

**David Ashlee** Town Clerk and Chief Executive

Date: 25 May 2022

Dear Councillors

A meeting of the Community Services Committee will be held on **Monday 6 June 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 [Kelley.Hallam@dunstable.gov.uk](mailto:Kelley.Hallam@dunstable.gov.uk) by 1 June 2022.

### **AGENDA**

1. Apologies for Absence.
2. Minutes of the meetings of the Community Services Committee held on 7 March 2022 (previously circulated).
3. Declarations of Interest.
4. Dunstable Town Centre Services – information report (see page 3).
5. Older People's Services – information report (see page 6).
6. Grove Corner and Community Engagement – information report (see page 8).
7. High Street Heritage Action Zone (HSHAZ) – information report (see page 11).
8. Events – information report (see page 17).
9. Priory House – information report (see page 21).
10. Priory House – proposed reconfiguration of the ground floor (see page 26).
11. Service Level Agreements (see page 31).
12. Bedfordshire FA, Peter Newton Pavilion – information report (see page 34).

Continued...

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



David Ashlee  
Town Clerk and Chief Executive

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

**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 6 JUNE 2022****DUNSTABLE TOWN CENTRE SERVICES**

<b>Purpose of Report:</b>	For information only.
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**1. MARKETS****1.1 Middle Row Markets**

Middle Row Markets has had a positive start to its first few markets with new stalls joining the market each month. A new bread stall started on 21 May after being let down on various occasions by the previous trader.

14 May	21 booked stalls
21 May	29 booked stalls
11 June	19 booked so far
18 June	24 booked so far
9 July	10 booked so far
16 July	15 booked so far

**2. ASHTON SQUARE TOILETS**

- 2.1 Repairs have been completed in the men's toilets. New steps for children to access the sinks have been purchased for both the ladies and men's toilets. Ashton Square toilets have been entered for loo of the year award, judging will take place between August and September.

**3. TOWN CENTRE VACANCY RATES**

- 3.1 The vacancy rates to the end of April 2022 are provided below. The count will be undertaken again at the start July 2022.
- 3.2 The town centre area used for the survey includes properties in High Street North up to Regent Street, High Street South to Friars Walk (excluding Thames Industrial Estate), Church Street up to and including Aldi and West Street up to the Police Station/St Mary's Gate
- 3.3 Eleanor's Cross, Ashton Square, Albion Street, The Quadrant and Grove Park (including Asda) have been included but rates can be calculated with or without these properties.

These figures have been shared with Central Bedfordshire Council officers.

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>253</b>	<b>31 vacant</b>	<b>12.25%</b>	12.64% Count from Jan 22.

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

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>210</b>	<b>26 vacant</b>	<b>12.38%</b>	13.03% Count from Jan 22.

The following figures relate to the Quadrant Shopping Centre only.

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>43</b>	<b>5 vacant</b>	<b>11.62%</b>	9.03% Count from Jan 22

Units in Grove Park area and Asda

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>6</b>	<b>1 Vacant</b>	<b>16.6%</b>	16.6% Count from Jan 22

#### **4. TOWN CENTRE**

##### **4.1 Events on the Square**

4.1.1 *Jubilee Market 11 June* – Jubilee crazy golf, live music from the Barn-ettes and free art and crafts alongside Middle Row Markets.

4.1.2 *Dunstable High Street Fun Day and Middle Row Markets 16 July* - Welcome back Dunstable High Street with a celebration of the completed works of the high street. Meet the services who have delivered the new high street and services within the town. Free entertainment all alongside Middle Row Market.

4.1.3 *Ashton Square Day 6 August* - Celebrating our local communities in Dunstable. Free entertainment on stage which will show case local community groups performing live on The Square. Free crafts, soft play, Teaching Talons, face painting, crazy golf, craft stalls and a living history trail are all part of the celebration of The Square.

- 4.1.4 The Town Centre Services Officer has been communicating with a vegan market organizer about coming to Dunstable. After a positive meeting a vegan market will be coming on Saturday 26 November 2022. The Town Centre Services Officer is looking at other niche markets coming into The Square.

**4.2 Partnership Working**

- 4.2.1 Shop Watch continues to take place every six weeks which has been well attended, those that could not make the meeting were sent notes or offered to join via zoom by the Town Centre Services Officer. All partners were present at the meeting to support local business and shops.
- 4.2.2 Roar into Archaeology 23 July is a joint event with Dunstable Town Council, Quadrant Shopping Centre and Central Bedfordshire Library Service. The event will take place in the Quadrant with free arts and crafts, dino crazy golf, cave person, archaeology shop trail, face painting and dinosaurs. This was a very popular event last year and officers are expecting it to be just as popular.
- 4.2.3 The Town Centre Services Officer has visited new businesses including; Sovlaki Station, Love Kitchens, the new owner of Simi and Lola and Scarlett's World. As new shops and businesses open officers will continue to introduce the services offered by the Town Council.

**5. CHRISTMAS LIGHTS**

- 5.1 The safety improvements to the hole for the Christmas tree has been completed, officers are waiting on a date for the fitting to be installed.
- 5.2 The quote for the rest of the high street festive lighting scheme is being obtained now that the highways works are complete.
- 5.3 Festoons in Grove Gardens will replace the old decorations this Christmas.

**6. AUTHOR**

- 6.1 Annette Clynes - Town Centre Services Officer  
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**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 6 JUNE 2022**

**OLDER PEOPLE'S SERVICES**

<b>Purpose of report:</b> For information only.
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**1. GOOD COMPANIONS CLUB**

- 1.1 The Good Companions Club currently has 20 members. Since the last report three members have gone into residential care and one has left for family reasons. Officers have received two enquiries and those potential members will visit Beecroft in due course.
- 1.2 In March, the group visited a local restaurant for a meal that had been planned for Christmas but was unable to take place due to rising Covid cases. All members commented how nice it was to be able to go out and enjoy a meal together.
- 1.3 Members received visits from Hearing Dogs for the Deaf and MIND in April. Both visits were very well received, and members took the opportunity to ask many questions. A representative of the Cinnamon Trust also visited in April. Sadly, a visit from the Scam Awareness team from Bedfordshire Police had to be cancelled.
- 1.4 Members enjoyed Easter celebrations with a visit from Last of the Summer Ukulele's followed by a fish and chip lunch.
- 1.5 Officers from Dunstable Town Council have visited the group to work on the HSHAZ project which has again been very well received by the group. They enjoy being able to share their memories with each other.

**2. CREASEY PARK COMMUNITY FOOTBALL CENTRE LUNCH CLUB**

- 2.1 Creasey Park Community Football Centre lunch club currently has 30 members, on average 24 attend on a regular basis. There is currently a waiting list with seven people waiting to join.
- 2.2 Since the last report, the group have received visits from the Scam Awareness officer from Bedfordshire Police, CBC Wellbeing team, Bedfordshire Fire Service, Hearing Dogs for the Deaf and MIND. All of these visits were well received by the group. They found them very informative and were able to get answers to lots of questions. The group also received a visit from John Buckledee.
- 2.3 Officers are now planning activities for the summer season.

**3. COFFEE MORNINGS**

- 3.1 Officers facilitated a coffee morning on Tuesday 3 May at Grove Corner. This was attended by 16 people and Age UK were in attendance. Officers were able to speak

to those who attended about other events that Dunstable Town Council will be facilitating over the upcoming weeks. The next coffee morning is due to take place on Tuesday 7 June at Dunstable Cemetery.

- 3.2 As part of Volunteers Week, the coffee morning taking place in June, will also be an opportunity to thank those who volunteer at various provision that the Youth and Community Team deliver. Those who volunteer will be presented with a certificate to acknowledge the time, commitment, and dedication they provide to the service.

**4. BIG LUNCH**

- 4.1 The Big Lunch will be taking place on Tuesday 31 May. Tickets were all allocated within a few days of opening the bookings. Officers are also providing the opportunity for those who were unable to get a ticket, to watch it virtually. Verbal feedback will be provided at the committee meeting.

**5. LOVE PARKS WEEK**

- 5.1 Officers have been organising and preparing for Love Parks Week. On Tuesday 14 July in Priory Gardens, there will be a wellbeing event for the older community. This will have a variety of stalls and activities, including information stalls, gentle exercise, nail painting and photography.

**6. AUTHORS**

- 6.1 Elaine McGarrigle, Older People's Services Officer  
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- 6.2 Gill Peck, Youth and Community Manager  
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**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 6 JUNE 2022**

**GROVE CORNER AND COMMUNITY ENGAGEMENT**

<b>Purpose of Report:</b>	For information.
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**1. GROVE CORNER FIGURES**

- 1.1 Grove Corner has received 461 visits from young people between 21 February 2022 and 29 April 2022.
- 1.2 Pokémon has received 215 visits from young people between 01 March and 26 April 2022. Pokémon has seen many new young people sign up to the sessions and feedback is always positive.
- 1.3 Grove Corner now has 917 Facebook 'Followers' and Grove Corner's Instagram now has 366 followers.

**2. YOUTH ENGAGEMENT**

- 2.1 Officers have continued to look at wellbeing with the young people who attend Grove Corner. As part of these activities, an Emotional Health and Wellbeing Practitioner from Early Help team at Central Bedfordshire Council, delivered a session on expectations from yourself and others.
- 2.2 Officers worked with the High Street Heritage Action Zone Manager and a local photographer to facilitate a photography workshop to the young people who attend Grove Corner on a Monday evening. The group learnt how to take photographs using different resources and lighting. Those who attended expressed they have enjoyed the session.
- 2.3 Officers have purchased wellbeing toolkits for Grove Corner, which include several resources that the young people are able to do, to support their wellbeing and to help to manage their emotions and reduce stress. These have been popular, particularly amongst the older sessions.
- 2.4 Officers worked in partnership to deliver the Holiday Activities and Food Programme during the Easter holidays. Officers facilitated four sessions and had 60 young people attend. Officers ran various activities during the week, this included a visit to Wriggles and a trail around Priory Gardens, games in Grove House Gardens, a trip to TeamSport Dunstable, Go Karting and a trip bowling. The young people ate at three local businesses, Priory House Heritage Centre and Tea Rooms, Caffè Latte and Efes.
- 2.5 Officers continue to promote Grove Corner through word of mouth, the website, community noticeboards and through social media. Officers have made contact with



the secondary schools within the Town and are in the process of arranging to go into the schools to deliver assemblies to promote Grove Corner.

- 2.6 The parties ran by Event Production Live have proved popular at Grove Corner and therefore Officers arranged for another party to take place on 1 April 2022. This party was a karaoke and disco and feedback from the young people was very positive. Officers have arranged a end of term, summer party, to take place on Friday 22 July 2022.

### **3. SCHOOL ENGAGEMENT**

- 3.1 Officers completed the delivery of Wellbeing Warriors at St Augustine's Academy. Those who took part in the project, presented the impact it had made for them in their final session, which was to teachers, parents, and councillors. Officers also received positive feedback from the school and the difference the project had made to the young people who took part.
- 3.2 Officers are currently facilitating The Good, The Bad and The Ugly at St Augustine's Academy to a class in year 4. The group is engaging well with the project.
- 3.3 Officers visited Central Bedfordshire College for a Wellbeing Fair. This provided Officers with the opportunity to promote Grove Corner, to network with other local businesses and to meet staff at the college.
- 3.4 Officers continue to work with Weatherfield Academy and Icknield Lower School on the Intergenerational Project. Both groups from each school have created clay models of historic buildings within Dunstable or future buildings they would like to see in the town.
- 3.5 Officers supported on the delivery of a Sketching workshop as part of the High Street Heritage Action Zone Project. This workshop was delivered at Priory House Heritage Centre and students from Beecroft Academy attended.

### **4. COMMUNITY ENGAGEMENT**

- 4.1 Officers continue to work on Summer Activities 2022. Officers have created a programme which includes smaller scale workshops, as well as three larger events for 2022, which include an inflatable day, let's get creative workshop and a Big Top Circus activity, with the opportunity to learn circus skills.
- 4.2 Officers have been contacting schools, community groups and local organisations to take part in this year's Wheelie Fantastic Project. Currently 37 have signed up to take part.
- 4.3 Officers have been in contact with local businesses and community groups and have arranged to facilitate a community version of The Good, The Bad and The Ugly. This will take place on 23, 30 June and 7 July.
- 4.4 Officers facilitated a community litter pick on Thursday 24 March at The Cemetery. This was attended by Friends of Dunstable Cemetery, Central Bedfordshire

Community Safety Team, Cllrs from both Dunstable Town Council and Central Bedfordshire Council and students from Weatherfield Academy.

- 4.5 Officers were contacted by Affinity Trust, who provide support for adults with learning disabilities who wanted to do tidy up in the area they are based. Officers worked with the group to facilitate a community tidy up on Tuesday 26 April in the Lancot Drive area. This was also attended by a member from Dunstable in Bloom.
- 4.6 Officers continue to work with Friends of Dunstable Cemetery. The group has had 25 attend and have done 4 tidy ups since February.
- 4.7 Officers facilitated a Family Fun Workshop at Creasey Park Community Football Centre on Thursday 7 April. This was well attended, and all craft bags were given out.
- 4.8 Officers have been working on the Love Parks 2022 programme. This will be taking place between Monday 11 July and Friday 15 July.
- 4.9 Officers have met with the Locality Manager for Dunstable Children's Centre to explore possible partnership working around ways to respond to the current fuel crisis. Officers will be exploring working with different organisations to support community groups to make informed choices and provide knowledge on how to save fuel.
- 4.10 Officers will be running a Family Fun Event on Monday 30 May, from 10 am to 12 noon. There will be 50 free art and craft bags available, on a first come, first served basis.

## **5. VOLUNTEER WEEK**

- 5.1 As part of Volunteers Week, those who volunteer for Dunstable Town Council have been invited to attend a coffee morning taking place on 7 June at Dunstable Cemetery. Those who volunteer will be presented with a certificate to acknowledge the time, commitment, and dedication they provide to the service. Those who are unable to attend, will be posted a certificate. They will also receive a free drinks voucher for Priory House Tea Rooms.

## **6. AUTHORS**

- 6.1 Gill Peck – Youth and Community Manager  
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- 6.2 Jack Adams-Rimmer – Senior Neighbourhood Development Officer  
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**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 6 JUNE****HIGH STREET HERITAGE ACTION ZONE (HSHAZ)****Purpose of Report:** For information only**1. INTRODUCTION**

- 1.1 The High Street Heritage Action Zone (HSHAZ) is now in it's third year (of four years) and it will finish at the end of March 2024. Members are aware that the HSHAZ Programme comprises three complimentary strands:

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

As the format of the HSHAZ Programme and the work undertaken to date should now be more familiar reporting will focus on the strands where there are any updates.

**2. KEY DEVELOPMENTS/ SUMMARY**

- 2.1 Since 7 March 2022 one new grant offer was issued (on 9 March 2022) to the owners of Number 18 High Street South. Since 7 March 2022 one new grant application has been submitted from a private property tenant. There have been no new applications from any private property owners during this period.
- 2.2 The period between 7 March 2022 and present (20 May 2022) has been a crossover period between years 2 and 3 of the HSHAZ. All invoicing and grant claims for year 2 had to be submitted to Historic England (HE) by 17 March 2022. The grant allocation for year 3 has also now been confirmed. Officers have been waiting for this to be confirmed to inform discussions with private property owners and tenants.
- 2.3 The Scheme Plan continues to be submitted to HE 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

In the year 3 grant allocation letter HE advised that £77,323 would be clawed back due to the underspend in year 2 and that the overall total value of the HSHAZ grant had been reduced by this amount. This figure would have been higher as there was an underspend of £192,507.45 on privately owned properties in year 2. However, in Quarter 4 of year 2 HE allowed for claims against match funding items (where no grant funding was allocated) such as community engagement. Thus, allowing funds totalling £113,993 to be reallocated in years 3 and 4 for privately owned properties rather than being clawed back. Officers continue liaising with the MP regarding the funding profile and an update was provided by email on 20 May 2022.

- 2.4 The design work completed by Conception Architects for 12 properties in the HSHAZ area has not currently led to any of the private property owners or tenants committing to working with the HSHAZ. Although the tenants of 2 Church Street have shown renewed interest in the HSHAZ.

### 3. **PHYSICAL INTERVENTIONS**

#### **High Street South/Middle Row and Church Street projects**

- 3.1 Whilst HE's requirements in respect of grant funds for privately owned properties is now well established there have continued to be specific queries about eligibility.
- 3.2 Since the initial mailshots were issued in Mid-March 2021 there have been numerous inquiries from property owners and tenants. There have also been several grant offers (largely in relation to initial work such as survey work and feasibility studies) that have progressed during this period. All of this has been summarised in full in all committee reports over the last year since June 2021 (Appendix 3 in June 2021 and Appendix 1 in all subsequent reports). Please refer to Appendix 1 of the 7 March 2022 report for a full summary.
- 3.3 As detailed in the 7 March 2022 committee report numerous grant applications for physical works have not progressed and these will not be further reported on unless the property owners or tenants re-engage with the HSHAZ. At present the only one to show renewed interest in the HSHAZ is 2 Church Street (as further detailed below).
- 3.4 There are a limited number of updates since 7 March 2022, accordingly these are summarised below rather than in a separate Appendix.
- **Number 4 High Street South (Pizza Roma/Tillys):** All specialists work in respect of the four grant offers is now completed. This has included a range of specialist surveys and design work allowing for full project estimate costs to be drawn up (potential restoration costs of up to £725,000). Based on these costs the property owners have verbally advised that they no longer want to continue working with the HSHAZ and that they will not be submitting a grant application for physical works. A pre-application advice was submitted to CBC on 31 March 2022. The pre-application process is ongoing as the case officer and conservation officer only carried out a site visit on 19 May 2022. Regardless, it is unlikely that the property owners will reconsider working with the HSHAZ once the pre-application advice is available.
  - **Number 7 High Street South (Herringtons):** The planning application for a new shopfront was submitted in later March 2022 and it is hoped that this will be determined in late May 2022. Following which Conception Architects will manage the tender process for contractors to undertake the physical works.
  - **Number 18 High Street South ("This Unit is Available to Let" with Image of Dry Cleaners):** As detailed in March 2022 the owner's representative was only interested in undertaking some repair works through the HSHAZ that would not require the input of a Conservation Accredited Architect. Officers are delighted that this approach was agreed with HE. As a result of which a grant offer was issued on

9 March 2022 and was accepted. The resulting repairs have now been completed. Work not being funded by the HSHAZ is ongoing and the owners hope to be able to rent the property out once all work has been completed.

- **Number 21-23 High Street South (Moore's):** Conception Architects have been undertaking some shopfront design work in respect of 21-23 High Street South. The property owner has had discussions with Valeria Passetti from Conception Architect regarding the design. Officers are now waiting on further costs from Conception Architects in respect of 21-23 High Street South for additional design work (to address the owner's feedback) and in respect of a costing exercise to review the grant eligible elements of the wider project. Following this it will be possible to establish if the property owner will continue to engage with the HSHAZ.
- **Number 29 High Street South (Curry Samrat):** The tenant inquired for the first time about the HSHAZ in later March 2022. Officers sent all grant details and an application form but there has been no further correspondence and no reply to recent emails.
- **Number 2 Church Street (Former Magasin/Rvstic, Supermarket on corner of Church Street):** In October 2021 the tenant submitted a revised grant application based on Conception Architects designs. A grant offer was issued on 27 October 2021 for repairs and a shopfront. The tenant accepted this grant offer but did not provide the supporting information and ceased all communication. They have now submitted a new grant application in later April 2022. However, they have not yet submitted the necessary supporting information that was previously outstanding.

### **Priory House**

- 3.5 The "Development Phase" of the Priory House project has now been completed and all reports finalised. The Listed Building Consent application was submitted on 7 February 2022 under application reference PP-11020769 and Listed Building Consent was granted on 26 April 2022:  
<http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=627705>
- 3.6 The tender process for a contractor to undertake the building works at Priory House commenced on 9 May 2022. The Morton Partnership, Conservation Accredited Structural Engineers are leading on this process. The details are on Contractor Finder and DTC's website:  
[www.contractsfinder.service.gov.uk/Notice/dcdd822a-c8c2-4fe4-93f5-a15b3e94a1dc](http://www.contractsfinder.service.gov.uk/Notice/dcdd822a-c8c2-4fe4-93f5-a15b3e94a1dc) and [www.dunstable.gov.uk/council-finances/procurement-information/](http://www.dunstable.gov.uk/council-finances/procurement-information/)
- 3.7 Members are aware that due to the delay in the application and tender process it was anticipated that the start date for site work would be delayed. It was initially hoped this would be early June rather than April 2022. However, following further delays and due to operational benefits, it is now hoped that work will commence in September 2022, but this is to be confirmed pending the tender process and contractors availability. The Morton Partnership have currently set out the following milestone and key dates:

Milestone	Key Dates
Invitation to tender issued	9 May 2022
Tender period	9 May 2022 – 8 June 2022 (4 weeks)
Tender submission	7 June 2022 at 12pm
Opening of tenders	8 June 2022
Tender evaluation and report	8 June 2022 – 7 July 2022
Tender clarification interviews	20 June 2022
Final discussion with client and funder	7 July 2022 – 21 July 2022 (2 weeks)
Contract award	21 July 2022
Lead in / mobilisation	21 July 2022 – 12 September 2022
Target start on site	12 <sup>th</sup> September 2022 (To be advised in tender return)
Target completion	3 June 2023 (To be advised in tender return)

#### 4. **CULTURAL PROGRAMME/CULTURAL CONSORTIUM**

- 4.1 The Dunstable Cultural Consortium (DCC) (hereafter “the Consortium” or DCC) have been continuing to work with Bedfordshire Rural Communities Charity (BRCC) <https://bedsrcc.org.uk/> who are acting as the lead responsible body for DCC. Katharine Brown at BRCC has been in post as DCC’s Coordinator since October 2021 and is liaising directly with Historic England and all other stakeholders on all Cultural Programme/ Cultural Consortium matters.
- 4.2 The Consortium have been posting all their project news on their Facebook page @DunstableCulturalConsortium [www.facebook.com/DunstableCulturalConsortium](https://www.facebook.com/DunstableCulturalConsortium) since January 2022. Accordingly, follow this page for DCC’s updates.

#### 5. **COMMUNITY ENGAGEMENT**

- 5.1 The Council continues 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 628 followers (563 followers in March 2022). The Instagram account has 180 followers (159 followers in March 2022). There are also four Facebook Groups associated with the HSHAZ Facebook Page -two of which relate to past projects and two of which are ongoing: Carving a Journey Through Dunstable [www.facebook.com/groups/169746391702106](https://www.facebook.com/groups/169746391702106) and Priory House Conservation and Restoration [www.facebook.com/groups/320591406397190](https://www.facebook.com/groups/320591406397190)
- 5.2 Since 7 March there have been several HSHAZ community engagement activities including: HSHAZ activities at the St Georges Day event on 23 April, architectural drawing workshops with Richard Rees held at Priory House in March and April, two photography workshops (based on architecture) held at Priory House and Grove Corner in March and April and HSHAZ activities at the Classic Motor Rally on 21 May.

- 5.3 The HSHAZ community engagement budget also contributed half the cost for framing and hanging two tapestries made by the Heritage Textile Group/The Workhouse, which are now hanging in Priory House. One tapestry is of the rear façade of Priory House and the other is a map of the HSHAZ area. The HSHAZ has also purchased a new digital display and stand for Priory House. This included purchasing the equipment, the installation, the licence software for the first year and two interactive programmes. The first exhibition is on Augustinian Dunstable, supporting the current exhibition that was compiled by DCC as part of their Pilot Bid.
- 5.4 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 largely completed this project, although Jan Summerfield will be attending Around the World/Dunstable Festival of Archaeology to lead on some associated activities. The project had two 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 led 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. Subsequently, Priory Rocks comprised a mixed day of activities on Saturday 30 April – held in Priory House, Priory Gardens and Priory Church. This included talks in the Church which are now available on YouTube <https://youtube.com/playlist?list=PLuNRHDSUxuPiKDPz9NQ-5tFPO0KTLk-6V>
- 5.5 Historic England promoted the results of their survey work in Priory Gardens in advance of Priory Rocks <https://historicengland.org.uk/whats-new/in-your-area/east-of-england/new-survey-into-dunstable-priory/> and the geophysical survey report is now available online: [Dunstable Priory, Dunstable, Central Bedfordshire: Report on Geophysical Survey, May 2021 | Historic England](#) .The earthwork survey report is not available yet but it is hoped this might be available in advance of Around the World/ Dunstable Festival of Archaeology on 30 July.
- 5.6 From later May Adventure out Games will be running a new Puzzle Trail Game! In this challenge game you become historical investigators sent to look back into the past. Participants will have to download an app on a smartphone to play. The approximately 90-minute game is suitable for groups of family or friends costing £8.99 per game/ for the whole group. More information is available on the Adventure Out Facebook Page @AODunstable and website: [https://adventureout.co.uk/activities/dunstableprioryadventure/?fbclid=IwAR3fqVeJedptmXRG\\_GHZRxIJKuxDGu0fUkvQcVfgM-8kOMaYYMPVaywH2fw](https://adventureout.co.uk/activities/dunstableprioryadventure/?fbclid=IwAR3fqVeJedptmXRG_GHZRxIJKuxDGu0fUkvQcVfgM-8kOMaYYMPVaywH2fw)
- 5.7 In July we will be celebrating the Council for British Archaeology (CBA) Festival of Archaeology [www.archaeologyuk.org/festival.html](http://www.archaeologyuk.org/festival.html) and the HSHAZ with Roar into Archaeology on Saturday 23 July from 10am to 4.00pm at The Quadrant Shopping Centre and Around the World and Dunstable Festival of Archaeology on Saturday 30 July from 10.30am to 4.30pm in Priory Gardens. There will be various other HSHAZ activities at several events during the summer including:
- Jubilee Market 11 June from 10 am to 3 pm - HSHAZ activities including a HSHAZ themed crazy golf!

- Party in the Park Saturday 9 July 12.00 noon to 8.00 pm, Grove House Gardens - activities including Digging for Stories- story trail for families and individuals of all ages- follow a map, get clues for characters from the past
- Love Parks Free Older People's Wellbeing Day Tuesday 12 July 10.30 am to 1.00 pm, Priory Gardens – activities including Memory Workshop with Dunstable Cultural Consortium
- Love Parks Gin and Tea Friday 15 July 6.00 pm to 9.00 pm, Priory Gardens – a caricature artist will be on hand to create portraits of people as historical characters from Dunstable's past!
- Cave people at Friday evening sessions at Grove Corner Friday 29 July
- Bricks McGee Local Landmarks Lego Workshops Friday 5 August at Grove Corner – Lego based fun! Booking essential
- Ashton Square Day Saturday 6 August 10.00am to 3.00pm, Ashton Square - activities including Historic Alive Trail
- Summer Activities Arts and Crafts Thursday 11 August 10am to 12 noon, Priory Gardens - activities including cave art with a cave person

**6. AUTHOR**

- 6.1 Michelle Collings- High Street Heritage Action Zone Programme Manager  
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**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 6 JUNE 2022**

**EVENTS**

<b>Purpose of report:</b> For information only
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**1. PAST EVENTS**

**1.1 St George's Day**

This year's St George's Day was a big success with an estimated number of attendees at 1,500 across the day. Feedback has been incredibly positive via both Facebook and Survey Monkey.

**1.2 Classic Motor Rally**

The Classic Motor Rally held on Saturday 21 May had an exceptionally good turn out with an estimated number of over 4,000 people in attendance across the day. A total of 160 cars were displayed at the event. Feedback has been positive from the public, stall holders, entertainers and car owners; the public have highlighted that they enjoyed the additional children's activities, live music and HSHAZ attractions alongside the classic cars.

**2. FUTURE EVENTS – Planning and Development**

**2.1 Queen's Jubilee Concert - Saturday 4 June**

The full line-up for the Queen's Jubilee Concert has now been announced to the public via Facebook and on the DTC website. The line-up is:

1.00 pm: Trooping of the Colour 1977 – Silver Jubilee  
3.00 pm: 'The Queen' Film (2006)  
5.00 pm: The Queen: 70 Glorious years  
6.00 pm: The Jubilee Concert – Backstage Show  
8.00 pm to 10.30 pm: The Queen's Platinum Jubilee Concert

The screening will also consist of an outdoor bar and food concessions. Priory House's VIP tables has now sold out. However, Priory House will be attending with a stall selling Jubilee flags and memorabilia.

## 2.2 Sunday Band Concerts

All bookings and plans are in place for this year's Sunday Band Concerts. The bands performing are:

Sun 26 June	12 noon	Dunstable Town Band
Sun 26 June	2.45 pm	Dunstable Salvation Army
Sun 3 July	12 noon	The Heath Band
Sun 3 July	2.45 pm	Toddington Town Band
Sun 7 August	12 noon	Chiltern Hills Brass Band
Sun 7 August	2.45 pm	Welwyn Garden City Band

Officers have approached charities and not for profit organisations for the three-week tea and coffee concession, however, feedback from groups so far have been that there is a shortage of volunteers to attend the event. The application has been widely advertised in Talk of the Town, Facebook and via the website. The closing date for the tea and coffee concession is Friday 3 June.

## 2.3 Dunstable Live - Saturday 18 June

Dunstable Live is the first of the Summer of Music events in Grove House Gardens. The acts are all booked, and promotion of the event has been advertised on social media, through a press release, via the website and with posters and leaflets. A survey was conducted via our Facebook page with over 1,500 votes received, and the top four acts were chosen, the line-up is:

3.00 pm	The Vox Beatles
4.20 pm	Elite Elton
5.30 pm	A Kind Of Mercury
7.00 pm	Ska Madness

Luton Waste Services will be providing the waste management for Dunstable Live.

## 2.4 Party in the Park - Saturday 9 July

Plans are progressing well for Party in the Park. The stage has a mix of music and local groups before the main music starts with a Bob Marley tribute followed by headliner's The Farm. The event will also consist of an outdoor bar and activities throughout the day including the free Kidzone area, business and craft stalls, funfair, and HSHAZ themed attractions.

Luton Waste Services will also be providing the waste management for this event.

## 2.5 Around the World - Saturday 30 July

Plans for Around the World and the Dunstable Festival of Archaeology are going well. Activities confirmed for this event so far are:

- Meet Bluey and Bingo
- Elephant in Parade Stilt Walker
- Bollywood Punch & Judy
- Kakatsiki, Master Drummers from Ghana
- African drumming, storytelling and crafts
- Around the World Storytelling
- Living History Saxon Encampment
- Chainsaw carving demonstration
- Prehistoric Experiences, with Cave People
- Primitive Technology - flintknapping with Karl Lee
- Sandpit Digs
- Roman Coin and Money Workshop
- Dunstable and District Local History Society
- Dunstable Town Guides
- Friends of Priory House and Gardens & Historical Dunstable

The Events Officer is working alongside the HSHAZ Programme Manager to facilitate HSHAZ themed attractions within this event. Performers from this event will also be performing in the Quadrant Shopping precinct on the day.

## 2.6 Priory Pictures - Saturday 13 August

A poll was set up on Facebook for the public to pick their favourite films. The films below were chosen:

12 noon	Encanto (PG) * <b>Adapted Screening</b>
2.30 pm	Encanto (PG)
4.45 pm	Sing 2 (PG)
7.15 pm	Spider-Man: No Way Home (PG-13)

The adapted screening will benefit from:

- Lower sound volume
- Subtitles
- Hearing Loop
- Enclosed quiet space available
- Wheelchair friendly viewing area

- Enclosed safe space area
- Designated smoking area
- Minibus drop off point
- Accessible toilets
- Priory House's Take Out Special

## 2.7 Priory Proms in the Park - Saturday 10 September

Plans are still in the preliminary stage for this event. The event will consist of a large screen with live streaming of the BBC Proms, an outdoor bar, a fireworks finale and special effects. Entertainment booked for the pre-show and the interval are Dunstable Town Band and Joe Corrigan.

## 3. Event Marketing

- 3.1 A summer events leaflet covering all the events was distributed around town, 3,000 leaflets were printed in total.

All the events have a Facebook event page, posters, website and are featured in Talk of the Town. Posters are taken to shops and owners are kindly asked to display them.

## 4. Event review

- 4.1 After each event an event specific survey is created to gain feedback. This includes public consultation on the day via a Survey Monkey QR code which is shared on posters displayed around the event area, on the DTC website and via Facebook. Surveys are also sent to all stallholders and performers.
- 4.2 To date feedback has been gained from the St George's Day event and the Classic Motor Rally. For St George's Day a total of 82 surveys were collected from the public, six stallholders and three performers. To date, 45 surveys have been returned from the public for the Classic Motor Rally, three stallholders and two from performers. Overall, the feedback has been positive from all groups surveyed.
- 4.3 A full analysis of results will be presented to the Events Review Working Group in June when the following events will be reviewed:
- St George's Day
  - Motor Rally
  - Dunstable Live

## 5. AUTHOR

- 5.1 Gina Thanky - Events Officer  
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**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 6 JUNE 2022**

**PRIORY HOUSE**

<b>Purpose of Report:</b> For Information only.
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**1. OPERATIONAL ISSUES**

- 1.1 Last month, one of the Duty Managers resigned, currently their hours are being fulfilled inhouse with staff acting up on occasions when required.
- 1.2 A Priory House Assistant also this month handed in their notice, their last working day being 4 June. These hours are also being fulfilled internally with staffing taking on additional hours to cover when required.
- 1.3 The decision not to fill these vacancies immediately is due to a couple of factors; the impact on trade from September due to the repair works may mean that the staffing hours are not required between September 2022 and May 2023. There is also the outcome from the decision report on the reconfiguration of the ground floor, later in the agenda to be considered. A detailed review of the Priory House staffing structure will be looked at later in the year. For the time being officers feel the posts can be fulfilled internally until a more permanent staffing structure is approved.
- 1.4 The lift has now been fixed and has been running smoothly.

**2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET**

- 2.1 Jubilee items have been received well and more stock has been ordered to replenish, although the suppliers are low on items.
- 2.2 The new Jubilee Tea has been blended in house and is for sale in the gift shop. This is a blend of Assam and Darjeeling teas combined with edible roses. It is an English Rose breakfast tea.
- 2.3 Facebook is being used to promote in house events, weddings, functions, and stock - this has been working really well. Frenchic still continues to sell well and is attracting a lot of new customers to the House.
- 2.4 Printing of bus timetables has been an issue over recent weeks due to the bus companies no longer printing them. As a result, staff are printing on average 9 timetables a day. Officers have been monitoring the increase in demand for timetables and at time of writing this report from 5 May to 19 May 113 timetables were printed, using an average of 3 sheets of paper. An example of this is; from Wednesday 11 to Thursday 12 on May, over 400 sheets of paper were used in two days printing timetables for around 30 customers.
- 2.5 Officers have contacted the bus companies to find out if they will start providing bus timetables again, and currently they have confirmed that they will not be.
- 2.6 The increase in demand has seen Priory House use significantly more paper and ink usage,

through customers asking and expecting Priory House to provide the bus times for free.

- 2.7 Staff have been encouraging customers to use their phones to take pictures of the timetable, staff have also been assisting in bringing up the information on the customers own smartphones for them, however most customer demand a printout sheet with the times on.
- 2.8 The cost of a double sided black and white sheet is 20p and 10p per single side, on average the bus timetables are 3 pages per timetable- 1 double and 1 single side.
- 2.9 Currently the budget for sundries and office supplies is £2,000 for the year, which includes all paper, laminate pouches, staples, envelopes, pens, folders etc for the house including tea rooms. The cost of the bus timetables per annum is estimated at £842.40 per year based on the current usage, which means nearly a half of our annual budget is spent solely on printing bus time tables.
- 2.10 Officers are requesting that members consider applying an admin fee to cover the cost of printing, with officers using their discretion when they are aware that the charge is prohibitive to someone who may be vulnerable.
- 2.11 Officers would recommend a charge of 20p per sheet which includes the paper, ink, and VAT, which would mean a complete 3-page bus timetable would cost 30p to the customer.

### 3. **THE JACOBAN ROOM**

- 3.1 There are 18 weddings booked in for the rest of the year. The wedding fayres are still proving an excellent way to promote the weddings. The last wedding fayre saw six couples attend.
- 3.2 There is currently one confirmed outdoor wedding in August.
- 3.3 The Jacobean Room is currently booked for 61 paid functions or rooms hires, including weddings. The 28 bookings are 'In House' meetings/events that are non-chargeable e.g., Friends of Priory House meetings, HSHAZ workshops, History Society etc.

3.4

<b>2022</b>	<b>Chargeable</b>	<b>Not chargeable</b>
<i>January</i>	7	1
<i>February</i>	5	3
<i>March</i>	7	5
<i>April</i>	7	5
<i>May</i>	6	3
<i>June</i>	9	1
<i>July</i>	5	2
<i>August</i>	4	2
<i>September</i>	5	2
<i>October</i>	5	2
<i>November</i>	2	2
<i>December</i>	1	1
<b>Total</b>	<b>63</b>	<b>28</b>

- 3.5 Friends of Priory House and Garden held their 10<sup>th</sup> Anniversary Party at Priory House on

Saturday 7 May, this was well received and, all staff received excellent feedback on the service and food.

#### **4. EVENTS**

- 4.1 The Easter Tree Workshop was attended by 11 children who all enjoyed the activity and the easter egg hunt.
- 4.2 Sunday Afternoon Teas are selling very well on the website with 19 booked in for 29 May and 11 so far for 26 June.
- 4.3 Wimbledon Afternoon Teas will be served on Saturday 9 July in the Jacobean Room these are being advertised on the website and currently nine customers have booked on.
- 4.4 Jubilee Afternoon Teas are also doing well with 16 Teas booked so far. Currently there has been no requests for Afternoon Teas for the Sunday 5 June, and therefore it is not expected that Priory house will open on the Sunday.
- 4.5 St George's Day was very successful for Priory House, in total the house took £2,000, split between the tea rooms, gift shop and the outside stall. This was the busiest St George's Day event for Priory House.

#### **5. PRIORY HOUSE TEA ROOMS**

- 5.1 The tea rooms have been trading extremely well, with a number of functions and large Afternoon Tea bookings.
- 5.2 There has been a recruitment of casual staff to assist with the busy summer period. As a result, two casual contracts have been issued.
- 5.3 Officers are currently working on some of the service plan objectives, one of which is a dog Afternoon Tea. The Catering Manager has been recipe testing and hopes to launch the dog Afternoon Tea in June. This is a unique product offering and it is hoped to attract different people and something people would also travel into Dunstable for.
- 5.4 A number of new menu items are to be launched in the tea rooms in the next month, which will include more children, vegan and breakfast options for our customers.

## 6. FINANCE

### 6.1 Priory House Tea Rooms takings comparison ex VAT as of 31 March 2022.

Members will see from the tables below that the Tea Rooms and the Gift Shop have performed well this year with an increase in income, although it should be noted that other expenditure e.g. staffing has also increased which affects the overall income and expenditure difference as shown in 6.3.

	2019/2020	Tea Room Expenditure 19/20	2021/2022	Tea Room Expenditure 21/22	Variation 2021/2022 to 2019/2020	% Difference	Add Income 2021/22
<b>1ST QUARTER</b>	£32,136.29		£19,440.35		-£12,695.94	-40	£1,022.48
<b>2ND QUARTER</b>	£29,319.98		£39,093.30		£9,773.32	33	£488.23
<b>3RD QUARTER</b>	£31,039.26		£32,683.28		£1,644.02	5	£1,818.46
<b>4TH QUARTER</b>	£24,123.21		£31,132.70		£7,009.49	29	£690.65
<b>TOTAL FOR YEAR</b>	<b>£116,618.74</b>	<b>£ 48,188</b>	<b>£122,349.63</b>	<b>£48,801</b>	<b>£5,730.89</b>	<b>5</b>	<b>£4,019.82</b>

### 6.2 Priory House gift shop takings comparison ex VAT as of 31 March 2022

	2019/20	Gift Shop Expenditure 19/20	2021/2022	Gift Shop Expenditure 19/20	Variation 2021/2022 to 2019/2020	% Difference
<b>1ST QUARTER</b>	£1,769.41		£1,299.98		-£469.43	-27
<b>2ND QUARTER</b>	£2,596.50		£3,806.44		£1,209.94	47
<b>3RD QUARTER</b>	£4,996.33		£6,087.35		£1,091.02	22
<b>4TH QUARTER</b>	£1,611.42		£2,317.62		£706.20	44
<b>TOTAL FOR YEAR</b>	<b>£10,973.66</b>	<b>£6,225</b>	<b>£13,511.39</b>	<b>£9,116</b>	<b>£2,537.73</b>	<b>23</b>

### 6.3 Priory House year-end income and expenditure 2021/22.

Service Area	Budget 2021/22	Actuals to Date	Year-end Forecast	Year-end Variance
Income: Priory house - Tea Rooms	138,500	127,946	127,946	-10,554
Costs: Priory house - Tea Rooms	-48,000	-48,801	-48,801	-801
Income: Priory house - Shop	13,500	15,455	15,455	1,955
Costs: Priory house - Shop	-6,500	-9,166	-9,166	-2,666
Other Costs (Inc Staff)	-340,879	-322,884	-322,884	17,995
Sub Total	-243,379	-237,450	-237,450	5,929



- 6.4 There has been a couple of unexpected expenditures which has caused some budgets to over spend. For example, the lift repaired cost over £10,000 which caused the maintenance and repairs budget to over spend by £6,700
- 6.5 At the beginning of the year, there was an undetected water leak, that including the estimate charges based on the higher rate due to the leak, also meant the water bill went from £3,000 per annum to £13,000.

**7. AUTHORS**

- 7.1 Lisa Stephens, Cultural Services Manager  
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**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**  
**MONDAY 6 JUNE 2022**  
**PRIORY HOUSE RECONGIFURATION**

<b>Purpose of Report:</b>	<b>The purpose of this report is to recommend authorisation for this Committee to commit reserve spending for ground floor reconfiguration and improvement works to Priory House (gift shop).</b>
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**1. ACTION RECOMMENDED**

- 1.1 That the committee recommends to Financial and General Purposes Committee the release up to £50,000 from the Priory House Building Reserve to undertake the reconfiguration of the ground floor of Priory House as identified in this report.

**2. BACKGROUND**

- 2.1 At the March 2022 Community Services Committee, members agreed to support officers to scope the reconfiguration of the Priory House Gift Shop. Since then, officers have been considering layout options and ideas and engaging with potential contractors to provide initial quotes for the works whilst also scoping the costs for the necessary equipment that will need to also be purchased.

**3. MAIN CONSIDERATIONS**

- 3.1 The average weekly takings (not profit) in the shop varies between £100 - £300 a week, once coach tickets, showcase shelving and third-party tickets sales e.g. Tea time Tales, Dunstable Guides etc are removed.
- 3.2 Last year the shop took £13,511.39 in sales. The shop has an expenditure budget of £6,500, which is spent on stock. Therefore the 'profit' from sales last year was £7,077. Staffing costs also have to be taken into account; thus, the shop is run with a significant subsidy by the local tax payer.
- 3.3 Should members choose to proceed with the reconfiguration, due to the reduction in shelving space, Showcase Shelving would cease. The remaining shelves would be solely for selling Priory House stock and some of our popular sale or return stockists i.e. David Marston and our local books. Priory House currently only make £100 a month on showcase shelving (£25 per month per shelving area).
- 3.4 The investment in Priory House would enable a new service which would cater for people walking past at lunchtime, customers wishing to takeaway drinks and food to enjoy in Priory Gardens. To expand our breakfast offering with an earlier opening time for this area of the House is also a possibility and officers feel these improvements would see a return on investment in a relatively quick time.

- 3.5 Officers have identified areas of point of sale across the ground floor, for example shelving/cabinets in the temporary exhibition area, the glass cabinet in the Undercroft and on sideboards in the tea rooms.
- 3.6 Officers have so far met with three contractors on site who have stated the work can be achieved with the space and the layout desired. Obtaining three quotes for the works (minus equipment) is in line with our financial regulations for works believed to be under £40,000.

The layout would consist of the back shelving (back windows facing High Street South) to be removed and replaced with a high-top bar style seating area. There would also be café style seating area in the centre of the space and a reconfiguration of the reception desk area as a serving and preparation counter. See the basic layout in appendix 1.

- 3.7 There is an additional option for the window facing out to Priory Gardens to become a serving hatch, allowing customers to be served outside as well. Planning approval for this may need to be sought and it is not anticipated this could happen before September but could become an additional option later.
- 3.8 It is proposed that this new section of Priory House will open to the public earlier than the current 10 am, to offer a breakfast menu and hot drinks. Items like croissants, breakfast sandwiches etc. as officers believe there is some demand for this.
- 3.9 Upon examination of the quote in appendix 2, there are a significant amount of omissions, this includes; new serving counter, additional lighting, electric sockets and what officers believe to be an unrealistic amount quoted for new furniture.
- 3.10 The company have also stated they cannot complete the works by the 12 September, which is when the Undercroft works start.
- 3.11 The quote in appendix 3 is more substantial in detail and with a well thought out design. Their quote includes more elements including additional lighting, tilling and a thorough comprehension of the project. Officers believe the quality of work quoted is of a higher standard.
- 3.12 The company has confirmed that they can commence the work by the beginning of July with a handover end of July, thus this option would see the shop side of the house closed for 4 weeks maximum.
- 3.13 The company also has proven experience in delivering this style of project, having fitted out the Coffee Republic chains, and collaborate with Dunstable Joinery to make bespoke counters and fittings for these types of projects.
- 3.14 The site visits from the building companies have highlighted some damp in the shop area that will need to be addressed separately before the works take place. This will be taken from the existing maintenance budget and will commence as soon as possible.

#### 4. **FINANCIAL IMPLICATIONS**

- 4.1 As the works (excluding the equipment) will not exceed £40,000, three quotations are being sought.
- 4.2 Where necessary quotes will also be sought for the equipment, even though it isn't anticipated that any one item will be over £5,000, officers are keen to ensure best value for money with this project.
- 4.3 At the time of writing only two quotes had been received. Should it be possible, officers will present a third quote at the Community Services Committee.
- 4.4 The quotes can be seen in appendix 2 and 3 of the report.
- 4.5 The quote found at appendix 2 has a number of omissions which officers have requested further details on. It is expected that the omissions could add another £10,000 - £12,000 to the existing quote, making the capital works £26,000 - 28,000.
- 4.6 Members are requested to consider the details within the quotes supplied in appendix 2 and 3 as well as that presented to committee.

4.7

Quote Summary			
	Capital Works	Equipment	Total
<b>Quote 1*</b>	£16,393.00	£17,983.52	£34,376.52
<b>Quote 2</b>	£36,163.98	£20,703.81	£56,867.79
<b>Quote 3</b>	tbc	tbc	
<b>* Significant omissions from quotes estimated at £10-12k additional</b>			

There is an opportunity for officers to value engineer the quotes to get best value and to drive down the costs on some of the decor items and equipment, this will be undertaken should members approve the spend from reserve.

There is currently £98,569 in the Priory House building reserve and therefore there are sufficient funds available for these works in the reserve. It should also be noted that the works are viewed as an invest to save option whereby the improvements are expected to bring in an additional income. For example, if the new café area took £150 per day with an average of 30 customers spending £5, this would see return sales of **£43,200** from the first year, this is against a total of £13,511 of sales from the same area last year.

#### 5. **POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The recommendations contained within this report meets the corporate priority of:

*Continuing to improve the organisational management, efficiency, and environmental sustainability of the Town Council.*

Officers anticipate that through the reconfiguration of the ground floor of Priory House, further efficiencies of both income generation and savings will be achieved.

**6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 Should the Council choose to provide an additional food outlet at the south end of Priory House for 'take away' options, then the service would need to ensure that food hygiene and health and safety at work practices were adhered to. However, with a qualified Catering Manager on the team and experience in delivering such services this would not pose any problems.

**7. HUMAN RESOURCE IMPLICATIONS**

- 7.1 Currently none, however this may pose an opportunity to review staffing to create a more cost effective and efficient structure.

**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 – Layout proposal  
11.2 Appendix 2 – Quote 1  
11.3 Appendix 3 – Quote 2  
11.4 Appendix 4 – Concept design

**12. BACKGROUND PAPERS**

- 12.1 Community Service Committee Report - 7 March 2022.

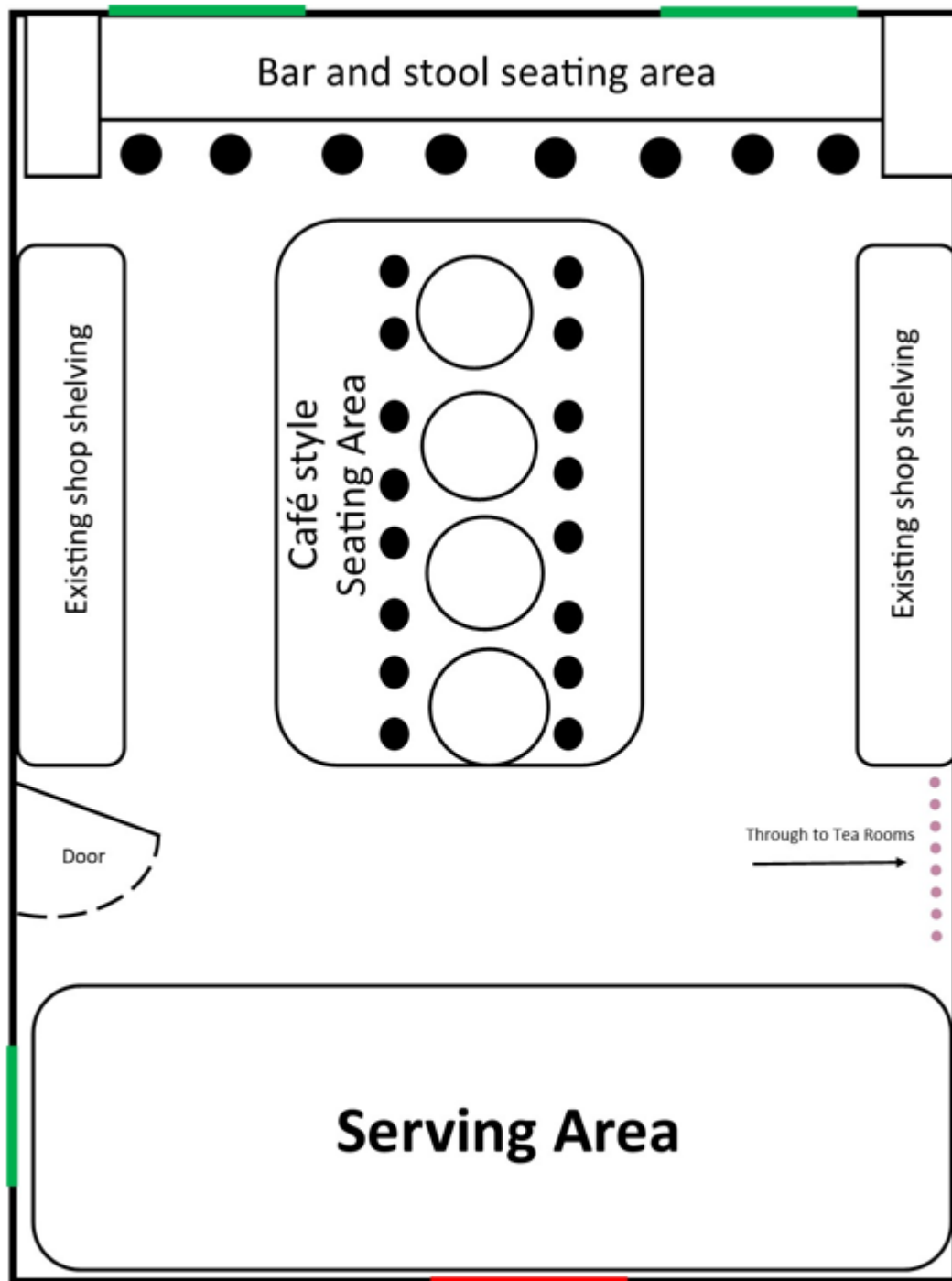
**13. CONCLUSION**

- 13.1 Members need to decide whether a change to the service and thus a reconfiguration at Priory House is something they would like to see happen before the major repair works commence in September 2022. This is something that is supported by the Priory House and the Senior Management Teams, as an opportunity to lessen the financial burden of Priory House on the Council.

- 13.2 Should members choose to reconfigure the ground floor of Priory House then it is planned that this work would take place before September. In doing so the contingency of £50,000 set aside for the loss of income for the duration of the Undercroft works could be reduced. The suggested works would be an investment in Priory House and would help reduce the current operating deficit and broaden the customer base, offering a service not currently available at Priory House.
- 13.3 At the time of writing, only two quotes have been received. Officers believe the quote at Appendix 2 is incomplete and is missing around £10,000-£12,000 in equipment and works. More significantly the company cannot complete by September 2022. Therefore, if members approve the spend from the Priory House building reserve officers will assess the other two quotes to determine the best contractor for the works.

**14. AUTHOR**

- 14.1 Lisa Stephens - Cultural Services Manager  
[Lisa.stephens@dunstable.gov.uk](mailto:Lisa.stephens@dunstable.gov.uk)



**KEY**

-  Window
-  Potential Serving Hatch
-  Seating

## Quote 1

Priory house - Proposed Café

### Preliminaires

Allow to strip out existing counter and remove from site  
allow to remove display cabinets and remove from site  
Allow to take up exsiting carpet and dispose of site  
Allow to modify existing electrics Provisional sum  
supply and install hot, cold and waste feeds to proposed area PS  
Supply and install worktop and sink to prep area to servery  
Supply and install splash back to upstands  
Allow to decorate area complete  
Allow to prep and install non slip vinyl flooring  
Supply and install proposed furniture  
Clean and clear site  
Contingency

Total for capital works

Buffalo Countertop Heated Food Display 687mm - CD231 - Buy Online at Nisbets
Classeq Compact Dishwasher D400 Duo WS - P_GU017 - Buy Online at Nisbets
Classeq Pass-Through Dishwasher Table with Spray Mixer T11SENL - GD925 - Buy Online at Nisbets
Basix Stainless Steel Knee Operated Hand Wash Basin - CC260 - Buy Online at Nisbets
Polar C-Series Countertop Food Display Fridge 100Ltr Black - CC611 - Buy Online at Nisbets
Victor Optimax Refrigerated Display Unit 1000mm - GL358 - Buy Online at Nisbets
Bravilor Bolero 11 Instant Drinks Machine - FW557 - Buy Online at Nisbets
Blue Ice Azzurri Classico Black Bean to Cup Coffee Machine - CM631 - Buy Online at Nisbets
JM Posner Tyboon High Speed Oven - FT107 - Buy Online at Nisbets
Parry Stainless Steel Centre Table 600(D)mm - P_DC618 - Buy Online at Nisbets
Polar C-Series Stainless Steel Under Counter Fridge 150Ltr - CD080 - Buy Online at Nisbets
Polar C-Series Stainless Steel Under Counter Freezer 140Ltr - CD081 - Buy Online at Nisbets
Eazyzap Energy Efficient LED Fly Killer 50m <sup>2</sup> - FD496 - Buy Online at Nisbets
Bolero Bistro Backrest High Stools with Wooden Seat Pad Galvanised Steel (Pack of 4) - FB627 - Buy Online at Nisbets
Total for Equipment

**Total**

### Additional options for consideration

Allow to install serving window - Provisional Sum



£530.00  
£1,085.00  
£1,070.00  
£205.00  
**£1,850.00**  
£1,440.00  
£1,685.00  
£228.00  
£1,155.00  
£2,250.00  
£1,045.00  
£350.00  
£3,500.00

**£16,393.00**

£666.99
£2,299.99
£1,762.94
£178.24
£517.49
£5,818.99
£1,080.99
£1,747.99
£1,954.99
£385.24
£597.99
£655.49
£40.24
£275.95

**£17,983.52**

**£34,376.52**

**£2,050.00**

Dunstable Town Council  
Grove House,  
76 High St North,  
Dunstable  
LU6 1NF

18<sup>th</sup> May 2022

**For the attention of: - Lisa Stephens.**  
[Lisa.Stephens@dunstable.gov.uk](mailto:Lisa.Stephens@dunstable.gov.uk)

**Reference: - Priory House – Gift / Coffee Shop Alterations.**

Dear Madam,

Thank you for giving us the opportunity of quoting for the above work which is as follows: -

**DUNSTABLE TOWN COUNCIL  
PRIORY HOUSE  
GIFT / COFFEE SHOP ALTERATIONS**

***SITE SETUP***

1 No skip for disposal of all building waste materials	£ 400.00
Where possible waste materials will be recycled off site.	
Site compound and signage	£ 320.00
Health & Safety; Risk assessment and method statement	

***DISCONNECTION & REMOVAL***

Remove existing rear display units at one end of the shop.	
Remove existing reception desk	
Uplift existing entrance matting	
Uplift flooring beneath reception counter	£ 2,440.00

***FLOORING***

Retain existing wood effect vinyl flooring.	
Make good to sub-floor around counter area.	
Supply and lay levelling compound, as necessary.	
Supply and fit new safety flooring in food preparation area	£ 1,920.00
Supply and lay new flooring in front of counter	£ 1,680.00
Supply and fit new entrance matting to wipe feet on entering (Colours to be confirmed)	£ 300.00

***NEW FURNITURE / FOOD COUNTER***

Manufacture and supply new food counter (Coffee Shop Style)	£ 7,620.00
Incorporating equipment, you have specified.	
Manufacture units in the food prep area. Denoted on drawing.	£ 2,160.00
Custom built	
To manufacture and install high level tables in a 'U' shape at the main road end of the room. Denoted on drawing.	£ 2,620.00
Suitable for high level stools. (In equipment below)	
Central tables supplied by others. Denoted on drawing.	

## ***TILING***

To tile all three walls behind server counter.

100mm x 200mm, chamfered tiles, brick bond configuration.

(Colour to be confirmed) Denoted on drawing.

**£ 2,040.00**

Fit display / food price boards (Supplied by others)

## ***DECORATION***

Carry out full decoration to all existing walls and ceilings.

Walls to receive Dimond matt emulsion.

**£ 900.00**

Woodwork to receive gloss paint.

**£ 400.00**

(Colour to be confirmed)

## ***PLUMBING***

Make provisions for connection into adjoining disabled toilet

Water and waste

**£ 1,200.00**

Provisional sum to supply for water filter to allow drinking water

**£ 2,000.00 PC SUM**

Supply waster feed and connect up to new wash sink

**£ 600.00**

Supply waster feed and connect up to new dishwasher

**£ 600.00**

Supply waster feed and connect two new tea & coffee machines

**£ 600.00**

(cost of these items set out in equipment list below)

## ***ELECTRICAL & NEW LIGHTING***

Disconnect and take down display lighting at road end of café

**£ 200.00**

Disconnect all reception plug sockets

**£ 250.00**

Take down existing lighting over reception desk

**£ 180.00**

Install sub service & distribution board within new kitchen area

**£ 1,540.00**

Install 9 pendent copper style lights over high-level seating

**£ 1,648.00**

Install 9 tilting sockets, with USB plugs for high-level seating

**£ 900.00**

Install 3 pendent copper style lights over middle tables

**£ 650.00**

Install 3 pendent copper style lights over new food counter

**£ 650.00**

Install 4 spotlights over food preparation area, behind the counter

**£ 480.00**

Install new individual isolators to all new kitchen equipment below

**£ 2,800.00**

Move and reconnect data cable for computer

**£ 342.00**

Move and relocate entrance door opening button

**£ 300.00**

## ***EQUIPMENT LIST***

Buffalo Countertop Heated Food Display 687mm

**£ 579.99**

Classeq Compact Dishwasher D400 Duo WS

**£ 1,999.99**

Classeq Pass-Through Dishwasher Table with Spray Mixer

**£ 1,532.99**

Basix Stainless Steel Knee Operated Hand Wash Basin

**£ 154.99**

Polar C-Series Countertop Food Display Fridge 100Ltr Black

**£ 449.99**

Victor Optimax Refrigerated Display Unit 1000mm

**£ 5,059.99**

Bravilor Bolero 11 Instant Drinks Machine

**£ 849.99**

Blue Ice Azzurri Classico Black Bean to Cup Coffee Machine

**£ 1,519.99**

JM Posner Tyboon High Speed Oven

**£ 1,699.99**

Parry Stainless Steel Centre Table 600(D)mm

**£ 334.99**

Polar C-Series Stainless Steel Under Counter Fridge 150Ltr

**£ 519.99**

Polar C-Series Stainless Steel Under Counter Freezer 140Ltr

**£ 569.99**

Eazyzap Energy Efficient LED Fly Killer 50m

**£ 34.99**

Bolero Bistro Backrest High Stools with Wooden Seat Pad

Galvanised Steel (Pack of 4) x 2

**£ 479.92**

Extra over to install the above

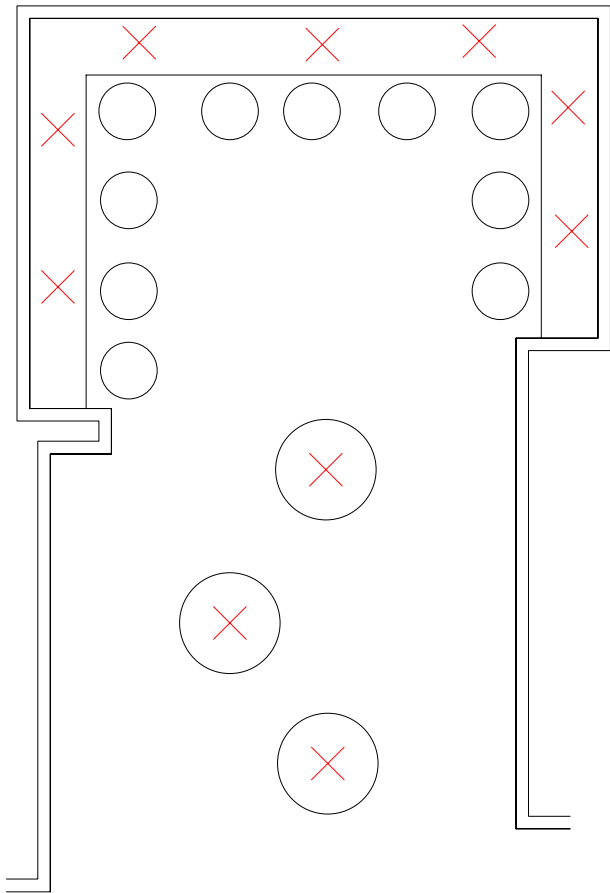
**£ 3,340.00**

**GRAND TOTAL COST FOR ALL OF THE ABOVE**

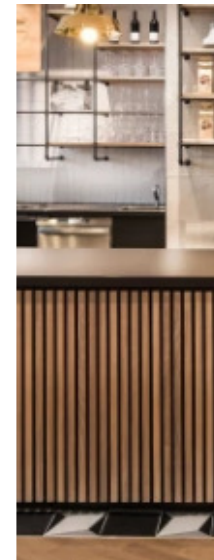
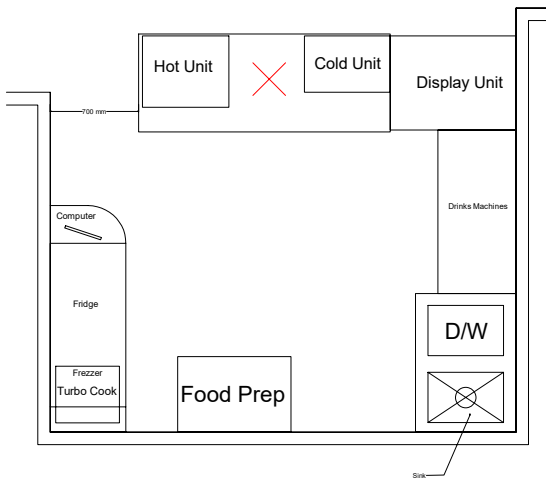
**£56,867.79**

**All Plus V.A.T Currently @ 20 %**

We hope the above is of interest to you and await your further **instructions / official order.**



Illustrative purpose only



CLIENT: Dunstable Town Council	
PROJECT: Priory House	
TITLE: Coffee Shop Alterations	
SCALE: NTS	DATE: 17/05/2022
ISSUE TYPE:	DRAWN BY: Andrew Wagstaff
DRAWING NO: 1	FILE NAME: dtcphcoffee
	REV:
COPYRIGHT: The drawing is the property of, and is issued on condition that it is not reproduced in part or in whole without written consent. All dimensions are to be verified on site by main contractor. Any discrepancies not brought to our immediate attention shall be deemed the responsibility of the contractor/ Fabricator Always allow for site tolerances, check the overall widths and heights before any installation and adjust setting out accordingly. Please note all colours are only a representation of the genuine finish.	

**DUNSTABLE TOWN COUNCIL**

**COMMUNITY SERVICES COMMITTEE**

**MONDAY 6 JUNE 2022**

**SERVICE LEVEL AGREEMENT APPLICATIONS**

<b>Purpose of Report:</b>	The purpose of this report is for members to approve the first round of four-year Service Level Agreements.
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**1. ACTION RECOMMENDED**

- 1.1 The purpose of this report is for members to approve the first round of four-year Service Level Agreements.

**2. BACKGROUND**

- 2.1 In February 2022, Council approved the allocation of £10,000 to fund the community and voluntary sector, £9,000 for Service Level Agreements and £1,000 for smaller Seedcorn funding.
- 2.2 In March 2022, officers began marketing and promoting the funding opportunity on social media platforms, in Talk of the Town and directly with groups, organisations and umbrella voluntary organisations.
- 2.3 As a result there have been five applications received to date for the Service Level Agreement funding, and two for the Seedcorn funding. For the latter officers plan further marketing and direct targeting of individuals and community organisations throughout the year.
- 2.4 It should be noted that the Seedcorn funding is not for consideration at committee. The aim is for a speedy turn around enabling new and emerging groups to react quickly to local needs and therefore a decision on grant is made between the Chairman and the Head of Community Services. Of the two applications received, one did not meet the eligibility criteria as the organisation was not new. The second for £300 is from the Dunstable Wombles, and the Chairman and Head of Service will be meeting to discuss the application.

**3. MAIN CONSIDERATIONS**

- 3.1 Members are required to consider all the applications listed in section 8 of the report.
- 3.2 In addition to these applications, organisations had to also provide the following:  
 Health and Safety policy and Risk Assessment(s).  
 Safe guarding policy (where applicable)  
 Equalities Policy  
 Accounts

With the supporting documents that have been provided, officers have no concerns. Where this information is missing officers will continue to follow up and would not sign off a Service Level Agreement until all paperwork is accounted for.

- 3.3 Of the five applications officers believe three fully meet the criteria and should be considered (although at the time of writing the report not all supporting documentation had been received by Hospice at Home). These being:
- Dunstable Citizen Advice Bureau
  - Hospice at Home
  - Bedfordshire Rural Communities Charity

Whilst the first organisations cover Dunstable and Houghton Regis, and it is difficult to understand the service user split, officers fully support these applications, believing that they meet local needs, and that the funding adds value to the existing services.

- 3.4 BRCC already has a Service Level Agreement in place with Dunstable Town Council for £500, to cover the services that they took over from Community Action Bedfordshire from April 2021. Their new application is looking to create a completely new Service Level Agreement that would see them continuing this element and then enhancing it with other Dunstable activities and services, see appendix 5 for details.

- 3.5 Of the remaining applications officers believe one is a one-off capital project and not something that would be a Service Level Agreement and therefore does not meet the criteria. This being:

- 4<sup>th</sup> Dunstable Scouts

- 3.6 Whilst the remaining application, from Sorted Counselling Services, does partially meet the criteria, officers were left with some concerns regarding increasing costs in years 2, 3 and 4 and whether the organisation is able to, or knows how it will, meet these inflation increasing costs. Officers also felt that there was little added value to the application, and that the funding would merely enable an existing service to continue, some of which it would appear is delivered outside of, or to those outside of, Dunstable.

- 3.7 Special Needs Out Of School Club (In Beds), also submitted an application for a SLA. However, the organisation did not read the guidance notes, not only did the application not meet the criteria it was also for £10,000. For this reason, the application has not been included in the report, but officers are liaising with the organisation to seek a possible resubmission.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The Council allocated £9,000 for Service Level Agreements in the 2022/23 budget. The total value of the five applications combined is £10,000, which if could not be covered by allocated budget even if the BRCC's application was viewed as an additional £1,500 grant amount. It would also mean that over the next 4 years no other community organisation could benefit from a Service Level Agreement. Members will need to take this into consideration when awarding SLA grant amounts, but officers recommend not going back with a counter offer and simply agreeing to the full SLA request or not.

- 4.2 However, it should also be noted that Priory Church has decided to withdraw from their Service Level Agreement for 2022/23. This means that there is an additional £1,000 unallocated in the grants budget that members may choose to reallocate, thus providing a new unallocated SLA pot of £10,000. If members chose to do this and agreed all current applications, there would be £500 remaining unallocated for the next 4 years.

**5. HEALTH AND SAFETY IMPLICATIONS**

- 5.1 None.

**6. ENVIRONMENTAL IMPLICATIONS**

- 6.1 None.

**7. POLICY AND CORPORATE PLAN, HUMAN RESOURCE, LEGAL AND EQUALITIES IMPLICATIONS**

- 7.1 All applicants have been asked to submit their equalities policy and no awards would be given to organisations who fail to do this.
- 7.2 All applicants have been asked how the SLA will benefit Dunstable, thus it is possible to assess the applications against the delivery of our corporate objectives.

**8. APPENDICES AND BACKGROUND PAPERS**

- 8.1 Appendix 1. Application for SLA – Dunstable Citizen Advice Bureau
- 8.2 Appendix 2. Application for SLA – Hospice at Home
- 8.3 Appendix 3. Application for SLA – Sorted Counselling
- 8.4 Appendix 4. Application for SLA – 4<sup>th</sup> Dunstable Scouts Group
- 8.5 Appendix 5. Application for SLA – Bedfordshire Rural Communities Charity (BRCC)

**9. CONCLUSION**

- 9.1 Members are required to make a decision on this first tranche of Service Level Agreement grant applications. Section 3 of the report provides the officer recommendations based on the applications and the supporting documentation. It may be that members choose to make a provisional decision based on the submission of missing paperwork.

**10. AUTHOR**

- 10.1 Becky Wisbey - Head of Community Services  
Becky.wisbey@dunstable.gov.uk



**Application for Service Level Agreement**

Name of Organisation:	Dunstable and District Citizens Advice
Name of person(s) applying:	Judy Atkinson
Organisation website/social media:	<a href="https://www.dunstablecab.org.uk/">https://www.dunstablecab.org.uk/</a>
Select category:	Charity
Charity number (if applicable):	1110676
In no more than 500 words, please give your aims.:	<p>To provide the advice people need for the problems they face. To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, of the services available to them, or through an inability to express their needs effectively.</p> <p>To improve the policies and practices that affect people`s lives. To exercise a responsible influence on the development of social policies and services, both locally and nationally.</p> <p>Our service is independent and provides free, confidential, impartial advice to everybody, regardless of race, gender, sexuality or disability.</p>
How much are you applying for? Please submit in the format of £xxx.xx:	£2000.00
In no more than 1000 words, please state what you need this grant for and how this will benefit Dunstable.:	<p>I would like to increase our face to face advice, for an evening session, this is due to the cost of living crises and especially around energy and supporting people with debts. I will need at least two advisers and one supervisor to be present for the two hour evening shift once a week.</p> <p>We will fund 80% of the cost and any support will be greatly appreciated.</p>
In addition, what are you going to be able to do as a result of this funding? (500 words or less):	Open a two hour advice surgery for face to face in the evenings,
What new initiatives will you add? (500 words or less):	We recognised that working people are struggling to get advice and support especially now during this current economic climate.
What other funding are you currently in receipt of? Please include the Funder, the amount, and the start and finish dates.:	We are supported by CBC

**Application for Service Level Agreement**

Name of Organisation:	Hospice at Home Volunteers Dunstable
Name of person(s) applying:	Michael Ian Coulter
Organisation website/social media:	Hospiceathomevolunteers
Select category:	Charity
Charity number (if applicable):	294259
In no more than 500 words, please give your aims.:	<p>To help improve the quality of life for those with life limiting illness, their families and friends and the bereaved without discrimination irrespective of race, gender, disability, age, beliefs, culture or position in society.</p> <p>To offer practical, emotional and spiritual help and continued support for the bereaved family.</p> <p>To help clients and carers retain their self esteem and integrity.</p> <p>Provision of a non judgemental and confidential service for the community. Offered within the philosophy and practise of Hospice care.</p> <p>Provide training and support for the volunteer who is willing to befriend a family.</p> <p>Forge links and exchange information and ideas with others involved in similar work in our Dunstable community.</p> <p>To use allocated funds, raised funds and gifts given wisely and efficiently for the benefit of our clients, carers and volunteers.</p>
How much are you applying for? Please submit in the format of £xxx.xx:	£2000.00
In no more than 1000 words, please state what you need this grant for and how this will benefit Dunstable.:	<p>Training of a least 5 new volunteers per year. Continuance of training for existing volunteers on a yearly basis.</p> <p>In total we have 27 volunteers at the moment. Our expectation that the need for our services will grow as a result of missed appointments and diagnosis due to the restrictions imposed as a result of the Covid-19 pandemic.</p> <p>Referrals from NHS practitioners is expected to grow and as a community based service we need to grow with accordingly.</p>
In addition, what are you going to be able to do as a result of this funding? (500 words or less):	<p>With full £2000.00 we will be able train more volunteers.</p> <p>Update our I. T. to be able to give feedback to DTC and the NHS on outcomes from referrals.</p> <p>Ability to highlight the success of our service within the local community.</p>
What new initiatives will you add? (500 words or less):	<p>Exchange of non confidential information with DTC regarding outcomes. This has not been attempted in the past and will give a snapshot of what HHV is achieving within the local community.</p> <p>The Town Council are aware of our existence but there has never</p>

been any concrete linkages in terms of information exchange. I believe we can help each other in supporting the local community for which we all aim to serve to the best of our ability.

What other funding are you currently in receipt of?

We are self funding.

Please include the Funder, the amount, and the start and finish dates.:

I will be more than happy to provide all the other insurance and accounts information at a further meeting. Should this application be successful.

Ian Coulter

Chair

**Application for Service Level Agreement**

Name of Organisation:	Sorted Counselling Services
Name of person(s) applying:	Andy Perry
Organisation website/social media:	<a href="http://www.sortedbedfordshire.org.uk">www.sortedbedfordshire.org.uk</a>
Select category:	Charity
Charity number (if applicable):	1141928
In no more than 500 words, please give your aims.:	<p>At Sorted our aim is to deliver emotional and psychological support to children and young people in Dunstable and the surrounding area. This is delivered by qualified and trainee counsellors and psychotherapists through time limited talking therapy and with more targeted work with younger children through art therapy and play therapy.</p> <p>Our aim is to provide a place where children and young people can talk openly about things in their life that they are struggling to cope with and hopefully build coping strategies with them through the 12 free counselling sessions on offer. The service is totally confidential. Our field of speciality includes children and young people's emotional wellbeing, sexual abuse and domestic violence.</p>
How much are you applying for? Please submit in the format of £xxx.xx:	£2000.00
In no more than 1000 words, please state what you need this grant for and how this will benefit Dunstable.:	<p>We are finding it increasingly difficult to retain our qualified counsellors because of pay levels. Our pay rate for our sessional qualified counsellors isn't up with market rate and we are finding that counsellors are now seeking contracts direct with schools, youth centres etc. rather than seeking clients through Sorted. This work is often out of area.</p> <p>As a consequence we would look to use the money from Dunstable Town Council to supplement the sessional pay already being made to counsellors and increase their pay rates to a level that is more in keeping with the market.</p> <p>We receive funding from the National Lottery and Children in Need that covers the majority of our sessional worker costs, however, we will need financial support to be able to increase the rate of pay for a session of counselling. We currently pay our sessional workers £16.81 and will look to increase this to £18.00, an increase of £1.19 per session. using the £2,000 from Dunstable Town Council we would be able to increase the pay rate for 1691 hourly sessions which is roughly</p>

in line with the number of counselling sessions undertaken at Sorted each year.

The money would help sustain pay rates in line with the market for the next 12 months and during that time we would look for other means of supplementing pay rates.

Through improving retention of counsellors at Sorted we will ensure that the children of Dunstable get access to counselling in a more timely manner. We run a waiting list already and we don't want that to increase even more!

In addition, what are you going to be able to do as a result of this funding? (500 words or less):

Please see above where a full explanation has been provided.

What new initiatives will you add? (500 words or less):

Increase in counsellor pay rate

What other funding are you currently in receipt of? Please include the Funder, the amount, and the start and finish dates.:

National Lottery 5 year grant £185k starting 2022 to 2026  
Children in Need 1 year extension grant £40k starts Sept 2022 to Aug 2023  
Tokko Youth Centre £21k due to start April 22 for 12 months.

## Applications for Service Level Agreement

Name of Organisation: 4th Dunstable Scout Group

Name of person(s) applying: Andy Townend

Organisation website/social media: [www.4thdunstablecouts.wixsite.com/adventure](http://www.4thdunstablecouts.wixsite.com/adventure)

Select category: Charity

Charity number (if applicable): 300450

In no more than 500 words, please give your aims.: We have a new Scout hut which is also designed as a community accessible facility; one of our aims is for this facility to have the smallest possible impact on our immediate environment and this means we want to use solar energy wherever possible. This will store the energy we don't use in a battery so we can use it later before needing to buy from the national grid. This means that all users of the facility will be benefiting from free and minimal cost energy to run the building. With the rising costs of energy, this will allow our money to be used for more Scouting and community focused activities, instead of simply running a building. As Scouts, we are committed to the long term and positive future of our local community and environment as well as having a duty to the world we want to leave to our next generations, so will do all we can now to pave the way for a better Scouting impact. We are run by trustees and so must consider all opportunities now to reduce the potential burden on our successors in the future.

How much are you applying for? Please submit in the format of £xxx.xx:

£2000.00

In no more than 1000 words, please state what you need this grant for and how this will benefit Dunstable.: We would like this grant to help us install a solar power (SPV) system on the roof of our new Scout hut at 109 Jeans Way in Dunstable. This system includes the roof mounted solar panels, a storage battery together with the physical installation and connection into our electricity distribution. Our solution will cover 28 meters squared of our roof comprising of 14x 405W Mono PERC Half-cell MBB units, 1 all in one storage solution 1PH 3.7kW with 5.2kWh battery and inverter, together with all aspects of installation, commissioning, metering and testing. As we currently use our facility primarily of an evening, we would be able to collect and store electricity generated during the day in the battery, so we can use this to help power the building rather than relying on buying energy from the national grid. As we will not be the only users of the facility, this benefit would be available to other groups who will also use our new hut. This project will allow us to operate the building with a significantly reduced impact on our immediate environment, which in turn will benefit the wider community of Dunstable. As we anticipate the users of our facility will be primarily from Dunstable, we believe the benefits of our energy objectives will be remain within the district.

In addition, what are you going to be able to do as a result of this funding? (500 words or less):

As well as reducing the Scout group's energy bills, this project will help us to keep our commitment of being actively involved in reducing the environmental impact of our Scouting activities. Although we operate locally, we are part of a global movement and we all have our roles to play in protecting the world we live in so future generations can also enjoy it. Simple steps now will have a lasting impact which we can share with all users of our new facility. Part of the programme of learning that we deliver to our young members, includes teaching them of better ways to be environmentally responsible - what better way than to show them what we've been able to incorporate in their Scout hut. To this end, our young members have been a key part of our hut redevelopment project and have remained up to date on our progress and why we've taken certain decisions about the new facility.

What new initiatives will you add? (500 words or less):

Our new building has been designed and constructed to the very latest building specifications and regulations, this means it is greatly superior to our previous hut as it have great amounts of insulation and will be heated using air source heat pumps which will use some of the solar energy we generate and store. We are also looking at incorporating a rain water harvesting system to flush our new toilets.

What other funding are you currently in receipt of? Please include the Funder, the amount, and the start and finish dates.:

We are currently active on the AVIVA Community Fund website, for money towards this project. We will hear the outcome shortly, including how much money they will offer.

Name of Organisation:	Bedfordshire Rural Communities Charity
Name of person(s) applying:	Cliff Andrews
Organisation website/social media:	<a href="http://www.bedsrcc.org.uk">www.bedsrcc.org.uk</a>
Select category:	Charity
Charity number (if applicable):	1061538
In no more than 500 words, please give your aims.:	<p>Bedfordshire Rural Communities Charity (BRCC) is the leading community development agency working across Bedfordshire, with a proven track record built up over nearly 70 years. We seek to equip and facilitate communities, groups and individuals to do more to help themselves.</p> <p>We host a number of county-wide service areas including: Village Halls and Community Buildings, Good Neighbour Schemes, Health Walks, Community-led Planning and Rural Housing, Community Transport, Timebanking and other Volunteering initiatives, Community Referral/ Social Prescribing.</p>
How much are you applying for? Please submit in the format of £xxx.xx:	£2000.00
In no more than 1000 words, please state what you need this grant for and how this will benefit Dunstable.:	<p>We will use this funding to increase our activity within Dunstable in the following BedsRCC initiatives:</p> <p><b>Green Social Prescribing</b> – links to DTC Corporate Priority 3. There are potential green spaces in front and to the rear of Dunstable Community Halls, which can be much improved and landscaped for the use of the community when attending the halls. This work would be led by our newly appointed Green Social Prescribing Officer and would use local volunteers, including from the Timebank. The whole area needs further clearing and tidying up with additional flower beds/ vegetable raised beds, seating etc.</p> <p><b>Outcome:</b> To engage local residents in the improvement of the green spaces around the community building and enhance the attractiveness of the area.</p> <p><b>Chiltern Vale Timebank</b> – links to DTC Corporate Priority 4 by enhancing the voluntary sector. Timebanking encourages people to come together in their local community to share their time, talents and skills. Timebanking operates on the principle that for every hour a person contributes they receive the equivalent in time credits. So for every hour you 'deposit' in a timebank, by giving practical help or support to another member, you can 'withdraw' an hour of support for yourself.</p> <p><b>Outcome:</b> Increase number of residents helping/ being helped</p>



by each other; potentially working on community projects; and building greater sense of community.

You Can Do IT! - digital inclusion Project, links to DTC Corporate Priority 4. BRCC is working on a new project to combat digital exclusion in the area by equipping residents with basic online skills to perform such tasks as online shopping, prescription ordering, booking appointments, keeping in contact with friends and family via video-apps/ social media. This activity will be based at DCH where residents can attend training sessions. Local volunteers will be recruited and trained to deliver the project.

Outcome: To reduce digital exclusion in the area. Dunstable has a high rate of digital exclusion and the benefits of being digitally included extend to health, social and emotional wellbeing and essentials such as being able to do online shopping confidently.

Dunstable Community Halls (Corporate Priority 2): BRCC is in the process of acquiring the former LuBYA buildings at Manchester Place. BRCC intend to extend the range of users to include provision for all ages and backgrounds from the local community through an extensive marketing campaign. In order to give hall users a safe and enjoyable environment, the buildings have undergone decluttering and refurbishment. The increased office space may provide bases for local start-up businesses. The hall is available to hire 7 days a week from 08:30 midnight and is attended by staff 5 days a week. Further improvements are planned and ongoing. (While not directly part of this application, the improved halls will also benefit our work with the Dunstable Cultural Consortium, which links to DTC Corporate priority 2. The halls will provide spaces to support us in building strong links with the local community, who are developing projects for the local interest including art trails, exhibitions and workshops, competitions, and historical plaques.

Outcome: To increase usage of the halls by local groups and residents of all ages, through providing an enhanced, safe and clean environment for their social activities.

In addition, what are you going to be able to do as a result of this funding? (500 words or less):

At Dunstable Community Halls we will be able spend more on promoting and marketing the facilities to the local community. We will be able to buy capital items (plants, timber) etc for our Green Social Prescribing Project  
We will be able to increase staff time in resourcing Timebank activities within Dunstable, recruiting and supporting more volunteers.

We will be able to increase staff time in resourcing You Can Do IT! activities - with more local residents benefiting from the scheme.

What new initiatives will you add? (500 words or less): The funding is primarily to enable an increase in the scale of our activities above. However it will support:

- planned new You Can Do IT! sessions starting in July '22
- green/ garden enhancements at Dunstable Community Halls, subject to this funding

What other funding are you currently in receipt of? Please include the Funder, the amount, and the start and finish dates.: For each of the areas of our work included in this application we have external funding for delivering the projects across the county. We have no other Dunstable-specific funding (except for lettings income our Halls at Manchester Place. Funding secured from Dunstable Town Council will supplement our other sources of income enabling us to increase our levels of activity in Dunstable.

Dunstable Community Halls - lettings income, estimated to be £35k pa

Green Social Prescribing - £30k for 1 year (22/23) NHS Charities Together and BLMK CCG

You Can Do IT! - £120k for 2 years (Nov '21 - Oct '23) from NHS Charities Together, BLMK CCG and East London NHS Foundation Trust

Timebanking - £30k pa for 2 years (21-22 and 22-23) from CBC and Beds & Luton Community Foundation

**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 6 JUNE 2022****PETER NEWTON PAVILION – BEDFORDSHIRE FOOTBALL ASSOCIATION**

<b>Purpose of Report:</b>	To provide an annual report on the running and management of the Peter Newton Pavilion by the Bedfordshire Football Association.
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**1. BACKGROUND**

- 1.1 In 2003, Dunstable Town Council agreed to Bedfordshire Football Association being given a lease to manage the Peter Newton Pavilion. At the time, it was agreed that the Council would be kept up to date with the running and the management of the centre. Since this date, the committee has received a formal report each year detailing the facility management and confirming that the terms of the lease are being met.

**2. POLICIES, PROCEDURES AND BUILDING MANAGEMENT**

- 2.1 Bedfordshire Football Association has provided copies of relevant licenses and provided evidence to show that they are continuing to manage the facility at a level which matches lease expectations, ensuring that health and safety issues, water and fire risk management is in place, together with the annual servicing of the boiler.
- 2.2 Bedfordshire Football Association have been unable to provide details of a recent Electrical Installation Certificate which is required every five years. Officers have asked Bedfordshire Football Association to get a qualified contractor in to undertake these works ASAP and to share the outcome with the Town Council.

**3. CENTRE HIRE**

- 3.1 Bedfordshire Football Association has confirmed that although Covid did affect their business they are once again attracting and maintaining their regular hirers. They are also attracting private hirers and occasional users now the Covid restrictions have been lifted.

**4. FINANCE**

- 4.1 Bedfordshire Football Association has submitted an income and expenditure sheet for the Peter Newton Pavilion (See Appendix 1). It shows an operating profit of £9,808.63 and therefore Bedfordshire FA are yet to meet the agreed threshold of £25,000 profit for sharing any proceeds with DTC.

**5. APPENDICES**

- 5.1 Appendix 1 - Income and expenditure Peter Newton Pavilion 2021/22

**6. AUTHOR**

- 6.1 Becky Wisbey – Head of Community Services  
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## **PNP (County Lounge) Income & Expenditure April 2021 - M**

### **Income**

Hall Hire	27,852.00
Drink Sales	17,317.00
	<b><u>45,169.00</u></b>

### **Expenditure**

Food& Drink	7,312.51
Salaries	12,515.50
Business Rates	428.40
Utilities	9,636.96
Administration costs	993.00
Insurance	1,021.00
Repairs & maintenance	3,453.00
	<b><u>35,360.37</u></b>

## Appendix 1.