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Paul Hodson, Town Clerk and Chief Executive

Date: 5 April 2024

Dear Councillor,

You are hereby summoned to attend a Meeting of Dunstable Town Council which will be held on Monday 15 April 2024 at Grove House in the Council Chamber commencing after the meeting of the Plans Sub-Committee or at 7.00 pm., whichever is the later time. The meeting will be streamed live, and the recording then made available. To view the meeting live or afterwards use this link: [livestream](#). Members of the public and press are also welcome to attend in person. Members of the public may ask a question during the public session, either in person or online via MS Teams. If you would like to ask a question, please contact the Council via [democratic@dunstable.gov.uk](mailto:democratic@dunstable.gov.uk) or 01582 513000 by 4pm on Friday 12 April 2024.

Please scan the below QR code to find the full agenda online.



This meeting will be filmed by the Council and broadcast live and will be capable of repeated viewing. If you are seated in the Council Chamber, it is likely that the cameras will capture your image. By your presence you are deemed to consent to be filmed, and to the use of those images and sound recordings for webcasting or training purposes.

If you address the committee in person or via Teams, your contribution will be recorded and broadcast, unless this is during a private session, as permitted by the Access to Information provisions.

*Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.*

## **A G E N D A**

1. Apologies for Absence.
2. To agree as a correct record the Minutes of the Council Meetings held on 5 February 2024, 4 March 2024 and 26 March 2024 (Minutes enclosed - page 4)
3. Specific Declarations of Interest
4. Chairman's Remarks including Civic Events and Mayoral Activities - attached is a summary of events the Mayor and Deputy Mayor attended from 7 February 2024 to 17 March 2024 (page 10)
5. Public Question Time
6. To receive reports of the following Committees:

<u><b>Committee</b></u>	<u><b>Date</b></u>	<u><b>Page</b></u>
Community Services	4 March 2024	13
Grounds and Environmental Services	11 March 2024	17
Finance and General Purposes	18 March 2024	21

7. Action Tracker – (see page 26)
8. Reserves 2024/25 – Report (to follow)
9. Neighbourhood Planning – Report (see page 27)
10. Updated Calendar of Meetings 2024/25 – (see page 34)
11. To receive and note the Minutes of the Annual Town Meeting held on 25 March 2024 (see page 36)
12. To receive the minutes of the Dunstable Joint Committee held on 14 December 2023 (see page 39)
13. Corporate Plan 2024-28 – to comment on the draft version and agree next steps (to follow)
14. Health and Safety Policy – Report (see page 45)
15. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council
16. To receive an update and make any relevant decisions regarding the Council's depot.

Yours faithfully

A handwritten signature in black ink that reads "Paul Hodson". The signature is written in a cursive style with a large, stylized 'P' and 'H'.

Paul Hodson  
Town Clerk and Chief Executive

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**HELD ON MONDAY 5 FEBRUARY 2024 COMMENCING AT 7 pm.**

Present: Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Mayor) Trevor Adams; Gregory Alderman; Richard Attwell; Wendy Bater; Robert Blennerhasset; Matthew Brennan; Phillip Crawley; John Gurney; Kenson Gurney; Michelle Henderson; Peter Hollick; Sally Kimondo; Nicholas Kotarski; Matthew Neall and Johnson Tamara with John Crawley (Head of Grounds and Environmental Services), Paul Hodson (Town Clerk and Chief Executive), Georgia Pearson (Democratic Services Manager) and Lisa Scheder (Head of Finance and Responsible Financial Officer)

Present: Becky Wisbey (Head of Community Services)  
(Via Teams)

Apologies: Councillor Mark Davis

Public Attendance: Nil

**39/24 MINUTES**

The minutes of the meeting of the Council held on 4 December 2023 were approved as a correct record and signed by the Town Mayor.

**40/24 DECLARATIONS**

There were no specific declarations of interest.

**41/24 CHAIR’S REMARKS**

The Town Mayor welcomed new Councillor Sally Kimondo to the Council for her first meeting. The Town Mayor spoke in support of a report relating to her activities up to January 2024.

It was announced that for her last charity event on 27 April, with the help of Central Bedfordshire Councillor Carole Hegley, the Mayor will be hosting a coffee morning at Priory View on the first floor, details to be announced in due course.

**42/24 PUBLIC QUESTION TIME**

There were no questions put to the meeting.

**43/24 COMMUNITY SERVICES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Community Services Committee held on 8 January 2024 be received.

**44/24 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Grounds and Environmental Services Committee held on 15 January 2024 be received.

**45/24 FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED:** that the minutes of the meeting of the Finance and General Purposes Committee held on 22 January 2024 be received.

**46/24 ACTION TRACKER**

The action tracker was noted.

**47/24 BUDGET, PRECEPT AND RESERVES 2024/25**

Councillor Hollick presented a report to members. Councillor Hollick passed along thanks to the Senior management team for all their support this year.

It was proposed, seconded and

**RESOLVED:** That the proposed budget and fees and charges for 2024/25, which included the changes recommended by the Finance and General Purposes Committee on 22 January 2024, be approved.

It was proposed, seconded and

**RESOLVED:** That the proposed ear marked reserves for 2024/25 be approved.

It was proposed, seconded and

**RESOLVED:** That in consequence of the foregoing recommendations, the Town Council issue a precept upon Central Bedfordshire Council of £2,933,469, resulting in a Dunstable Town Council Tax charge (Band D) at the rate of £219.93, being an increase of 4.98% which equates to an increase of £10.44 per year, or 20p per week.

**48/24 NEW CALENDAR OF MEETINGS 2024/25**

The Town Mayor summarised the report provided to members.

It was proposed, seconded and

**RESOLVED:** That the new calendar of meetings for the year 2024/25 be approved.

**49/24 CHANGE OF COUNCILLOR ON PLANS-SUB COMMITTEE; PROPOSAL TO REPLACE COUNCILLOR BRENNAN WITH COUNCILLOR BATER**

The Town Mayor advised members it has been proposed that Councillor Bater replace Councillor Brennan as a permanent member of the Plans-Sub Committee.

It was proposed, seconded and

**RESOLVED:** That Councillor Bater become a permanent member of the Plans-Sub Committee in replacement of Councillor Brennan.

#### **50/24 ANNUAL TOWN MEETING**

The Town Clerk and Chief Executive summarised the report provided to members.

#### **51/24 CORPORATE PLAN 2024-28 – TO COMMENT ON THE DRAFT VERSION AND AGREE NEXT STEPS**

The Town Clerk and Chief Executive advised members that the draft Corporate Plan has been delayed, not least awaiting the outcome of the decision on Creasey Park and the additional works that will now be required to Priory House. The final plan will be presented to the next meeting of the Council for discussion and decision. The budget set this evening will enable the direction set by Members earlier this year to be followed through.

#### **52/24 TO RECEIVE REPORTS/UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL ON MATTERS OF INTEREST TO THE TOWN COUNCIL**

Councillor John Gurney updated members that there will be a meeting held on 6 February 2024 with the Central Bedfordshire Council Executive Committee to discuss the budgets for the forthcoming year. CBC are going to be discussing the future of Houghton Regis Day Centre which although in Houghton Regis would have some effect on the residents in Dunstable.

Councillor John Gurney has been in contact with a senior officer at CBC Highways and it has been agreed that he is able to report recurring potholes, these are potholes which have been filled at least twice already but continue to open up or in areas where there are several potholes, for example, in Brandreth Avenue where there are multiple potholes.

CBC councillors last week had the opportunity to start looking at the forthcoming local plan which is currently under review. The Town Mayor and Head of Community Services have been asked to attend a workshop regarding the local plan.

**The meeting closed at 19:29**

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH, DUNSTABLE**

**ON MONDAY 4 MARCH 2024 COMMENCING AT 6.30 pm.**

Present: Councillors Liz Jones (Town Mayor and Chair), Louise O'Riordan (Deputy Town Mayor) Gregory Alderman, Richard Attwell, Wendy Bater, Matthew Brennan, John Gurney, Michelle Henderson, Sally Kimondo, Nicholas Kotarski and Matthew Neall; with Paul Hodson (Town Clerk and Chief Executive) Georgia Pearson (Democratic Services Manager) John Crawley (Head of Grounds and Environmental Services) Lisa Scheder (Head of Finance and Responsible Financial Officer) and Becky Wisbey (Head of Community Services).

Apologies: Councillors Trevor Adams, Kenson Gurney and Peter Hollick

Public Attendance: Nil

**53/24 DECLARATIONS**

Councillors Matthew Brennan, John Gurney, Kenson Gurney and Matthew Neall declared interests due to being Central Bedfordshire Councillors.

**54/24 PUBLIC QUESTION TIME**

No questions were raised.

**55/24 EXCLUSION OF PRESS AND PUBLIC**

It was proposed, seconded and

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**56/24 TO DISCUSS ISSUES ARISING FROM THE LOSS OF THE TOWN COUNCIL'S MANAGEMENT OF THE CREASEY PARK COMMUNITY FOOTBALL CENTRE**

The Town Clerk and Chief Executive summarised the report provided to members. Members were encouraged to discuss and ask questions to the matters arising from the loss of Creasey Park Community Football Centre.

It was proposed, seconded and

**RESOLVED:**

- 1.1. To sign a lease to continue use of the Creasey Park depot site, for no greater annual cost than that suggested by the owner, for a minimum of five years.
- 1.2. To provide a quote for the ongoing grounds maintenance of the Creasey Park site, using full cost recovery for the quality of service currently provided.

**The meeting closed at 19:10 pm**



**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH, DUNSTABLE**

**ON TUESDAY 26 MARCH 2024 COMMENCING AT 7:00 pm**

Present: Councillors Liz Jones (Town Mayor and Chair), Louise O'Riordan (Deputy Town Mayor) Gregory Alderman, Richard Attwell, Wendy Bater, Matthew Brennan, John Gurney, Michelle Henderson, Sally Kimondo, Nicholas Kotarski and Matthew Neall; with Paul Hodson (Town Clerk and Chief Executive) and John Crawley (Head of Grounds and Environmental Services).

Apologies: Councillors Trevor Adams, Mark Davis and Peter Hollick

Public Attendance: Nil

**91/24 DECLARATIONS**

None

**92/24 EXCLUSION OF PRESS AND PUBLIC**

It was proposed, seconded and

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**93/24 DUNSTABLE CEMETERY**

Members received a verbal update from the Town Clerk regarding a confidential matter and noted agreed to receive further updates at the appropriate time.

**The meeting closed at 8:00 pm**

**Town Mayor's Summary 7<sup>th</sup> February 2024 – 17<sup>th</sup> March 2024**

<b>Date</b>	<b>Event</b>	<b>Comments</b>
07/02/2024	Lord Lieutenant visit to Dunstable	An interesting morning talk about the lieutenant role and her future church service to be held in Dunstable
07/02/2024	100th birthday Thornhill Care home	A lovely afternoon spent with Lily accompanied by Mayor of Houghton Regis
11/02/2024	Amphill Civic Service	A lovely service attended by the Deputy Mayor.
14/02/2024	DRC Warm Hub 30 years	Opportunity to reflect on 30 years of supporting the public
16/02/2024	Creasey Long Service	10 year long service award - opportunity to reflect over the years and look to the future
16/02/2024	Larkrise School Dunstable High Street	Wow ... what a great opportunity to hear the young people talk about Dunstable and how they would like to see changes - accompanied by Cllr Nigel Young and Eugene Ghent (other West Ward Councillors invited but unable to attend)
20/02/2024	Rotary Club of Dunstable	An enjoyable event, building on community engagement and collaborative approaches to working in the community
24/02/2024	80s Night	A fantastic night raising money for my charities. Cllr's Adams and Attwell supported this event with their partners.
25/02/2024	Methodist Church Garden Dedication	Cllr Kimondo attended this service to dedicate the gardens on the north and south of the church.
25/02/2024	Delucas Deli Opening	Cllr Kimondo attended the opening of this new Cafe in West Dunstable
25/02/2024	Leighton Civic Service	A service that reflected on community and the importance of working together
28/02/2024	DRC Diabetes Event	Asked to share my story of living with diabetes to a small group as part of the DTCs weekly sessions
28/02/2024	Caddington Grove Time Capsule	A touching event where residents had written memories and placed them into a time capsule for next 50 years
01/03/2024	Caddington Grove Employee Appreciation	A lovely opportunity to recognise employees and talk to them about their roles and the support they give to residents and families
01/03/2024	Rock of Ages Houghton Regis Mayor	Cllr Kotarski accompanied me to this evening of musical entertainment

03/03/2024	DTC Civic Service	An amazing service with over 210 people in the congregation - thank you to Cllrs O'Riordan, Attwell, Kotarski and Neall for attending and giving their support.
05/03/2024	Mayor of Leighton-Linslade - Elvis Night and Meal	Cllr O'Riordan accompanied me to this event in support of the Mayor of Leighton-Linslade charities. An opportunity to meet with other local organisations.
07/03/2024	CBC local plan workshop	An interesting afternoon hearing from CBC what their plans are to re-engage with town councils and residents on their local plan document which they are starting again
08/03/2024	OPL Liaison meeting	A continuation of conversation with the owners of the OPL exploring opportunities to continue working with those staying currently and also discussing support once the hotel is released from its contract, date not yet confirmed.
11/03/2024	Commonwealth Day	Raising the flag on Commonwealth Day and speaking about the importance of the Commonwealth
12/03/2024	St Fremunds Church visit	A really vibrant afternoon cuppa and natter with local residents who come together weekly to engage in friendship and provide support
12/03/2024	Brownies Presentation Night	A fabulous celebration of young achievement within the Methodist Church 4th Dunstable Brownie Group
13/03/2024	Kids in Action visit	A really interesting visit to see the developments at Kids in Action and to provide the Deputy Mayor the opportunity to meet with the founder to hear all about its history.
15/03/2024	Reaching Hearts & Minds	Lovely to be part of the re-launch of MINDs Branching Out based in Grove Corner and a service / support network that so many rely on. A safe space to sit and talk, listen and be engaged in driving forward how best support agencies can help those suffering with mental health.
15/03/2024	Kempston charity bingo night	Not a winner; but great fun and opportunity to support Terri, Mayor of Kempston in her final event this year.
16/03/2024	Hobbycraft Store opening	Amazing opportunity to officially open the new Hobbycraft on White Lion. Over 500 people through the doors immediately after the ribbon was cut.

17/03/2024	FUN RUN	WOW - what a day. 135 runners for the five mile; 50 walkers for the one mile - a real showcase of how together you can achieve great things - thanks to Dunstable Road Runners and all sponsors!
17/03/2024	St Patrick's Day March	An amazing morning being part of and celebrating St Patricks Day in Luton.
17/03/2024	Stotfold Civic Service	A great service bringing together the community of Stotfold.

**DUNSTABLE TOWN COUNCIL****MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE****HELD ON MONDAY 4 MARCH 2024 FROM 7:21 pm**

Present: Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Mayor), Gregory Alderman, Robert Blennerhassett (Vice- Chair), John Gurney (Chair), Wendy Bater, Nicholas Kotarski and Matthew Neall.

In Attendance: Councillor Sally Kimondo with Gina Thanky (Events Officer), Lisa Stephens (Cultural Services Manager), Gill Peck (Youth and Community Manager), Georgia Pearson (Democratic Services Manager) Becky Wisbey (Head of Community Services) and Paul Hodson (Town Clerk and Chief Executive)

In Attendance: Councillor Peter Hollick and Michelle Collings (HSHAZ Manager) (Remotely)

Apologies: Councillors Trevor Adams, Kenson Gurney and Annette Clynes (Town Centre Manager)

Public: Nil

**57/24 DECLARATIONS OF INTEREST**

Councillor Jones declared an interest in South Beds Dial-a-Ride due to the organisation being one of her charities this year and her spouse being employed by them.

Councillor Kotarski declared an interest in U3A due to knowing the chair of the organisation.

Councillor John Gurney declared an interest in item 11 of the agenda due to donating money from his ward councillor grant to the organisation detailed.

**58/24 MINUTES**

The minutes of the meeting of the Community Services Committee held on 8 January 2024 were approved as a correct record and signed by the Chair.

**59/24 ACTION TRACKER**

The Head of Community Services advised Members that the Town Council had been successful in its bid for the million hours funding grant with more details soon to follow.

The Town Council was still awaiting formal confirmation of the capital and cultural fund awards from the UKSPF via Central Bedfordshire Council.

**60/24 TOWN CENTRE SERVICES**

The Head of Community Services summarised the report provided to members. This year

more dates have been added to the Middle Row Markets which include March 9 and 16; this allows the Town Council to maximize support for the High Street Heritage Action Zone one last time and also makes the most of the early Mother's Day. There are now 31 stalls booked for the March 9 Market.

The Town Centre Manager is working on diversifying the local markets of Dunstable alongside the National Market Traders Federation with an upcoming Youth Market on July 9, 2024.

Councillor Kotarski asked a question about vandalism to the Ashton Square toilets. It was advised that fortunately there have not been any further spells of vandalism / disruption.

#### **61/24 OLDER PEOPLES' SERVICES**

Members noted the report provided which was summarised by the Youth and Community Manager.

#### **62/24 GROVE CORNER AND COMMUNITY ENGAGEMENT**

The Youth and Community Manager summarised the report previously circulated to members.

The Youth and Community Manager advised that due to the Town Council being awarded the million hours funding grant, from April 1 there will now be an extra 3 nights of detached youth work facilitated within Dunstable East alongside the 2 existing nights in the rest of the town.

Councillor Kotarski expressed interest in visiting youth work being held and asked for the youth team to contact Councillors when things are being held in their specific ward. It was advised to members that the Grove Corner's social media is the best place to keep up to date with all arrangements due to the fluidity of the detached youth workers and the possibility of change in locations etc.

**ACTION:** Youth and Community Manager

The 16-18 year old sessions have now been expanded to cover the ages of 13-18 year olds due to a slight drop in attendance figures for the evening sessions. This will hopefully bring the numbers up and get as many people as possible involved in the youth evenings on offer.

Following some antisocial behaviour at the leisure centre, The Youth team had hoped that their gaming bus would help to alleviate this behaviour. Unfortunately, the bus was not allowed to park outside the centre due to parking restrictions outside the leisure centre, the figures were not as high as hoped due to the last minute change of location.

#### **63/24 EVENTS**

The Events Officer summarised the key points in the report. The Events Officer updated members that for the Sunday band concerts, two of the 4 spaces to date have been filled by BT Vocal Ensemble and the Shambles Brass Band.

Councillor Jones said that she had attended a Rock of Ages event recently with Councillor Kotarski. The group are a rock band with an adult choir, and it was mentioned they would

be a great fit for the band stand in the summer. Councillor Jones will pass along the details to the Events Officer to explore this for the 2024 year.

It was proposed, seconded and

**RESOLVED:** That the remaining free use of Grove Theatre be used by Dunstable Town Council as an end of UKSPF end of project event and that Dunstable Town Council turn down request from the U3A organisation.

Councillor Jones asked that Central Bedfordshire Councillors look into assisting the U3A in helping with their request for a free use of Grove Theatre.

#### **64/24 PRIORY HOUSE**

Members received the report provided. The Cultural Services Manager updated members on the key points of the report.

The Head of Community Services provided members with an update from the structural engineers working at Priory House with some photos, detailing some of the further challenges identified within the building.

#### **65/24 HIGH STREET HERITAGE ACTION ZONE (HSHAZ)**

The HSHAZ Programme Manager summarised the key elements of the report to members. This will be the HSHAZ Programme Manager's last report to members as we are coming to the end of the HSHAZ Programme.

Members thanked The HSHAZ Programme Manager on all of her hard work during the last 4 years in post and for all she and the team have achieved.

#### **66/24 SERVICE LEVEL AGREEMENT**

The Head of Community Services summarised key points of the report.

It was proposed, seconded and

**RESOLVED:** That the four year Service Level Agreement with Sorted Counselling Services for £600 be approved.

#### **67/24 REPORTS FROM OUTSIDE BODIES**

##### South Beds Dial-a-Ride Management Committee – Councillor Peter Hollick

Councillor Hollick advised members that South Beds Dial-a-Ride have been awarded a 5 year contract with Central Bedfordshire Council, being the organisation's biggest contract to date, which will start from 2 June 2024.

##### Dunstable Town Band – Councillor Robert Blennerhassett

No Update.

Men in Sheds – Councillor Richard Attwell

Councillor John Gurney advised members that he has spoken with Councillor Attwell and has asked he contacts the Chair of Men in Sheds to get a report for the next committee.

**The meeting closed at 9:11 pm**



**DUNSTABLE TOWN COUNCIL****MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH, DUNSTABLE****ON MONDAY 11 MARCH 2024 FROM 7 pm**

Present: Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Town Mayor), Matthew Brennan (Chairman), Richard Attwell (Vice-Chairman), Trevor Adams, Phillip Crawley, Kenson Gurney and Michelle Henderson

In Attendance: Councillors John Gurney and Sally Kimondo with Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Dimitrisz Sopisz (Grounds Operations Manager), James Slack (Sports and Leisure Facilities Manager), Mary Dobbs (Cemetery Manager), Katherine Doyle (Parks and Green Space Development Officer) and Georgia Pearson (Democratic Services Manager)

Apologies: Councillor Mark Davis, Matthew Neall

Public: Nil.

**68/24 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**69/24 MINUTES**

The Minutes of the meeting of Grounds and Environmental Services Committee held on 15 January 2024 were approved as a correct record and signed by the Chairman.

**70/24 PLANS-SUB COMMITTEE**

It was proposed, seconded and

**RESOLVED:** That the Minutes of the meetings of the Plans Sub-Committee held on 22 January 2024, 5 February 2024 and 12 February be approved.

Councillor John Gurney advised members on the application discussed at the Plans-Sub meeting on 12 February, for the site of former Dunstable Library at Vernon Place, that it would be beneficial for members to attend the Development Management Committee meeting as residents of Dunstable to support their objection towards the application. Madam Mayor, Councillor Jones has offered to reach out to members to attend the DMC as residents of Dunstable once dates and times have been confirmed.

**ACTION:** Madam Mayor, Councillor Jones

**71/24 ACTION TRACKER**

Members received the Action tracker provided.

**72/24 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK**

The Sports and Leisure Facilities Manager summarised the report to members.

Members thanked the Sports and Leisure Facilities Manager, all the team members at Creasey Park and the grounds team for their hard work over the years, in managing the centre.

**73/24 GROUNDS – INFORMATION REPORT**

Members received the report circulated.

**Cemetery**

The Cemetery Manager updated members on the key parts of the report. Members requested a future report on the closed cemetery churchyard at Priory Church which Dunstable Town Council maintain.

**ACTION:** Head of Grounds and Environmental Services

**Allotments**

The Cemetery Manager updated members on the key parts of the report.

**Recreation Grounds – Play Areas**

The Grounds Operations Manager summarised the report given to Members. Fortunately, there have been no incidents of vandalism to the play areas.

It was proposed, seconded and

**RESOLVED:** That officers provide a further report to the June committee detailing the various options and breakdown of costs for creating a link pathway from the motorcycle barrier to the existing circular stone path and for resurfacing the entire stone pathway.

**Sports Pitches and General Grounds Maintenance**

The Grounds Operations Manager updated members on the key parts of the report.

**UK Shared Prosperity Fund (UKSPF)**

The Grounds Operations Manager updated members on the key parts of the report.

Members were advised that the new inclusive play equipment works in Grove House have commenced and are due to be completed at the end of March.

### **Town Rangers**

The Grounds Operations Manager updated members on the key parts of the report.

### **Green Space Projects**

The Parks and Green Space Development Officer updated members on the key parts of the report.

Members were advised that the next step in the Pergola project is for officers to appoint a preferred design fabricator and then prepare designs which will be brought to the next committee meeting for approval.

On 7 March 2024, 30 new trees were successfully planted at Mentmore Recreation Ground by many volunteers and staff including Dunstable and Central Bedfordshire Councillors, Dunstable Town Council Officers, and residents. Councillor Attwell asked officers to look at the possibility of using any spare matting from Frenchs Avenue at the entrance to Mentmore Recreation Ground.

**ACTION:** Parks and Green Space Development Officer

It was proposed, seconded and

**RESOLVED:** That officers explore the option to install a defibrillator in the red K6 phone kiosk on Church Street, now adopted by the Council, along with an interpretation panel and additional containerised flower displays.

## **74/24 REPORTS FROM OUTSIDE ORGANISATIONS**

### **CBC Development Committee – Cllr Nicholas Kotarski**

Nothing to report.

## **75/24 EXCLUSION OF PRESS AND PUBLIC**

It was proposed, seconded and

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

## **76/24 TO DISCUSS ISSUES ARISING FROM THE LOSS OF THE TOWN COUNCIL'S MANAGEMENT OF THE CREASEY PARK COMMUNITY FOOTBALL CENTRE**

The Town Clerk and Chief Executive gave a verbal update to members.

It was proposed, seconded and

**RESOLVED:** To defer the matter to the Finance and General Purposes Committee pending a revised report to be provided once additional information is available.

**77/24 TO DISCUSS OPTIONS FOR THE MANAGEMENT OF THE SPLASH PARK AND SPLASH CAFE**

The Town Clerk and Chief Executive gave a verbal update to members.

It was proposed, seconded and

**RESOLVED:** To defer the matter to the Finance and General Purposes Committee pending a revised report to be provided once additional information is available.

**The meeting closed at 8:35 pm**

**DUNSTABLE TOWN COUNCIL**

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

**HELD AT THE COUNCIL CHAMBER, GROVE HOUSE, HIGH STREET NORTH,  
DUNSTABLE**

**ON MONDAY 18 MARCH 2024 FROM 7 pm**

Present: Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Town Mayor), Peter Hollick (Chair), Gregory Alderman (Vice-Chair), Richard Attwell, Matthew Brennan, Philip Crawley, Michelle Henderson, John Gurney, Nicholas Kotarski and Johnson Tamara.

In Attendance: Councillors Kenson Gurney and Sally Kimondo, Paul Hodson (Town Clerk and Chief Executive), Georgia Pearson (Democratic Services Manager), Lisa Scheder (Head of Finance and Responsible Financial Officer) James Slack (Sports and Leisure Facilities Manager) Anne Harding (Administration Assistant), Helen Martin (Administration Assistant) and Rachel Connor (Marketing and Communications Officer).

Apologies: Councillor Mark Davis.

Public: Nil.

**78/24 MINUTES**

The Minutes of the meeting of the Finance and General Purposes Committee held on 22 January 2024 were approved as a correct record following one minor amendment and were signed by the Chair.

**79/24 DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**80/24 ACTIONS FROM PREVIOUS MEETINGS**

Members received the report provided. The Town Clerk and Chief Executive updated members on Talk of The Town deliveries to businesses in Dunstable. The Town Manager undertook these deliveries, however this took days to complete. Councillor Jones suggested that Members of the Council could help to deliver these to local businesses for the future issues.

**81/24 REFERRAL REPORTS**

Councillor Crawley entered the chamber at 7:09 pm

Members received a referral from the Grounds and Environmental Services Committee. The Sports and Leisure Facilities Manager updated members on the key points of the report.

It was proposed, seconded and

**RESOLVED:**

To recruit a full-time Splash Park Manager on a one year fixed-term contract from 1 April 2024 to 31 March 2025.

**82/24 MARKETING AND COMMUNICATIONS**

The Communications and Marketing Officer summarised the report provided to members. Councillor Hollick asked the Communications Officer if there will be new advertisers in the upcoming Talk of The Town. Members were advised that in April's edition of Talk of The Town there will be a new advertiser represented in the newsletter.

It was asked by Councillor O'Riordan if officers could look into advertisement options on Experience Bedfordshire's website.

**ACTION:** Marketing and Communications Officer

Councillor Hollick asked whether the mobile advertisement signage has been used regularly. The Town Clerk and Chief Executive advised members this would be looked into and reported.

**ACTION:** Marketing and Communications Officer

**83/24 FINANCE**

Members received the report provided. The Head of Finance and Responsible Financial Officer summarised the reports to members.

It was proposed, seconded and

**RESOLVED:**

- i. To note the revenue budget position for the period from 1 April 2023 to 31 January 2024.
- ii. To note the current balance of the Council's earmarked reserves as of 29 February 2023.
- iii. To note the second interim Internal Audit Report for financial year 2023/2024 which concludes that the Council '*continues to maintain an adequate and affective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide and effect audit trail, with clear cross-referencing of all relevant documentation*'.
- iv. To note current investments.

**84/24 COMPLIANCE AND FACILITIES**

The Corporate Compliance and Performance Manager summarised all reports to members and pointed out the key parts.

It was proposed, seconded and,

**RESOLVED:**

- 1.1. To note the update on Corporate Compliance and Facilities.
- 1.2. To approve the proposed Retention of Records Policy

The Corporate Compliance and Performance Manager summarised the new IT Tender proposal.

It was proposed, seconded and

**RESOLVED:**

- 1.1. To approve the award of the new IT Support, Infrastructure, Telephony & Connectivity contract to Bidder B for the amount proposed, at a cost of £40,853 per year.
- 1.2. To release up to the balance of £75,902 of the IT Reserve for the one-off capital cost of the proposed contract.

**85/24 PROCUREMENT POLICY**

The Head of Finance and Responsible Financial Officer summarised key points of the report.

Councillor Henderson asked whether the proposed policy covered how to deal with declared interests by staff and councillors. It was agreed to amend the policy to include a clear statement about declarations of interest.

**ACTION:** Head of Finance and Responsible Financial Officer

Councillor O’Riordan suggested that a question requesting the public liability insurance number/company registration number of the business be added. This was agreed.

**ACTION:** Head of Finance and Responsible Financial Officer

It was proposed, seconded and,

**RESOLVED:**

- 1.1. To approve the proposed Procurement Policy provided at Appendix 1, with the above amendments.
- 1.2. To approve the amendments described to the Council’s Financial Regulations and Standing Orders following the updates made to the Procurement Policy.

**86/24 AMENDED BUDGET FOR 2024 / 25**

The Town Clerk and Chief Executive informed Members that it was not yet possible to provide an amended budget given ongoing negotiations.

**87/24 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- Citizen's Advice Management Committee – Councillor Richard Attwell

Councillor Attwell advised members that he last attended a board meeting on February 1, the audit inspection of the governance was completed successfully.

- Dunstable International Town Twinning Association – Councillors Liz Jones, Peter Hollick and Kenson Gurney

No Update.

- Hospice at Home Management Committee - Councillor Liz Jones

Councillor Jones advised members that in the past few weeks they have continued to support their volunteers to all become dementia friends.

The organisation whilst based at Keech Hospice, is also working in collaboration with Neville Funeral Service at their Dunstable base.

- Ashton Almshouses Charity – Councillors Louise O’Riordan and Gregory Alderman

Councillor Alderman updated members they have recently had an inspection of their almshouse rooms which came back well, and residents continue to be happy.

- Ashton Schools Foundation - Councillors Peter Hollick and Gregory Alderman

Councillor Alderman advised members that funding is being released for facility improvements in a couple of the schools for the Easter and Summer. They are going to be giving grants out to some students who are hoping to get some school supplies or equipment to aid their studies.

- Chew's Foundation - Councillors Matthew Brennan and Kenson Gurney

No Update.

- Poor's Land Charity - Councillors Hollick and Liz Jones

There was a meeting back in February and members will be coming back together Thursday 21 to give out the money to this year's recipients.



- Lockington Charity and Marshe Charity - Councillors Kenson Gurney and Liz Jones

Councillor Jones was able to attend the last meeting . The external works have been completed with the internal works to be completed house by house as they become vacant.

- Dunstable and District Scout Council Executive - Councillor Nicholas Kotarski

No Update.

#### **88/24 EXCLUSIONS OF THE PRESS AND PUBLIC**

It was proposed, seconded and

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

#### **89/24 BAD DEBT**

The Head of Finance and Responsible Financial Officer summarised the report to members.

It was proposed, seconded and

**RESOLVED:** To write-off the debt set out in Appendix 1 of the enclosed report (total amount £288.00).

#### **90/24 MATTERS ARISING FROM THE LOSS OF THE MANAGEMENT OF THE CREASEY PARK COMMUNITY FOOTBALL CENTRE**

The Town Clerk and Chief Executive summarised the report.

It was proposed, seconded and

**RESOLVED:** To enter into a Tenancy at Will to enable the Town Council to continue to occupy and use the Depot from 1 April 2024 pending finalisation of lease arrangements.

**The meeting closed at 9.29 pm.**

**Action Tracker - Full Council**

<b>Committee</b>	<b>Minute</b>	<b>Date</b>	<b>Action</b>	<b>Action Full</b>	<b>Responsible</b>	<b>Update</b>	<b>Status</b>
Full	257/23	04/12/2023	Town Centre Services	For Council to Discuss the Market Charter	Council	To be discussed at Full Council on 24 June 2024.	

**DUNSTABLE TOWN COUNCIL****FULL COUNCIL****MONDAY 15 APRIL 2024****NEIGHBOURHOOD PLAN**

<b>Purpose of Report:</b>	<b>For members to consider the option of scoping the possibility of a neighbourhood plan for Dunstable</b>
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**1. ACTION RECOMMENDED**

- 1.1 For members to consider the option of scoping the possibility of a neighbourhood plan for Dunstable.

**2. BACKGROUND**

- 2.1 Neighbourhood plans allow communities to have more influence and control over their local area to ensure they get the right type of development for their neighbourhood. These were introduced under the Localism Act 2011.
- 2.2 At the beginning of 2024 the Town Clerk and Chief Executive and Head of Community Services met with a leading expert on neighbourhood plans – Neil Horner. The purpose of the meeting was to both understand the services that Neil offers, but to see whether it was felt Dunstable should have a neighbourhood plan. Neil was unable to answer this question, he understood why the need for a plan was being questioned and recommended an initial scoping project as a way of fully answering this question.
- 2.3 In an already built-up environment like Dunstable, it is questionable as to whether a neighbourhood plan is relevant and necessary, and worth the time and effort that goes into developing and agreeing one. It can take around three years to agree a neighbourhood plan.
- 2.4 There are currently 16 adopted neighbourhood plans in Central Bedfordshire, most of which cover rural parishes. In these areas parishes often consist of large amounts of open/undeveloped space, with a small development/village envelop. In these areas neighbourhood plans are often used to manage the high risk of development sprawl, ensuring that development is contained within certain agreed areas. Obviously, the purpose of neighbourhood plan would be very different in Dunstable, and it's important to understand whether a neighbourhood plan is appropriate and can deliver what people's expectations.

**3. MAIN CONSIDERATIONS**

- 3.1 Neighbourhood Plans are voluntary, there is nothing stating that parishes should have one.
- 3.2 The time in which to create and agree a neighbourhood plan is considerable, and therefore in cases such as Dunstable where there are limited development opportunities undertaking a scoping exercise to establish need and impact is a good

use of resources. This exercise helps to understand if a neighbourhood plan is the right thing to do or not before committing money and time to undertaking one fully.

- 3.3 A neighbourhood plan will not stop development, it cannot be used to stop already agreed plans and they cannot propose less development than the local plan, although a neighbourhood plan could propose alternative sites. However, once again with a town as developed as Dunstable the option for alternative sites is extremely limited.
- 3.4 Neil Horner has proposed a five-step process (see appendix 1.), which would then enable the Council to reach a conclusion as to whether a neighbourhood plan is appropriate or not. Some of these stages may be relatively quick to do because we have an established team an understanding of local need, and others may take a little longer. In total it is anticipated to take around four months to complete this scoping. He has successfully used this approach with a significant number of other town councils, thus is a trusted approach.

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

- 4.1 Through the 2024/25 budget setting process, the Council established a £20,000 reserve for a neighbourhood plan. This first stage of scoping would cost the Council around £7,000.

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

- 5.1 Whilst at the moment it is unclear as to whether a Neighbourhood Plan would be beneficial for Dunstable, if it were to be beneficial, then in turn it should enable the Council to fulfil all of its corporate priorities and key objectives.

#### **6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 None.

#### **7. HUMAN RESOURCE IMPLICATIONS**

- 7.1 At this stage there will be some requirement of time from the Senior Management Team and possibly officers within the youth and community team, but not to such an extent that would negatively impede upon other agreed work commitments.

#### **8. LEGAL IMPLICATIONS**

- 8.1 At this stage of the scoping none.

#### **9. ENVIRONMENTAL POLICY IMPLICATIONS**

- 9.1 None.

#### **10. EQUALITIES IMPLICATIONS**

- 10.1 None.

**11. APPENDICES**

- 11.1 Appendix 1 - Neil Horner proposal for scoping a potential neighbourhood plan project, 8 February 2024.

**12. BACKGROUND PAPERS**

- 12.1 None

**13. CONCLUSION**

- 13.1 Neighbourhood plans are a tool available to communities to influence development within their town/parish/neighbourhood, however, the big question remains around how beneficial one would be for Dunstable. As a process that can take around 3 years to complete it is a significant investment, and not one that should be taken lightly. Therefore, it may be far more appropriate to spend four months undertaking a scoping exercise in order to answer this question before making any decisions about embarking on a fully neighbourhood plan, this would be an efficient use of resources.

**14. AUTHOR**

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

Becky Wisbey

Head of Community Services

Dunstable Town Council

BY EMAIL

Date 8 February 2024

Our Ref 5023\_02

Dear Becky,

**DUNSTABLE TOWN COUNCIL:**

**PROPOSAL FOR SCOPING A POTENTIAL NEIGHBOURHOOD PLAN PROJECT**

Thank you for finding time for our recent chat about the possibility of the Town Council (DTC) bringing forward a neighbourhood plan (NP) project in 2024/25. We agreed that the approach we have taken with some other local councils posing themselves the same question may be suited to your town council too. I therefore set out below a proposal for your consideration.

**Scope of Work**

We discussed what DTC will need as an output from an initial piece of work to enable it to make a decision, informed by scoping what an NP could achieve for the town and by thinking through how its budget and a busy staff team could accommodate it next year. We have found it helpful to break this down into five steps for clients.

**1. Governance & Management**

We start by establishing suitable arrangements for governance and oversight of the project.

Although it is good practice for 'structure to follow strategy' I believe that DTC can agree the key project governance, management and resource principles and arrangements at the outset.

This can normally be discussed and agreed at a meeting with key members and officers, working with the grain of what already works well for DTC in managing projects. We will bring to the table the various models that other larger town councils have successfully deployed for this purpose to test your thinking.

The options and value of some project management elements (e.g. task teams, focus groups, stakeholder forum) will be better judged when the plan scope is agreed as part of the 'specification document' (see step 4). We will produce a follow up note of the meeting.

Person days: 0.5 day meeting + 0.5 day follow up note = 1 day

## 2. Stakeholder Mapping & Analysis

We will advise on the most appropriate ways to engage with stakeholders – we use a ‘stakeholder analysis’ model to structure the identification and positioning of various stakeholder types in respect of how and when they are engaged in the project. The model differentiates between those that are relatively more or less important and those that are likely to be more or less interested and will enable DTC to use its past experience in engaging with many of them to agree that is likely to work best for each.

We will produce a follow up note of the discussion; again, we can describe how a wide range of other clients have done this successfully to create new ideas for DTC to explore further.

Person days: 0.5 day meeting + 0.5 day follow up note = 1 day

## 3. Stakeholder Engagement

We will provide content for DTC to carry out its first stakeholder engagement as shaped by its analysis. Its purpose will be to test what types of planning policy decision may help improve the town and whereabouts (if not everywhere) new policy may make the greatest positive difference.

The content will be designed to be used in complementary online and offline material and through whatever communications methods to chooses. We will help DTC collate and summarise the outcome of this exercise.

Person days: 1 day content + 1 day analysis and follow up note = 2 days

## 4. NP Scoping

We will explore the potential scope of an NP and the options for neighbourhood area designation. We have learned over many years the significant value this activity adds to the final plan outcome after the referendum. Or it makes clear the value of the project will not be great enough to warrant an NP.

Agreeing the main scope at this early stage makes the project more manageable (avoiding wasting time and money on evidence gathering and engagement that is very unlikely to be used in the project) and also manages stakeholder expectations. It does not preclude new policy ideas emerging as the project progresses and nor does it mean that policy ideas identified early on will necessarily survive further analysis.

We would prepare for and facilitate a three hour session with DTC’s team and invited others (e.g. CBC planning policy officer) with a slide pack sent out in advance and used as the session agenda. This will comprise a review of the national and local planning

policy landscape and of the challenges presented by the recently delivered and planned for growth of the town and its infrastructure.

The follow up report of the session will be an NP 'specification document', which will comprise:

- o a summary of the session and the stakeholder event outcome;
- o recommendations for policy scope and outline of ideas;
- o project boundary options (if there is a compelling argument for the area to be only part of the DTC area or indeed larger by extending into one or more of its neighbouring parishes);
- o project management arrangements (e.g. task teams);
- o a stakeholder engagement strategy for the main part of the project;
- o an action plan (with a summary brief for each action); and
- o a project plan (i.e. a simple GANT-type chart showing sequenced and calendared task durations and their inter-dependencies).

Person days: 1 day meeting (inc. prep) + 2.5 days report = 3.5 days

## 5. Project Conclusion

This final step is the decision point on whether or not the project should proceed and, if so, how DTC will manage and resource it.

Informed by the work of step 1, there needs to be an analysis of the practical and financial implications of the project for DTC, the advantages and opportunities, the time and cost implications and other considerations. We consider it best that this is done as a separate meeting and report for DTC (co-authored by us and by the Town Clerk or a deputy) assuming that the involvement of members/officers in the step 4 session will have enabled the group to take some account of the availability of resources in defining the project policy scope.

We recommend that prior to the NP 'specification document' being considered by DTC a meeting is held with the relevant members and officers to carry out an honest appraisal of the resource implications of the document. The meeting may conclude that the document action plan and project plan should be prioritised if it considers there will be insufficient resource available.

We are very mindful of the limited resources (members, officers and financial) for this type of project and we always encourage scoping sessions to focus on identifying those policy ideas that will contribute most to the vision and add most value to existing national and local planning policy. We would therefore not expect the document to be



significantly out of step with DTC's available resources (as noted in the governance and management note above). This separate report will be considered by DTC alongside the document.

Person days: 0.5 day meeting + 0.5 day report = 1 day

If DTC wishes to commission us, then I will propose that we commence the project in April to plan for the first stakeholder engagement activity in May or June. The session would be in June, allowing time to analyse the feedback from the engagement, with this stage of the project completed in July. If DTC proceeds with an NP project then it is expected the Neighbourhood Plan Support Programme will be in place for it to apply for grant and technical support packages to continue the project from September, probably with a completion by the end of 2025.

If DTC concludes that an NP is not the right answer, we will be happy to advise on other options which may be available. In any event, the scoping and early engagement work with key stakeholders and the local community will still provide valuable insights for future responses to the CBC Local Plan review and to any future review of the DTC Corporate Plan.

I envisage my Planning & Development Manager, Leah Coney, leading the project for ONH with my involvement in the step 4 session. Leah is a qualified town planner and joined us in late 2023 from her town clerk role at a large town in Hampshire for the last ten years (including leading its first neighbourhood plan and two subsequent review projects).

I am confident that our experience and expertise in neighbourhood planning and business management, combined with Leah's local council management and planning experience will provide DTC with unrivalled planning, technical, stakeholder, organisational and political insight grounded in the reality of successful project delivery.

### **Fee Proposal**

The above scope of work requires a total of 8.5 days. Our day rate is £800 + VAT for this type of work. We would therefore require a fee of £6,800 + VAT. We would also make an in-person meeting charge of £75 + VAT to cover travel expenses, but I anticipate that only two of the meetings would benefit from being held in person rather than online. We will also pass on, at cost, the OS mapping licence if you require us to prepare maps for the session.

Thank you again for considering us for this appointment. Please let me know if you have any queries.

Best regards,

Neil Homer MBA MRTPI - Managing Director

**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**MONDAY 15 APRIL 2024**

**AMENDED CALENDAR OF MEETINGS 2024/25**

<b>Purpose of Report:</b> For members to approve the amended calendar of meetings for the year 2024/25.
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**1 ACTION RECOMMENDED**

- 1.1 That the amended calendar of meetings for the year 2024/25 be approved (enclosed at Appendix 1).

**2 BACKGROUND INFORMATION**

- 2.1 The Calendar of meetings for 2024-25 was approved at the meeting of the Council on 5 February 2024, however Members are now asked to approve the amendments to; May and June meeting dates; start time for Plans Sub-Committee and the addition of Dunstable Joint Committee dates, previously omitted from the calendar.
- 2.2 As requested by Council, Plans Sub-Committee start time to be amended from 6 pm to 6.15 pm.
- 2.3 Amend the following committee dates; Community Services from 28 May to 3 June, Grounds and Environmental from 3 June to 10 June and Finance and General Purposes from 10 June to 17 June.
- 2.4 Dunstable Joint Committee dates for 2024 have been added.
- 2.5 Once these amendments have been approved, the Democratic Services Manager will add them to Councillor's electronic diaries.

**3 APPENDICIES**

- 3.1 Amended Calendar of Meetings – Appendix 1

**4 AUTHOR**

- 4.1 Georgia Pearson – Democratic Services Manager  
Email – [democratic@dunstable.gov.uk](mailto:democratic@dunstable.gov.uk)

**TOWN COUNCIL MEETINGS CALENDAR 2024 / 2025**  
**ALL MEETINGS COMMENCE AT 7.00pm UNLESS OTHERWISE STATED**

Day	Time	Date	Meeting
Tuesday	6.15pm	28/05/2024	Plans Sub-Committee
Monday	7.00pm	03/06/2024	Community Services
Thursday	7:00pm	06/06/2024	Dunstable Joint (Venue to be announced)
Monday	6.15pm	10/06/2024	Plans Sub-Committee
Monday	7.00pm	10/06/2024	Grounds and Environmental Services
Monday	7.00pm	17/06/2024	Finance and General Purposes
Thursday	7.00pm	20/06/2024	Personnel Sub-Committee
Monday	7.00pm	24/06/2024	Council
Monday	6.15pm	08/07/2024	Plans Sub-Committee
Monday	6.15pm	05/08/2024	Plans Sub-Committee
Monday	6.15pm	19/08/2024	Plans Sub-Committee
Monday	7.00pm	02/09/2024	Community Services
Monday	6.15pm	09/09/2024	Plans Sub-Committee
Monday	7.00pm	09/09/2024	Grounds and Environmental Services
Thursday	7:00pm	12/09/2024	Dunstable Joint (Venue to be announced)
Monday	7.00pm	16/09/2024	Finance and General Purposes
Thursday	7.00pm	26/09/2024	Personnel Sub-Committee
Monday	6.15pm	30/09/2024	Plans Sub-Committee
Monday	7.00pm	30/09/2024	Council
Monday	6.15pm	04/11/2024	Plans Sub-Committee
Monday	7.00pm	04/11/2024	Community Services
Monday	7.00pm	11/11/2024	Grounds and Environmental Services
Monday	6.15pm	18/11/2024	Plans Sub-Committee
Monday	7.00pm	18/11/2024	Finance and General Purposes
Thursday	7.00pm	21/11/2024	Personnel Sub-Committee
Monday	6.15pm	02/12/2024	Plans Sub-Committee
Monday	7.00pm	02/12/2024	Council
Thursday	7:00pm	12/12/2024	Dunstable Joint (Venue to be announced)
Monday	6.15pm	23/12/2024	Plans Sub-Committee
Monday	7.00pm	06/01/2025	Community Services
Monday	6.15pm	13/01/2025	Plans Sub-Committee
Monday	7.00pm	13/01/2025	Grounds and Environmental Services
Monday	7.00pm	20/01/2025	Finance and General Purposes
Thursday	7.00pm	30/01/2025	Personnel Sub-Committee
Monday	6.15pm	03/02/2025	Plans Sub-Committee
Monday	7.00pm	03/02/2025	Council
Monday	6.15pm	24/02/2025	Plans Sub-Committee
Monday	7.00pm	03/03/2025	Community Services
Monday	7.00pm	10/03/2025	Grounds and Environmental Services
Monday	6.15pm	17/03/2025	Plans Sub-Committee
Monday	7.00pm	17/03/2025	Finance and General Purposes
Monday	7.00pm	24/03/2025	Annual Town Meeting
Thursday	7.00pm	03/04/2025	Personnel Sub-Committee
Monday	6.15pm	07/04/2025	Plans Sub-Committee
Monday	7.00pm	07/04/2025	Council
Monday	6.15pm	28/04/2025	Plans Sub-Committee
Monday	6.15pm	12/05/2025	Plans Sub-Committee
Monday	7.00pm	19/05/2025	Annual Council Meeting

**DUNSTABLE TOWN COUNCIL****MINUTES OF THE TOWN MEETING****HELD ON MONDAY 25 MARCH 2024 FROM 7 pm**

Present: Councillor Liz Jones (Town Mayor) (in the Chair); Councillor Louise O’Riordan (Deputy Town Mayor); Mr P Hodson (Town Clerk and Chief Executive) and 36 electors of the Parish of Dunstable, 15 of whom were elected representatives of the Town Council.

**1. WELCOME**

The Town Mayor welcomed electors to the 39<sup>th</sup> Dunstable Town Meeting and explained its purpose.

**2. APOLOGIES**

Apologies were received from Councillor Trevor Adams, Mr Andrew Selous MP, Chief Inspector Jim Goldsmith and the Police and Crime Commissioner and Deputy Police and Crime Commissioner.

**3. MINUTES**

The Minutes of the Town Meeting held on 27 March 2023 were approved as an accurate record and the Town Mayor signed the minutes as a correct record.

**4. Presentation by Anna Bosworth from Central Bedfordshire Council about the funding and support available for local businesses through CBC.**

Anna Bosworth, Head of Investment, Employment, and Skills at Central Bedfordshire Council presented an overview of the UKSPF and in Michael Martin's absence, briefly outlined Wenta's business support initiatives with their Start-up support program for new businesses and entrepreneurs.

Chris Fox, Business Partnership Project Manager at the University of Bedfordshire, discussed avenues for businesses to access innovation and technological assistance, enhancing productivity and facilitating the adoption of novel products or services.

Justin Richardson, Chief Executive of the Bedfordshire Chamber of Commerce, elaborated on their role in fostering businesses to become export-ready and venture into new markets.

Claire Banwell, representing Cranfield University, showcased how they can assist businesses in developing de-carbonisation and net zero plans, as well as supporting established businesses with growth potential through the development of business growth plans and the adoption of new or improved products or services.

These programmes provide valuable opportunities for local businesses to enhance their growth and success.

5. **Presentation from the Town Council about the Town Centre Management services available,**

Dunstable Town Council also presented the role of the Town Centre Manager and how the Town Council supports the town centre through various activities such as event management, promotion, stakeholder liaison, running of the public toilets and market as well as wide community development initiatives. Dunstable will host its very first Young Traders Market on Saturday 6 July. The Town Council is offering 16 to 30 year olds the opportunity to secure a market stall for just £10 and is providing additional support for potential traders.

6. **Brief presentation from Bedfordshire Chamber of Commerce.**

Justin Richardson, Chief Executive of the Bedfordshire Chamber of Commerce, further elaborated on the Bedfordshire Chamber of Commerce opportunities businesses can benefit from.

7. **QUESTIONS FROM ELECTORS**

Electors were encouraged to ask questions to the panel. A number of residents raised concerns and dissatisfaction regarding the number of potholes around the town, in particular one resident expressed the severity on Oldhill and Lowther Road. One resident expressed dissatisfaction in Central Bedfordshire Council's fix my street, online portal for reporting these issues. It was advised that the same issues are being raised over many months, with no change seen to date. In response Councillors John and Kenson Gurney commented on the matters raised and the meeting agreed to request a formal response from Central Bedfordshire Council officers.

**ACTION:** Central Bedfordshire Council, Highways

A resident raised multiple concerns relating to the Town. Particular concerns included the childish behaviour displayed across social media from Councillors; the new green bin charges coming into effect; loss of free parking in town and the council tax increase. In response Councillor Jones agreed that those councillors involved in this unnecessary behaviour need to do better in responding in the correct manner on social media and that matters do need to be raised internally and not online. All concerns raised regarding Central Bedfordshire Council which were not the responsibility of the Town Council, will be forwarded along for a formal response.

**ACTION:** Central Bedfordshire Council

A resident commented that they were proud of the Town's development over the years and praised the Council on the great events which take place each year for the community to enjoy. They raised points of interest for further development which included supporting new and upcoming businesses into the Town; a wider range of stores to keep a good and inviting variety and that some older buildings are looking a bit run down. In response the Head of Community services advised that the High Street Heritage Action Zone project was aimed for local businesses to develop the front of their shops however it wasn't such an easy task to get the businesses onboard. The Town Centre Manager touched on the upcoming new young trader's markets which is aimed at young traders between the ages of 16-30 to come along for a small fee of £10 and free insurance to get the experience in business which in turn will bring further development to the Town in the future.

Councillor Tamara expressed further interest in the diversity of stores across the Town and expressed that passionate and enthusiastic businesses would play a key role in bringing diverse stores and visitors to Dunstable. In response to diversity, he explained that landlords will take what comes on offer to them not necessarily looking at what is needed in the Town.

Councillor Tamara asked how the Town Meeting was publicised. In response the Town Clerk and Chief executive explained that Dunstable Town Council did a press release and used social media platforms to publicise the event.

A resident queried the progress on the works currently happening at Priory House and expressed concerns with funding to enable the completion of works. The Head of Community Services commented on the current status and works happening, additional monies have been received from Historic England and The National Lottery to enable plans to still move forward, but that additional funding would be required to enable the project to be completed. The old doctor's surgery was mentioned due to the continuing vandalism of the building, unfortunately due to the property being on private land, this comment will be passed along to our safety and community officers.

**ACTION:** Central Bedfordshire Community Safety Officers

Resident Councillor Bater queried New Vista Homes decision to cease building new properties and questioned would this mean that the development for the old Ambulance Station on Kingway would no longer go ahead and if not, could the building works planned for the old Library area be moved to that site which will preserve more green space for our town. Councillor Kenson Gurney commented back he would like to see green space but advised that at present it is still too early to know exactly what will happen.

Resident Councillor Brennan commented on the Community Grant Scheme bidding closing last November and asked if there are plans for further funding to become available. Anna Bosworth advised although not her area, she is aware funding is currently being looked into by the team working on the UKSPF.

Resident Councillor Brennan asked about business decarbonation and weather it would be a good idea to have a connection between Dunstable Town Council due to our net zero target and the University to access the course to enable decarbonisation to happen. In response the Town Clerk and Chief Executive advised that recently Dunstable Town Council have had training from Central Bedfordshire Council on decarbonisation which is now part of the annual appraisal.

The Town Mayor thanked everyone for their attendance and participation and closed the meeting at 20:25.

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE HELD  
AT GROVE VIEW, DUNSTABLE ON 14 DECEMBER 2023 AT 19:00**

Present:

**Central Bedfordshire Councillors:**

Cllr P Crawley  
Cllr K Gurney  
Cllr Neall  
Cllr Young  
Cllr Hegley

**DTC Councillors:**

Cllr Brennan  
Cllr Jones  
Cllr O’Riordan  
Cllr J Gurney  
Cllr P Hollick

**CBC Officers:**

Ms S Hobbs  
Mr C Martin  
Ms S Hughes (Virtual)  
Ms J Barker (Virtual)

**DTC Officers**

Mr P Hodson  
Ms B Wisbey (Virtual)

**Outside Body Representatives**

J Bowes- Dunstable Cultural Consortium  
S Warboys- Don’t let Dunstable Die  
S Knott- Don’t let Dunstable Die  
S Patterson- BRCC

**Others in Attendance**

PS Konopka – Bedfordshire Police Sergeant

# *Dunstable* Joint Committee

## 1. APOLOGIES FOR ABSENCE

None

## 2. DECLARATIONS OF INTEREST

Cllr Hegley declared that her husband had a street traders' licence.

Cllr Hollick was a Member of Dunstable Cultural Consortium.

## 3. QUESTIONS FROM THE PUBLIC

No members of the public had registered to speak.

## 4. CHAIRS ANNOUNCEMENTS

The Chair advised that proposals had been received on how to use funding available to the Committee and that these would be considered at the meeting on 14 March 2024 and a scheme of delegation would also be considered. The Chair advised that any proposals to be considered on 14 March should be submitted by 9 February 2024.

The Chair reported that following the closure of Barclays bank, a banking hub would be hosted in Community Hall. She had also been in discussion with CBC about the future of Wilko and the local MP on the future of hotels in the area that had been acquired for housing asylum seekers.

The agenda order had been changed to move item 10 to after item 7 Police report.

## 5. MINUTES OF PREVIOUS MEETING

### RESOLVED

**That the minutes of the meeting from 7 September 2023 be approved as a true and accurate record.**

## 6. CO-OPTED OR OUTSIDE BODIES UPDATE REPORT

### Application for Membership- Dunstable Cultural Consortium.

- The Committee received an application for Co-opted membership from Dunstable Cultural Consortium (DCC).
- The Committee was informed that DCC were set up to work in coordination with the High Street Heritage Action Zone to work alongside Dunstable Town Council and other community groups.
- It was confirmed that the Consortium had been awarded funding for projects focused mainly on heritage in the Town Centre.



## *Dunstable* Joint Committee

- It was reported that the Board is made up of representatives of local organisations and community groups and was well placed to continue to champion local projects and schemes.

### **RESOLVED**

**That Dunstable Cultural Committee be Co-Opted as Members of the Dunstable Joint Committee.**

### **Beds RCC**

A summary was provided of the recent work of the Bedfordshire Rural Communities Charity

- The Community Garden had become dormant for winter with a corner being revitalised into a sensory garden.
- Pioner Hall was undergoing work to improve the heating system and funding had been applied for to improve the heating system in Top Hall.
- Volunteers from Local Schools were working at the Wellbeing Café as part of their training.
- The Wellbeing Café continued to be successful with strong attendance from all parts of the community and a Christmas event was planned.
- It was confirmed that Barclays will be using the hall to deliver their banking hub.

## **7. Report from Bedfordshire Police**

The Committee received a report from Bedfordshire Police about matters concerning Dunstable.

### **Points and Comments Included:**

- Sergeant Konopka provided a summary of the report published in the Agenda.
- Recent successes were highlighted to the Committee, including recent arrests of robbery and burglary suspects involved in multiple offences.
- It was reported that Officers are working with the supermarkets in the Town to prevent and reduce shoplifting.
- It was confirmed that anti-social behaviour in the Grange Park area had been a high priority over the previous months. This resulted in the statistics being higher than usual in the area.
- In response to a question about preventing youth anti-social behaviour, the Sergeant confirmed that during the winter months young people tend to congregate in sheltered spaces, such as outside the library. The Sergeant stated that a shelter in an area such as the skate park, could assist with reducing incidents as it would provide a space for young people to gather without causing a nuisance to other residents and the Police would know where they were gathered and where to find them if required.

## *Dunstable* Joint Committee

- Concerns were raised about the effectiveness of reporting the use of off-road motorbikes on streets and alleys, as by the time they were responded to the offenders had moved on. The Sergeant urged Members and the public to continue to report incidents as the Police could track their movements via the reports and utilise CCTV to investigate and find the offenders.
- A question was raised about the rise in rape and sexual offences reported, it was confirmed that these offences might be historical offences recently reported and there was no evidence of a rising trend.
- In response to a question about the plan to dim street lighting by CBC, the Sergeant confirmed that he did not believe this would lead to a spike in crime.

### **NOTED**

#### **The report from Bedfordshire Police.**

## **8. DUNSTABLE TOWN CENTRE REGENERATION AND REVITALISATION PLAN**

The Committee received a verbal update on the Dunstable Town Centre Regeneration and Revitalisation Plan.

Points and Comments included:

- CBC's Assistant Director of Place provided a presentation and summary of the support and funding available for businesses within Dunstable and Central Bedfordshire. The presentation can be found at Appendix A of these minutes.
- The different elements of UKSPF funding and the partner organisations involved were introduced to Members.
- Concerns were raised that funding was shared equally across towns in Central Bedfordshire, with Dunstable receiving the same level of funding as smaller towns.
- The AD confirmed that it was deemed the fairest ways to distribute available fund, but that a review would take place and any lessons learned would be implemented in future funding distribution.
- Members were encouraged to contact the AD directly with any questions they had and the Team would be able to signpost Members and businesses to the correct applications and schemes.

## **9. DUNSTABLE TOWN COUNCIL UPDATE REPORT**

**Points and Comments Included:**

- A summary of the report was provided by Officers.
- The Town Centre was the focus of UKSP funding with applications being prepared for schemes such as water fountains and EV Charging Points.

## *Dunstable* Joint Committee

- An application had been submitted for funding for Cultural Projects which provide funding to increase the performing arts capacity and fund events and performances. It would be confirmed in February 2024 if the application as successful.
- In response to a question, it was confirmed that Officers worked alongside the Mayor and Chair of Community Services to identify the Council's priorities for prosperity funding applications.
- It was reported that work was being undertaken at the Moore's site in conjunction with the High Street Heritage Action Zone. Officers were applauded for their efforts in ensuring the project was delivered.

### **NOTED**

#### **The Dunstable Town Council Update Report.**

## **10. CENTRAL BEDFORDSHIRE COUNCIL UPDATE REPORT**

### **Points and Comments Included:**

- A Summary was provided of the CBC update report.
- It was reported that Ward Councillor Grant Scheme for the current financial year would be ending in March and Members were encouraged to submit applications early in the new year.
- There were a number of updates at Dunstable leisure centre, including a gym refurb and improvements to the poolside facilities.
- It was reported that the 2024/25 Budget Consultation would be closing on 9 January and Members and residents were encouraged to submit responses to the consultation.
- The number of visits by Parking Enforcement Officers to areas within Dunstable were highlighted to Members, also the number of reports to Fix My Street and the outcome of these reports.
- It was reported that 350 Potholes had been repaired in Dunstable since April 2023 and that the surface dressing works on Kirkstone Drive had been completed.
- Members expressed concern that the next meeting of the DJC would be after the Budget Consultation closed. Members resolved to form a sub-group that submit a response on the behalf of the committee.

### **NOTED**

#### **The Central Bedfordshire Council Update Report.**

### **RESOLVED**

**That a sub-group consisting of Cllrs Hegley, K Gurney, Crawley, Brennan, Don't Let Dunstable Die and Dunstable Cultural Consortium, be formed and**

## *Dunstable* Joint Committee



**work with the Chair to submit a response to Central Bedfordshire Council's Budget Consultation on behalf of the Committee.**

### **11. WORKPLAN**

Members noted the content of the work plan.

### **12. DATE OF NEXT MEETING**

It was Confirmed that the next meeting of Dunstable Joint Committee would take place on 14 March 2024 at Grove View, Dunstable.

**DUNSTABLE TOWN COUNCIL**

**MEETING OF FULL COUNCIL**

**MONDAY 15 APRIL 2024**

**HEALTH AND SAFETY POLICY REVIEW**

**Purpose of Report:** For Members to approve the reviewed Health and Safety Policy

**1 ACTION RECOMMENDED**

- 1.1 That Members review the Council’s Health and Safety Policy provided at Appendix 1.
- 1.2 That the Chairman of the Council, along with the Town Clerk and Chief Executive, be authorised to sign the Policy, once approved by Full Council.

**2 BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1 Dunstable Town Council is committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974 and has retained the services of a specialist health and safety advisory company (Worknest from April 2022) to advise on the Council’s approach to health and safety across all functions of the Council; to keep workplace health, safety and welfare procedures under constant review.
- 2.2 The Health and Safety Policy details the Councils duties, roles and responsibilities and has been reviewed by Officers to ensure the policy is up to date and fit for purpose.
- 2.3 The Corporate Compliance and Performance Manager (CC&PM) has recently completed IOSH Managing Safety training with Worknest to assist the Council with continued knowledge and guidance. As part of the CC&PM’s role, with Worknest, a new, more extensive Policy is to be worked on in the coming year, which will be presented to a future committee for review and adoption.

**3 FINANCIAL IMPLICATIONS**

- 3.1 The Health and Safety budget for 2024/25 has been increased to account for known cost increases and requirements in the coming year.

**4 POLICY AND CORPORATE PLAN IMPLICATIONS**

- 4.1 The Health and Safety Policy is reviewed on an annual basis. This Policy aligns to the Councils Corporate Priority ‘Continuing to improve the organisational management, efficiency and environmental sustainability of the Town Council.

**5 HEALTH AND SAFETY IMPLICATIONS**

- 5.1 The Health and Safety Policy has been reviewed and included in this report for approval by Council.

## **6 HUMAN RESOURCE IMPLICATIONS**

- 6.1 Non arising directly from this report.

## **7 LEGAL AND EQUILITY AND DIVERSITY IMPLICATIONS**

- 7.1 Dunstable Town Council is fully committed to meeting its responsibilities, both as an employer and as an organisation. Worknest, the Councils appointed specialist company, assist in keeping the Council abreast of new legislation, Regulations and British Standard, in order to ensure ongoing compliance with the law.

## **8 APPENDICES**

- 8.1 Health and Safety Policy March 2024

## **9 AUTHOR**

- 9.1 Lisa Scheder – Head of Corporate Services (RFO)  
Email – [lisa.scheder@dunstable.gov.uk](mailto:lisa.scheder@dunstable.gov.uk)

## Dunstable Town Council

### Health and Safety Policy

Dunstable Town Council is fully committed to meeting its responsibilities under the **Health and Safety at Work, etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999** (as amended), and associated protective legislation, both as an employer and as an organisation. To assist achieve those objectives it has retained the services of a specialist health and safety advisory company (Worknest as of April 2022) to advise on the Council's approach to health and safety across all functions of the Council; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Council and its Councillors abreast of new legislation, Regulations and British Standards, in order to ensure ongoing compliance with the law.

This advisory role is supported through the Council's monthly Management Team meetings which are chaired by the Town Clerk and Chief Executive and attended by all Council Managers.

The main responsibility for health and safety lies with the Council who is in turn advised by the Town Clerk and Chief Executive. The Council is bound by any acts and/or omissions of the Town Clerk and Chief Executive and his staff, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Council business.

To comply with its statutory and common law duties, the Council has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Council.

Council employees agree, as part of their contract of employment, to comply with their individual duties under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations and will co-operate with their Employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**, the Council has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and

Safety Executive, in addition to its statutory duty to provide an Accident Book at all work place locations. The Council will comply with its duties towards employees under the **Health and Safety at Work, etc. Act 1974** and other associated health and safety regulations as far as are reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Council's premises and activities, the Council will pay strict attention to its duties under the **Health and Safety at Work, etc. Act 1974** and the **Occupiers' Liability Acts 1957 and 1984**.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, etc. Act 1974** and binds all Councillors, the Town Clerk and Chief Executive, Heads of Service and employees, in the interests of employees and customers. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

**Signed:**

**Dated:**

**Town Clerk and Chief Executive**

**Signed:**

**Dated:**

**Chairman of the Council**



## **Organisation - Duties, Roles and Responsibilities**

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

### **Councillors**

The Councillors have the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, and that effective structures are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

### **Town Clerk and Chief Executive**

The Town Clerk and Chief Executive has the responsibility for ensuring that policy objectives are achieved and that the Council is kept fully informed of changes and developments with regard to health and safety legislation and regulations. He will also ensure that Council policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure that the Council is informed of the allocation of resources necessary to maintain sound and efficient health and safety arrangements.

### **Heads of Service**

Heads of Service are accountable to the Town Clerk and Chief Executive for implementing the Council's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

With regard to the departmental activities under their general control, all such Heads of Service will ensure that necessary consideration is given at all times to the requirements of the Council's Health and Safety Policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the storage and use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- Advise and assist with safety training of personnel.

All Heads of Service will be specifically responsible for the following within their own areas of responsibility:

- Ensuring that all activities carried out by Council employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, nor members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Council procedures are adhered to at all times.

- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.
- Ensuring that supervisors and line reports are properly trained and receive the support they need to perform their duties.

In fulfilling these responsibilities, all Heads of Service will ensure that:

- This policy is reviewed in the light of their particular operational responsibilities.
- They know their own, and other persons' responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Council's health and safety adviser.
- Safe systems of work are implemented and are adhered to, with such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, etc.
- All relevant statutory records are regularly maintained and inspected.
- Heads of Service are also responsible for the health and safety of all employees for whom they have an operational responsibility.

### **Managers / Supervisors**

Managers / Supervisors are accountable to their Heads of Service for the day-to-day implementation of the Council's general health and safety policies, the established schedules, and safe working practices and to provide employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

They will also liaise with the departmental Heads of Service concerning any queries raised by visitors or subcontractors on health and safety matters.

### **Employees' Responsibilities**

All employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They will co-operate with the Council in meeting its statutory duties.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation will be immediately reported to their immediate line manager.

- When local management cannot resolve a hazardous situation they must raise it with a relevant Service Head who will then address the issue through the Council's Management Team Meetings.
- During the course of their normal duties, employees will use all equipment and facilities for the intended purpose in a safe, correct manner.

### Competent Persons

The Council will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when they have been sufficiently trained and/or have experience or knowledge and other qualities to enable them to properly assist in undertaking such measures.

Worknest and the following members of staff have been designated competent persons for the responsibilities shown:

<b>Council health and safety:</b>	Worknest Consultant and Senior Management Team  Worknest Consultant Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
<b>Manual handling assessment:</b>	Worknest Consultant and Senior Management Team  Worknest Consultant Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
<b>COSHH assessments:</b>	Worknest Consultant and Senior Management Team  Worknest Consultant Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
<b>Administration of all other risk assessments:</b>	Worknest Consultant and Senior Management Team  Worknest Consultant Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services
<b>Vetting of subcontractors' health and safety policies:</b>	Worknest Consultant and Senior Management Team  Worknest Consultant Town Clerk and Chief Executive Head of Community Services Head of Grounds and Environmental Services

<b>Auditing of health and safety compliance at all work sites:</b>	Retained health and safety advisers – Worknest Consulting
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**In addition the Town Clerk and Chief Executive and Heads of Service will assume the following responsibilities**

- Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- Ensuring that regular health, safety and housekeeping inspections are carried out, covering buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations and Council policies.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit-to-work procedures.
- Ensuring that any raw materials used by the Council conform to statutory health and safety requirements.
- Arranging for the provision of appropriate Personal Protective Equipment (PPE) based on risk assessment.
- Arranging for the provision of written procedures for contractors.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Council.
- Ensuring that all employees of the Council receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.

**Council's Health and Safety Adviser**

The Council's Health and Safety Adviser has been retained in order to provide and disseminate advice and information to the Town Clerk and Chief Executive, and staff and to act as a 'Competent Person'. He/she will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

He/She will be retained to ensure the effectiveness of the safety policy, safety procedures and practices in relation to Council premises, carrying out regular audits and monitoring activities as necessary. The results of such monitoring will be recorded and corrective action, if required, will be undertaken.

In fulfilling these general responsibilities, the Health and Safety Adviser is retained to assist the Senior Management Team with specific responsibilities for:

- Ensuring the Council is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Ensuring the provision of first aid, fire safety and emergency procedures.

- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.

### **First-Aiders**

There is a nominated first aider for all Council premises in accordance with the **Health and Safety (First Aid) Regulations 1981, as amended**. The nominated first aider is responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

The nominated first aider is responsible for the maintenance of the contents of all first aid kits and will ensure that only items specified will be retained in the kits.

A number of key staff across all departments have been given first aid training to assist with any unforeseen accidents to Council staff or users of Council services. All large scale Council events are attended by a fully qualified first aid organisation such as St John's Ambulance.

### **Arrangements and Procedures**

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

### **Risk Assessments**

All premises and activities are subject to risk assessments and must be assessed in accordance with the relevant legislation using the Council documentation provided.

Such assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.

Assessments will be recorded and records maintained by the relevant Service Head. The results of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify necessary protective and preventive measures. The Council shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

### **Specific Operational Policies and Procedures**

- All Council policies and procedures issued in the interests of health and safety will be regarded as supplementary to this Policy. These will be included within all Council Health and Safety Manuals and will be available to all members of staff.

Specific procedures will be maintained for ensuring that the following requirements are met:

- That all buildings, plant and equipment meet statutory requirements
- That any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- That all new equipment introduced into any location conforms to statutory requirements.
- That all subcontractors who are to work on or in any of the Council's premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
- That all fire fighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- That the fire procedure is displayed and reviewed at frequent intervals with regular tests of the procedure.
- That no new chemicals/substances will be purchased or brought into the premises until their hazards have been assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- That inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.
- Any other specific policy required under relevant regulations and Approved Codes of Practice.

### **Reporting and Investigating of Accidents and Dangerous Occurrences**

All accidents, no matter how minor, will be reported on the HSE Accident Report Form with copies being sent to the relevant Head of Service.

- All accidents, dangerous occurrences and near misses will be reported immediately to the Heads of Service responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant Heads of Service.
- Where an employee of another Council or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

### **Training**

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions.
- Repeat training at regular intervals.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Heads of Service at all levels will be included in the health and safety training programme.

Records of all health and safety training will be maintained by the Business Support Manager.

**Consultation**

Consultation will take place via the monthly Management Team to discuss matters of health and safety.

Any employee with a health and safety concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the supervisor decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to a member of the Council's Management Team who may make representations to the supervisor concerned. This must be in writing.

The advice of the Health and Safety Adviser should be sought if agreement cannot be reached with the supervisor.

If still dissatisfied, the employee may seek an early meeting with the appropriate Heads of Service. Failing resolution at this stage, the matter may be entered on to the Agenda of the next meeting of the Council's Management Team at the Chairman's discretion.

**Review**

Notwithstanding the above, this Policy will be reviewed on an annual basis.