as this report will be duplicated for the Grounds and Environmental Services Committee and Finance and General Purposes Committee.

10. BACKGROUND PAPERS

- 10.1 Meeting of full Council, 6 December 2021 - *Draft Budget 2022/23*

11. AUTHOR

- 11.1 David Ashlee – Town Clerk and Chief Executive (and Responsible Financial Officer)
E-mail – david.ashlee@dunstable.gov.uk