

**Paul Hodson** Town Clerk and Chief Executive

Date: 24 May 2024

Dear Councillors

A meeting of the Community Services Committee will be held on **Monday 3 June 2024** in the **Council Chamber** at **Grove House, High Street North, Dunstable at 7.00 pm**. 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 31 May 2024.

Please scan the below code to view the full Agenda:



*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.*



Paul Hodson  
Town Clerk and Chief Executive

*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. Declarations of Interest
3. To agree the minutes of the meetings of 4 March 2024 and 7 May 2024 as a true record (previously circulated)
4. Grove Corner and Community Engagement – information and decision report (see page 3)
5. Youth Worker Apprentice – decision report (see page 8)
6. Older People's Services - information report (see page 14)
7. Town Centre Services - information report (see page 16)
8. Events - information report (see page 20)
9. Priory House - information report (see page 25)
10. UKSPF Community funding second round – decision report (see page 30)
11. Bedfordshire FA, Peter Newton Centre - information report (see page 34)
12. Reports from Outside Bodies:  
South Beds Dial-a-Ride Management Committee – Cllr Peter Hollick  
Dunstable Town Band – Cllr Robert Blennerhassett  
Men in Sheds – Cllr Richard Attwell
13. Date of the next meeting – Monday 2 September 2024 at 7.00 pm.

To: All Members of the Community Services Committee:  
Louise O'Riordan (Town Mayor), Sally Kimondo (Deputy Town Mayor), Liz Jones (Chair), Matthew Neall (Vice-Chair), Trevor Adams, Gregory Alderman, Wendy Bater, John Gurney, Peter Hollick, Nicholas Kotarski, Mark Davis, Robert Blennerhassett, and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 3 JUNE 2024**

**GROVE CORNER AND COMMUNITY ENGAGEMENT**

<b>Purpose of Report:</b>	For information and to agree to accept the UKSPF Pilot and Test funding should the application be successful for a youth festival.
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**1. GROVE CORNER FIGURES**

- 1.1. Grove Corner received 561 visits from young people between 10 February 2024 and 13 May 2024.

*Grove Corner received 436 visits from young people between 6 February 2023 and 3 May 2023.*

- 1.2. Pokémon sessions received 269 visits from young people between 13 February 2024 and 14 May 2024. Pokémon is slightly quieter than last year – this is due to some young people out growing the club and transitioning to Junior Youth Club instead.

*Pokémon sessions received 364 visits from young people between 14 February 2023 and 2 May 2023.*

- 1.3. Grove Corner now has over 1,200 Facebook followers and Grove Corner's Instagram has 451 followers.

**2. YOUTH ENGAGEMENT**

- 2.1. Officers have seen a positive response to changing Friday evening sessions to 10 to 13 year olds and 14 to 18 year olds. Officers have seen young people engage well with the sessions and those aged 13 to 15 have expressed to officers they are grateful to have a session to attend on a Friday evening.

- 2.2. Officers have planned to facilitate a Pokémon tournament during May half term. A verbal report will be provided at committee meeting.

- 2.3. Officers are currently working with young people to create keyrings and bracelets to sell at the youth market on 6 July. All money made will go back into Grove Corner.

- 2.4. Event Production Live facilitated a party on Friday 22 March. This was well attended, and young people are looking forward to the next party. The next party planned is on Friday 19 July at Bennett Memorial Recreation Ground and will be a school's out party.

### 3. DETACHED YOUTH WORK

3.1 Between 11 February 2024 and 14 May 2024 officers have delivered 29 detached activities and engagement sessions across Dunstable. The areas covered include:

- Brewers Hill Rec
- Beecroft area
- Creasy Park
- BMX track
- Frenche's Avenue
- All Saints area, Olma Park, Busway
- Grove Skate Park/ Leisure Centre
- White Lion Retail Park
- McDonald's/ KFC/ Starbucks outdoor area
- Kingsbury Recreation Park
- Downside Recreation Ground
- Dunstable High street South
- Bennett's Recreation Ground
- Ashton Square
- Priory Garden
- Quadrant Shopping Centre
- Grove House Gardens

Since 1 April 2024, officers have been delivering nine hours per week detached youth work in Dunstable East. The following locations in Dunstable East have been visited:

- Grove Skate Park/ Leisure Centre area
- Grove House Gardens
- Quadrant Shopping Centre
- Kingsbury Recreation Park
- Peter Newton Recreation Ground
- Ridgeway Recreation Ground
- Katherine Drive area
- White Lion Retail Park
- McDonalds/ KFC/ Starbucks outdoor area

3.2 In total officers engaged with 946 young people by headcount. 253 of these young people have been in Dunstable East (since April 2024) and the remaining 693 have been in the rest of the town.

3.3 Over the next few weeks, officers plan to deliver detached youth work in:

- Bennett Memorial Recreation Ground
- Downside Recreation Ground
- Priory Gardens
- Grove Skate Park/ Leisure Centre area
- Grove House Gardens
- Kingsbury Recreation Park
- Ridgeway Recreation Ground
- Katherine Drive area
- White Lion Retail Park

- McDonalds/ KFC/ Starbucks outdoor area

- 3.4 Officers continue to deliver monthly weekend sessions as part of the detached youth work provision. Officers have visited Priory Gardens, Bennett Memorial Recreation Ground and have planned to run activities at Kingsbury Recreation Ground and Grove House Gardens.
- 3.5 Officers are currently liaising with Dunstable Leisure Centre to explore partnership working for detached youth work in Dunstable East. The team also plan to book the swimming pool out one Saturday for private hire, to run a detached session.
- 3.6 Officers are currently in the process of planning and organising a youth summer activities programme. This will be the first time that officers have run a youth summer activities programme alongside the summer activities programme for children. Officers have picked a variety of activities to facilitate based on consultation and feedback from young people. A verbal update of activities, dates and times will be given at committee.
- 3.7 Officers continue to engage with partners and stakeholders to promote the detached youth work and to gather feedback from partners about areas where young people are spending time. Officers have built rapport with Queensbury Academy, Manshead Academy and All Saints Academy and hope to do some work with Priory Academy – however due to exams, this is likely to be in the new academic year.

#### **4. SCHOOL ENGAGEMENT**

- 4.1 Officers attended Central Bedfordshire College's Wellbeing Fair. Officers took the phone charging pedal bike and a reaction game, which the students enjoyed. Officers continued conversations with those who attend the college about attending Grove Corner – many continue to feed back that they either do not live in Dunstable and so are not in the town when the session is running, they work or they do not wish to attend due to other commitments.
- 4.2 Officers ran a litter pick with Icknield Lower School recently. This was attended by a class of students and supported by Bedfordshire Police.
- 4.3 Officers visited Weatherfield Academy to take some photographs as part of the In Bloom Project.
- 4.4 Officers have two litter picks planned on 13 June and 27 June with Ardley Hill Academy.

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

- 5.1 Officers have concluded the work that they have been doing with the asylum seekers staying at the Old Palace Lodge. Officers have received feedback from those who they had worked alongside, thanking them for all the support provided and for putting on weekly football sessions.
- 5.2 Officers have planned the summer activities programme for those aged 3 to 10 years old. The team have advertised the programme. Details can be found below:

Activity	Date	Time	Location
School's out party	Friday 19 July	3.30 pm to 5.30 pm	Bennett Memorial Recreation Ground
Inflatable Day	Friday 26 July	12.00 noon to 4.00 pm	Grove House Gardens
Dance Workshop	Monday 29 July	10.00 am to 2.00 pm	Grove House Gardens
Skateboarding	Thursday 1 August	10.00 am to 3.00 pm	Grove Skatepark
Let's Play	Wednesday 7 August	11.00 am to 2.00 pm	Downside Recreation Ground
Seaside Day	Tuesday 13 August	11.00 am to 3.00 pm	Bennett Memorial Recreation Ground
Zorb Football	Monday 19 August	1.00 pm to 3.00 pm	Grove House Gardens
Olympics Arts, Crafts and Obstacles	Thursday 22 August	10.00 am to 12.00 noon	Brewers Hill Recreation Ground

- 5.3 Officers took part in the tree planting at Mentmore Recreation Ground on Thursday 7 March.
- 5.4 The Senior Neighbourhood Development Officer is currently working with the Parks and Open Spaces Officer to put a defibrillator in the old red phone box opposite Priory Church, on Church Street.
- 5.5 Officers continue to promote Wheelie Fantastic. So far 25 have signed up to take part.
- 5.6 Officers visited Dunstable Foodbank, based on the old Argos building to meet the team and volunteers and hear more about the work that the charity does and support it gives to local residents.

## 6. UKSPF PILOT AND TEST FUNDING

- 6.1 As part of the co-design approach that the detached youth work has taken young people have requested and expressed interest in a youth festival, and officers have been exploring how one could be delivered.
- 6.2 With no budget to deliver this scale of event officers have identified some external funding called UKSPF Pilot and Test, which is designed to trial new cultural and arts based projects and ideas. An event based on youth culture with workshops, performances and engagement opportunities would meet the fund's requirements closely.

- 6.3 The Head of Community Services and the Events Officer have submitted an application for £7,500 to deliver a one off event in Grove House Gardens during the summer holidays. The Town Council would provide staff and £1,000 match funding (already in the youth activities budget) in order to deliver the event successfully.
- 6.4 The application was submitted in May and a decision will be made in mid-July. This does provide a small planning window should the application be successful. Members are requested to accept the funding should the application be successful.

## **7. AUTHORS**

- 7.1 Gill Peck – Youth and Community Manager  
Email – [gill.peck@dunstable.gov.uk](mailto:gill.peck@dunstable.gov.uk)
- 7.2 Jack Adams-Rimmer – Senior Neighbourhood Development Officer  
Email – [jack.adams-rimmer@dunstable.gov.uk](mailto:jack.adams-rimmer@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 3 JUNE 2024**

**YOUTH WORKER APPRENTICE**

<b>Purpose of Report:</b>	For members to approve the recruitment for a Youth Worker Apprentice.
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**1. ACTION RECOMMENDED**

- 1.1 It is recommended that members approve recruiting to the position of Youth Worker Apprentice.

**2. BACKGROUND**

- 2.1 Dunstable Town Council is keen to invest in apprenticeships, with an apprentice position already in the Council's budget for Community Services and Grounds. Officers have been seeking an appropriate apprenticeship for Community Services which would consist of a youth work degree provider offering a level 5 JNC youth work apprenticeship.
- 2.2 Dunstable Town Council would need to permanently employ someone for 30 hours per week to work as a Youth Work Apprentice. There is no requirement once they have finished their degree (which will take around three years) for them to remain in employment with Dunstable Town Council, nor does the Council have to ensure there is a job at the end of the apprenticeship.
- 2.3 The individual would need to work with young people aged 11 to 19 or up to 25 with special education needs/disability. An additional 6 hours of learning would be required by the individual; however, this would not be in their contracted hours.
- 2.4 The National Youth Agency have a partnership with NatWest whereby the costs of the apprenticeship degree course would be fully funded. The course is a BA Hons JNC in Youth Work at the University of Roehampton, via the provider, Premier Pathways, Captiva Learning.
- 2.5 The individual would complete their three-year degree, with no debt and there would be no cost to the Council for the degree course.
- 2.6 In addition, 160 hours of alternative provision or placement will also be required to be undertaken by the individual outside the contracted hours for the apprentice.
- 2.7 The degree is due to commence on 14 October, and therefore, officers have been advised by Premier Pathway that it would be best to commence employment as soon as possible to provide time for the individual to sign up to the degree programme.



- 2.8 It is recommended that the individual who is employed and enrolled onto the degree has grade C or equivalent in English and Maths.
- 2.9 The minimum age for someone to undertake the apprenticeship is 16. There is no upper age limit.
- 2.10 This would be the first ever apprenticeship that the Council has recruited to, and would show the wider community the Town Council's commitment to investing in services and our community.

### **3. MAIN CONSIDERATIONS**

- 3.1 Members are asked to consider approving the recruitment of a Youth and Community Apprentices. Following the discussions that officers have had with Premier Pathways, officers have no concerns regarding the enrolment process for the degree; it would be an excellent opportunity to grow the establishment, and invest in our youth team.
- 3.2 The Town Council has recently tried to recruit to a level 5 JNC qualified youth worker positive and was unsuccessful. It is known that there is a lack of level 5/6 qualified youth workers and this would be a way to potentially grow our own and address the risk that the Council currently has with just one youth worker in the team qualified to this level.
- 3.3 Should members agree to the position the Dunstable Town Council would need to sign up to the Digital Apprentice Service Account (DAS ID), and commence recruitment immediately with the successful candidate to be in post by August.
- 3.4 The post would be subject to an enhanced DBS check, and a full application and interview safer recruitment process.
- 3.5 Officers recommend that the position be paid at the National Living Wage Foundation Living Wage, currently £12 per hour. This is the same rate as the Sessional Youth and Community Workers, and whilst more than the current apprentice minimum wage it is felt that given that this is a minimum three year post, a degree and also 30 hours with the six learning hours not being part of the contracted hours that this would hopefully attract a good level of interest.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The Council has budgeted £13,670 for the youth apprentice (based on the previous minimum wage for apprentices of £5.28 and a 37 hour a week post). Should members agree to pay the position at the National Living Wage Foundation Living Wage, members are required to approve a further £4,769 in this financial year, which in the first instance would be found from in year savings.
- 4.2 Going forward into 25/26 members would need to increase the salary budget accordingly, but it should be noted that there are no other financial implications or training costs associated with this post.

## **5. HEALTH AND SAFETY IMPLICATIONS**

5.1 None.

## **6. ENVIRONMENTAL IMPLICATIONS**

6.1 None.

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

7.1 The Council will ensure that recruitment is open, transparent and accessible to all to ensure that the Council complies with its responsibilities under the Equalities Act 2010, public sector responsibility.

7.2 The appointment to the position of Youth Worker Apprentice delivers on the Council's corporate plan *to continue to improve services targeted to all community sectors in the town*, through growing a team and developing skills within a workforce which have been difficult to recruit to.

7.3 There will be some draw on human resources should the Council agree to recruit to the position of Youth Worker Apprentice, this will fall largely on the Youth and Community Manager who will directly line manage and supervise this position as a requirement of the apprenticeship. As a holder of a JNC level 5 qualification they are well placed to undertake this and feel that they have the capacity to do so. Whilst initially intensive support will be required, this is expected to reduce in years two and three.

## **8. APPENDICES AND BACKGROUND PAPERS**

8.1 Appendix 1. Job description for Youth Worker Apprentice.

## **9. CONCLUSION**

9.1 The opportunity that has become available to the Council is one which would not only address the difficulties that the Council has had recently in recruiting to a level 5 JNC qualified Youth Worker position, but would also evidence to the community the Council's commitment to investing in its workforce for the good to Dunstable. To offer someone the chance of earning a degree with no debt whilst being paid is fantastic and of mutual benefit to the individual as to the Town Council. Members are requested to seriously consider this opportunity, and agree the not just to recruit to the position, but the pay rate as well. Section three of the report provides the officer recommendation based on the discussions officers have had with Premier Pathways.

## **10. AUTHORS**

10.1 Gill Peck – Youth and Community Manager  
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10.2 Becky Wisbey – Head of Community Services  
Email – [becky.wisbey@dunstable.gov.uk](mailto:becky.wisbey@dunstable.gov.uk)

**Dunstable Town Council****Community and Young People Services**

**Job Title:** Apprentice Youth Worker

**Department:** Community and Young People Services

**Responsible to:** Community & Young People's Services Manager

**Responsible for:** No-one

**Main Purpose of Job**

1. To assist in the delivery of a range of youth services within Grove Corner such as drop-in sessions, specific activities and provide information and advice.
2. To assist in the delivery of detached youth work across Dunstable.
3. To assist in the delivery of outreach Youth and Community work targeting all sections of the community including families, children and young people.

**Main duties**

1. To support a range of services targeting young people being delivered from Grove Corner including the provision of a "drop in" service targeting 10 to 19 year olds.
2. To support the delivery of detached youth work across Dunstable targeting 11 to 19 years.
3. To assist in ensuring that all young people services are delivered in accordance with legislation governing the care of young people and that the Council maintains an up to date Child Protection Policy.
4. To consult with the service users and partner organisations to inform the development plans for continued improvement of community and young people services.
5. To collate monitoring data for information reports.
6. To assist in the provision of family orientated workshops during school holidays in various locations.
7. To undertake community placements as agreed by your line manager and course tutor, some of which will be with the wider community services department.
8. To undertake 6 hours a week of off the job learning as part of the youth work degree.

**Person Specification****Essential**

1. Educated to GCSE level with grade C+ or equivalent in English and maths. Must NOT have a degree.
2. An interest in youth work and working with people.
3. Desire to learn and the ability to manage work and study.
4. To be creative in finding solutions and when generating ideas.
5. Excellent communication skills, both written and oral.
6. Good administrative skills.
7. To be a strong team player
8. Ability to work evenings, some school holiday times and occasional weekends, with a flexible approach.
9. Passionate in making a difference to communities that they work with, and their individuals members.
10. Dedication and commitment to complete a 3 year degree.

**Desirable**

1. Voluntary experience in a youth and or community setting.
2. Partnership working skills with external organisations from the public, voluntary and private sectors.
3. Knowledge of legislation relating to the delivery of services to young people, e.g. The Children Act 2004 and the main outcomes of Every Child Matters legislation.
4. Some understanding of equalities when delivering public services.
5. Good knowledge and skills in customer care.

**Complexity and Creativity**

The role has responsibility for supporting and implementing any sensitive legislation relating to the care of children and young people.

The post holder will be expected to assist in the delivery a range of services targeted at 5-19 year olds which is a complex market that requires an innovative and proactive approach to problem solving.

### **Judgement and Decisions**

The actions of the post holder will have an influence on the Community and Young People Service as a whole. Although the post holder will not take influential, important decisions and will only assist senior officers. Failure of the Council to comply with legislation relating to the care of young people and buildings health and safety could have severe repercussions on the Council.

### **Contacts**

#### **Internal      10%**

Councillors, Corporate Management Team, all Council staff.

#### **External      90%**

Young people and members of the public,

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 3 JUNE 2024**

**OLDER PEOPLE'S SERVICES**

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

- 1.1 The Good Companions Club currently has 19 members. Sadly, some members have had to stop coming due to ill health and a member passed away. There are 24 places, with five now currently available. Officers have promoted Good Companions Club in Grove Health Hub, doctors' surgeries, the teams mailing list and social media. Officers will be putting an advert in the next edition of Talk of the Town and will ask Good Neighbours, BRCC, Priory House and the Cemetery to advertise the club, as well as putting a poster in the toilets in Ashton Square.
- 1.2 Good Companions have attended a trip to Go Bowling, which the group enjoyed and so officers are planning more of these trips. Officers are taking the group on a boat trip and will be taking them on a mystery tour with lunch and are currently planning to take the group to Southend in September. Officers have planned to take the group to ZSL Whipsnade Zoo, after the success of visiting the zoo last year.
- 1.3 Several speakers have visited the group over the last few weeks. This includes social prescription, arm chair keep fit, Easter celebrations, Appledown Rescue Centre, the Gliding Club and Bedfordshire Police.

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

- 2.1 Creasey Park Community Football Centre Lunch Club for the over 55s currently has 34 members, with an average of 28 attending. There is a waiting list of nine people. Officers continue to keep in touch with those on the waiting list and invite them to other events for the older community.
- 2.2 CPCFC lunch club members have had similar speakers to Good Companions Club, as outlined in 1.3 of the report.
- 2.3 Officers are currently in discussions with Central Bedfordshire College to see if they are able to take CPCFC Lunch club to the college one Wednesday on a trip, where the college catering students would provide a meal.

**3. COFFEE MORNINGS**

- 3.1 Officers have facilitated two coffee mornings. On Tuesday 9 April, 16 people attended the coffee morning at Grove Corner and on Tuesday 14 May, 25 people attended the coffee morning at Dunstable Cemetery. The coffee mornings have begun to see new members of the community attend and officers have received verbal feedback this is because they have seen it in Talk of the Town or heard about it through word of mouth

and many have signed up to be on the older people's mailing list. The following coffee mornings are planned to take place, over the next few months.

Tuesday 9 July – Priory View  
Tuesday 20 August – Holts Court  
Tuesday 10 September – St Marys Church  
Tuesday 8 October – Splash Park  
Tuesday 12 November – Beecroft Community Centre  
Tuesday 10 December – Furness Avenue

#### **4. ROCK AND ROLL**

- 4.1 Officers visited Peter Newton and are going to trial running the next Rock and Roll there in the autumn. This venue will allow more spaces to be offered due to being a bigger venue. If the venue does not end up working for this event, officers will resume future Rock and Rolls at Creasey Park Community Football Centre.

#### **5. BIG LUNCH**

- 5.1 Officers have been working on plans for the Big Lunch, taking place on Tuesday 11 June. The Council has allocated all 150 tickets, which were allocated on a first come, first served basis. There are currently six people on the waiting list. At least 50 of those who are coming this year have never attended before.

#### **6 AUTHORS**

- 6.1 Elaine McGarrigle, Older People's Services Officer  
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- 6.2 Gill Peck, Youth and Community Manager  
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**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 3 JUNE 2024****DUNSTABLE TOWN CENTRE SERVICES**

<b>Purpose of Report:</b>	For information.
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**1. MIDDLE ROW MARKETS**

- 1.1 Middle Row Market stall bookings for event markets are extremely positive with the first event market of April reaching its target of 35 stalls under the new business plan. The Town Centre Manager and Town Centre Assistant are working to match these figures for 18 May and June Markets
- 1.2 July 2024 will see a special Youth Market on Saturday 6 July which will support traders 16 to 30 years of age with a free stall that has been sponsored by Bedfordshire Chamber of Commerce, plus free public liability insurance. Officers are looking at various media to let young people know about the offer and Middle Row Markets. To date eleven young traders have booked on to the market.
- 1.3 Market bookings to date.

13 April	14 booked
20 April	35 booked
11 May	16 booked
18 May	24 booked
08 June	23 booked
15 June	20 booked

**2. ASHTON SQUARE TOILETS**

- 2.1 Ashton Square toilets have been entered into Loo of the Year for 2024/2025. Officers are positive that the toilets can gain a Platinum Plus award for the 2025 awards. The free sanitary products provided in the ladies' toilets have been renewed for 2024 /2025.
- 2.2 The Aunt Flow machine will be filled each month by the supplier, Citron. The Town Centre Manager has been asked on several occasions whilst in the toilets if we have extra products for the young people to take home. Spare products are kept in the office, and this has been well received.
- 2.3 A new mural of event pictures that have taken place in Ashton Square will be displayed in the men's toilets.



### 3. TOWN CENTRE

#### Events on The Square

- 3.1 Between April and July Middle Row Markets there are five event markets:
- St George's Day Market had 35 stalls, crazy golf and free arts and crafts.
  - 18 May, Love Your Local Market with free insurance for new traders, circus skills and Teaching Talons.
  - 8 June is a joint Motor Rally event with Priory Gardens and Middle Row Markets with Swing Dance MK and arts and crafts.
  - 15 June is a Father's Day Market with a free retro arcade in The Square.
  - 6 July, the first Young Traders Market with crazy golf and a spin art bike. Winners of this market will be offered a trading day at Portobello Road Market and a free weekend at Twilight Market.
- 3.2 Street Food Heroes is taking place on the second Thursday of the month, April to September. Two new Saturday Street Food Heroes markets will take place on 17 August with Ashton Square Day and 21 December as part of a joint event with Middle Row Markets.
- 3.3 The Town Centre Assistant is in contact with French at Home Markets to try and bring this to The Square for 2025. Unfortunately the previous contact has retired, so new lines of enquiry are taking place. The Town Centre Manager and Town Centre Assistant are also looking at a vintage or bric-a-brac market for later in the year, which will support the town centre business plan.

#### Partnership Working

- 3.4 Shop Watch continues to take place every six weeks. The next meeting is Wednesday 19 June at The Quadrant Shopping Centre. Pub Watch took place on Tuesday 14 May. The Town Centre Manager now has regular invites to this meeting. The Town Centre Manager and Town Centre Assistant witnessed an incident in The Square by a well-known shoplifter. After a statement was taken the offender was remanded in custody.
- 3.5 The Town Centre Manager is working alongside the Quadrant Shopping Centre with the events for 2024. The Easter event in the Quadrant Shopping Centre had over 230 children take part in the free Easter activities. Roar into Archaeology will be updated and enhanced this year with new branding and new dinosaurs (Dino Day Saturday 27 July). Rentadinosaur will be offering a dinosaur parade, four dinosaur shows and meeting the dinosaurs. A Pumpkin Party will also take place during autumn half term.
- 3.6 The Town Centre Manager will be attending the ATCM Summer School on Wednesday 18 and Thursday 19 June. The theme this year is Innovation in Town Centre Climate Action. A free place has also been offered to CBC Cllr Mary Walsh.
- 3.7 The Town Centre Manager was invited to Leighton Buzzard Market to see their Young Trader Market which took place Tuesday 14 May. Both markets have worked together to share information and ideas to engage with new young traders.

#### 4. TOWN CENTRE VACANCY RATES

- 4.1 The vacancy rates to the end of April 2024 are provided below. The count will be undertaken again at the start of July 2024.
- 4.2 The town centre area used for the survey includes properties in High Street North up to Regent Street, High Street South to Friars Walk (excluding Thames Industrial Estate), Church Street up to and including Aldi and West Street up to the Police Station/St Mary's Gate.
- 4.3 Eleanor's Cross, Ashton Square, Albion Street, The Quadrant and Grove Park (including ASDA) have been included but rates can be calculated with or without these properties.
- 4.4 These figures have been shared with Central Bedfordshire Council officers:

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>253</b>	<b>31 vacant</b>	<b>12.25%</b>	14.22% count end of Jan 24.

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

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>210</b>	<b>27 vacant</b>	<b>12.86%</b>	14.76% count end of Jan 24.

- 4.6 The following figures relate to the Quadrant Shopping Centre only.

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>43</b>	<b>4 vacant</b>	<b>9.30%</b>	11.62% count end of Jan 24

- 4.7 Units in Grove Park area and Asda.

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>6</b>	<b>0 vacant</b>	<b>0%</b>	0% count from Jan 24

#### 5. FOOTFALL SURVEY 2024

- 5.1 The annual footfall count for Dunstable took place on 22 and 23 March by PMRS limited. The Town Council has been arranging and funding the counts each year at the same counting points in the town since 2010. Footfall figures were down on the previous years by 940. This drop is concerning but not a surprise due to the closure of Wilkinson's.

#### 6. TOWN CENTRE ASSISTANT

- 6.1 The Town Centre Assistant was appointed in his new post as of the 16 April 2024, and is settling in well. They have already lead on a market and is supporting the Town Centre Manager on event markets.

## **7. TOWN CENTRE BUSINESS PLAN**

- 7.1 The Town Centre Manager has started on the delivery of the business plan with the support of the Town Centre Assistant. It is evident that event markets are bringing in positive trader numbers, so work will continue on these. Delivery of the Young Traders Market and Love Your Local Market will support new traders and new business growth. The Town Centre Manager and Town Centre Assistant are engaging with other market operators and community groups to look at external groups/markets joining Middle Row Markets or to use The Square on Saturdays when Middle Row Market is not operating.

## **8. STREET DRESSING**

- 8.1 The Town Centre Manager is seeking quotes to replace the hats along Middle Row with bespoke Dunstable bunting. If possible then this will stay up until the UKSPF funded hanging art installation is installed in the New Year.

## **9. UK SHARED PROSPERITY FUND**

- 9.1 Officers have now received confirmation from CBC regarding the funding with an agreement soon to be signed. This has resulted in a delay in delivery from the submitted plan, and with CBC still needing to grant permission and assistance on a couple of the capital items delays continue. However, as soon as an agreement is reached, the Town Centre Manager and the Head of Community Services will commence procurement of the approved capital items.
- 9.2 Highways have given permission for the old benches in The Square to be removed and replaced with one solar bench. Ground have confirmed the locations for the benches in Priors and Grove House Gardens and are seeking quotes for removal and installation of benches.
- 9.3 The Quadrant is unable to take on the proposed water refill station, however CBC's Assets team have now confirmed their permission to install one onto Ashton Square toilets and so three will be installed in total.
- 9.4 The potential pop-up shop unit has been identified although it is still occupied at this stage. It is anticipated that it will become vacant in the next month or so with the aim to white box it and seek traders over the summer with a launch in autumn.

## **10. AUTHOR**

- 10.1 Annette Clynes - Town Centre Manager  
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**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 3 JUNE 2024**

**EVENTS**

**Purpose of report:** For information only.

**1. PAST EVENTS**

**1.1 St George's Day Celebrations**

The St George's Day Celebrations were a great success with an estimated number of attendees of over 1,500 across the day. Feedback has been incredibly positive via Facebook and through Survey Monkey. Alongside the activities and entertainment, the business stalls, caterers and community groups traded well and enjoyed the public engagement with the community.

**2. FUTURE EVENTS - PLANNING AND DEVELOPMENT**

**2.1 Priory Pictures - Saturday 25 May**

A poll was set up on Facebook in January for the public to suggest films they would like to see at the event. The poll received over 1,100 votes; the line-up is as below:

12 noon Adapted Screening - Wonka (PG)  
2.30 pm Wonka (PG)  
5.00 pm The Goonies (12)  
7.30 pm Barbie (12A)

The event will also consist of an outdoor bar and food concessions. The adapted screening will benefit from:

- Lower sound volume
- Subtitles
- Hearing Loop
- Designated smoking area
- Minibus drop-off point
- Enclosed quiet/safe space available
- Accessible toilets

## 2.2 Dunstable Classic Motor Rally - Saturday 8 June

In October 2023, an application was submitted to the RAF requesting a flypast on the day of the Classic Motor Rally to commemorate the 80<sup>th</sup> anniversary of D-Day and Dunstable's role during the war. Unfortunately, the application has not been successful, as the display team (BBMF aircrafts) will not be flying over the area on the day of the event.

To date, over 200 vehicles have entered the Classic Motor Rally. An invitation has also been extended to owners of military vehicles to join the event alongside the classic vehicles. This was promoted through the Talk of the Town, TOWN COUNCIL website and Facebook. Similar to last year, the event will consist of live music with performances from The Barn-Ettes and Jazz the 2 of Us who will be singing a range of songs from the 1940s onwards. In addition, themed activities have also been booked which include the following activities:

- Crazy Golf
- Children's arts and crafts
- Teaching Talons animal encounter
- Small Children's rides
- WWII Living History Character Trail
- Special Operations Challenge
- 'An Unbound History of Roman Britain' - storytelling

There will also be a number of stalls and catering units, including three business stalls, nine charity/not for profit organisation stalls and three catering units.

## 2.3 Sunday Concerts

All bookings and plans are in place for this year's Sunday Concerts. This year the schedule will feature different genres of music on stage alongside brass bands. The groups performing are:

Sun 30 June	12 noon	Dunstable Town Band
Sun 30 June	2.30 pm	Dunstable Salvation Army
Sun 21 July	12 noon	Beati Vocal Ensemble
Sun 21 July	2.30 pm	Last of the Summer Ukuleles
Sun 18 August	12 noon	Welwyn Garden City Band
Sun 18 August	2.30 pm	Shambles Big Band

Officers have approached charities and not for profit organisations for the three-week tea and coffee concession. The closing date for concession applications is Friday 7 June.

## 2.4 Dunstable Live - Saturday 22 June

Dunstable Live is the first of the Summer of Music events in Grove House Gardens. The theme for Dunstable Live, as chosen by the public, is 'Soul and

Motown.' A poll was created on Facebook with over 1,500 votes received. From these votes, the following tribute acts have been booked:

3.00 pm to 4.00 pm: Godfrey Gayle as Stevie Wonder  
 4.10 pm to 4.50 pm: Whitney vs. Motown  
 5.00 pm to 6.00 pm: Sing Baby Sing: The Stylistics Tribute  
 6.10 pm to 7.10 pm: Marcia Lynette as Diana Ross  
 7.15 pm to 8.15 pm: The Classic Motown Show

Luton Waste Services will be providing the waste management for Dunstable Live. St John Ambulance and SRM Security will also be on-site. This event will also feature an outdoor bar, catering and small children's rides.

## 2.5 Party in the Park - Saturday 13 July

Plans are progressing well for Party in the Park. The stage has a mix of music and dance performances from local groups and singers. This year, Octave Music were offered a one-hour community slot to showcase local musicians. Octave's slot will feature a young group called 'What Killed the Dinosaurs' who are an indie/rock band.

To date, acts booked for this event are Stardust Theatre Company, Dance Connexions, What Killed The Dinosaurs, Hybryda, Josie Derland, Crazy Dog and ending the evening with Shaun Williamson's 'Barrioque'. The full line-up will be announced on social media and via the Town Council website. Alongside the live music the event will consist of an outdoor bar, catering and activities throughout the day including the free Kidzone area, business and craft stalls and funfair.

There will also be the accessible viewing platform, which will have space for 10 wheelchair users at any time, accompanied by one seated companion, with spaces available to book via the Town Council website.

## 2.6 Around the World - Saturday 3 August

Plans for the Around the World event are going well. Activities and bookings confirmed so far are:

- Native American Experience
- Around the World Storyteller
- Taleshakers
- The Way of the Warrior
- Swing Dance MK
- Celtic Drumming Circle
- Shizen-No Judo Club
- Medieval World

- Pedal Power Smoothie Bike
- Teaching Talons, Animal Ambassadors
- Community Groups: Dunstable In Bloom, Dunstable and District History Society, Dunstable Town Guides, Dunstable Good Neighbours Scheme, CBC Public Health Team and the Square Drama Methodist Church
- Stalls and Catering including two caterers and three business stalls.

## 2.7 Priory Pictures - Saturday 10 August

In April, a poll was set up on Facebook for the public to pick the films that they would like to see at the August event. The poll closed with just over 500 votes received. Officers felt that due to the low number of votes and the changes and restrictions in place to license films suggested, some of the films could not be licensed, leading to the format for this event requiring changes. For this event, the films that have been chosen will be acknowledging iconic movie stars who are celebrating their milestone birthdays this year: Leonardo DiCaprio (50), Sandra Bullock (60), Keanu Reeves (60) and Jackie Chan (70). The line-up is as follows:

1.00 pm: Kung Fu Panda 4 (PG) \* **Adapted Screening**  
 3.00 pm: Kung Fu Panda 4 (PG)  
 5.00 pm: Romeo + Juliet (12)  
 7.30 pm: Speed (15)

The event will also consist of an outdoor bar and food concessions.

## 2.8 Priory Proms in the Park - Saturday 14 September

Plans are still in the preliminary stage for this event. The event will consist of a large screen with live streaming of the BBC Proms, an outdoor bar, a fireworks finale, and special effects. Fiona Harrison (singer) has been booked for the pre-show and the interval performance.

## 3. **EVENT MARKETING**

- 3.1 All the events are detailed on the Town Council website, advertised on Facebook and Instagram and also featured in the Talk of the Town.

For each event there is also a range of printed marketing material produced. These include leaflets, A3 posters, noticeboard posters and playground banners. The digital VMS screen is also utilised to promote each event in advance.

This year 18,000 summer event leaflets have been commissioned to advertise the events from June to August. These will include the Classic Motor Rally, Dunstable Live, Sunday Concerts, Party in the Park, Around the World and Priory Pictures. Sixteen thousand leaflets will be trialled as a leaflet drop to be delivered to households in Dunstable who are currently on the Talk of the Town distribution list with the remaining 2,000 to be placed throughout the town centre from June.

Once produced, posters and leaflets will be taken to shop owners, who are kindly asked to display them. Unfortunately, many town centre shops are unable to display external marketing due to company policies.

**4. SPONSORSHIP**

4.1 The Events Officer has been successful in securing sponsorship from local businesses for a number of events this year. The following 2024 events have now been sponsored:

- Priory Pictures (May) sponsored by Everyone Active
- Dunstable Classic Motor Rally sponsored by Regtransfers
- Party in the Park sponsored by Alexander & Co

The Events Officer is in further conversations with local businesses regarding sponsorship for the remaining events in 2024.

**5. UK SHARED PROSPERITY FUND - CULTURE**

5.1 The Town Council has been successful in securing funding from Central Bedfordshire Council through the UKSPF for a community capacity building project within the performing arts sector. Officers will be working in partnership with Next Generation Youth Theatre (NGYT) and BBB Group, who were awarded the tender to cultivate and offer performance opportunities to community groups who will be engaging with the initiative throughout the year within the events programme.

**6. AUTHOR**

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

**MONDAY 3 JUNE 2024**

**PRIORY HOUSE**

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

- 1.1 A bespoke shelf has been made to fit the sash window in the shop looking out into the garden to allow for a takeaway hatch service on good weather days to help to increase income. This allows for customers who wish to sit outside or walk by to order from the window more quickly and easily than before. This has been well received by customers.
- 1.2 St George's Day was very successful for Priory House given the limited seating and service. The hatch window worked perfectly and the team were busy all day. In total just over £1,000 was taken via the hatch.
- 1.3 The Priory House team are still significantly short staffed, due to a long term sickness of a Duty Manager and the loss of several casual staff due to them finding alternative work with the loss of hours at Priory House. It is hoped to recruit more casuals when there is a business need.

**2. SHOP**

- 2.1 The shop is trading well, new stock is being sourced regularly this includes a new range of bags, hats and scarfs, along with historic items ranging from Tudor, coin and roman items to D-Day.
- 2.2 Officers have created a new workshop, Blendiful, which is a tea tasting and blending workshop. It is hoped to run these workshop more regular if there is a demand for it. Each workshop can accommodate 10 people.

**3. EVENTS**

- 3.1 Officers are currently planning two G & T evenings during the summer, however the event will be entirely dependent on the weather. These will be promoted in Talk of the Town.

**4. PRIORY HOUSE REFERBISHMENT**

- 4.1 All the opening up that has been required to establish the extent of the repairs has been completed, work is now beginning on stabilising the internal east wall, and to program and cost of the full repairs.
- 4.2 It has become clear that the current funding that the Town Council has secured is

not enough to fully repair and reopen Priory House and that an uplift needs to be requested from the Lottery and match funding from Historic England. The Town Council has been given the deadline of 22 July 2024 to submit this request. The project team are currently preparing full and accurate costs together with a programme of works.

- 4.3 To keep work going on site, officers have requested spend from the Lottery beyond the £321,000 already agreed. The amount requested which will enable works to continue up to the end of September when a decision would be known by regarding any uplift is £532,000. Officers are waiting to receive agreement for this spend, but to date have not yet commenced spend from the £321,000.
- 4.4 It should be noted that whilst the Council is requesting an uplift of the their lottery grant there is no guarantee that this will be secured and therefore the project team are also having to consider mothballing, whilst ensuring this currently dangerous structure is safe and secure.
- 4.5 Officers have also been advised by the Lottery that any works to the exhibition cannot be included in any uplift. These works have been cost estimated at £180,000. Whilst the Town Council could put in a funding request for this at a later date it will mean that Priory House whether successful with an uplift request or not will not immediately be able to attract visitors with exhibitions.

## 5. FINANCE

### 5.1 Priory House Shop taking comparison EX VAT 22/23 comparison to 23/24.

	<b>2022/23</b>	<b>2023/24</b>	<b>Variation 2022/2023 to 2023/2024</b>
<b>April</b>	£1,014.90	£1,871.88	£856.98
<b>May</b>	£1,931.76	£2,013.57	£81.81
<b>June</b>	£2,042.24	£1,402.17	-£640.08
<b>Total 1st qtr</b>	<b>£4,988.91</b>	<b>£5,287.62</b>	<b>£298.71</b>
<b>July</b>	£1,192.48	£1,098.91	-£93.57
<b>August</b>	£1,132.00	£1,282.86	£150.85
<b>September</b>	£1,043.91	£1,856.44	£812.53
<b>Total 2nd qtr</b>	<b>£3,368.39</b>	<b>£4,238.21</b>	<b>£869.82</b>
<b>October</b>	£1,380.66	£1,370.77	-£9.90
<b>November</b>	£934.49	£1,125.78	£191.29
<b>December</b>	£3,258.37	£3,512.37	£254.00
<b>Total 3rd qtr</b>	<b>£5,573.52</b>	<b>£6,008.92</b>	<b>£435.40</b>
<b>January</b>	£509.38	£1,146.58	£637.21
<b>February</b>	£781.86	£1,248.11	£466.25
<b>March</b>	£1,183.75	£1,729.18	£545.43
<b>Total 4th qtr</b>	<b>£2,474.99</b>	<b>£4,123.88</b>	<b>£1,648.88</b>
<b>TOTAL TO DATE</b>	<b>£16,405.80</b>	<b>£19,658.61</b>	<b>£3,252.81</b>

5.2 Members will see that shop takings increased by £3,252 compared to 2022/23. This is due to the coffee machine sales, and the closure of the tea rooms have meant the shop area is the only place for food and drink purchases which has increased shop sales.

- 5.3 Officers are continuing to introduce new stock items which are selling very well. Frenchic sales are also increasing as more people are learning that Priory House is an official stockist.

## 6. Priory House Tea Rooms taking comparison EX VAT

	<b>2022/23</b>	<b>2023/24</b>	<b>Variation 2022/2023 to 2023/2024</b>
<b>April</b>	£11,244.39	£9,647.09	-£1,597.30
<b>May</b>	£15,262.54	£10,612.85	-£4,649.69
<b>June</b>	£11,808.67	£11,802.63	-£6.04
<b>Total 1st qtr</b>	<b>£38,315.60</b>	<b>£32,062.57</b>	<b>-£6,253.03</b>
<b>July</b>	£13,121.44	£11,188.56	-£1,932.88
<b>August</b>	£17,096.42	£14,213.21	-£2,883.21
<b>September</b>	£10,821.19	£10,670.90	-£150.29
<b>Total 2nd qtr</b>	<b>£41,039.05</b>	<b>£36,072.67</b>	<b>-£4,966.38</b>
<b>October</b>	£9,609.56	£8,580.40	-£1,029.16
<b>November</b>	£8,946.66	£3,379.51	-£5,567.16
<b>December</b>	£12,530.11	£4,778.62	-£7,751.50
<b>Total 3rd qtr</b>	<b>£31,086.33</b>	<b>£16,738.52</b>	<b>-£14,347.81</b>
<b>January</b>	£6,190.91	£762.31	-£5,428.60
<b>February</b>	£8,522.24	£1,609.05	-£6,913.19
<b>March</b>	£12,856.36	£5,618.89	-£7,237.47
<b>Total 4th qtr</b>	<b>£27,569.51</b>	<b>£7,990.24</b>	<b>-£19,579.27</b>
<b>TOTAL</b>	<b>£138,010.49</b>	<b>£92,864.00</b>	<b>-£45,146.49</b>

- 6.1 Staff are continuing to try and increase Tea Room income through a larger menu offer. It is hoped now the weather is improving the additional seating outdoors will increase income significantly.
- 6.2 In March income from the holding code where online sales, vouchers etc. are held is transferred over, hence the significant jump in income in March, but this is just year-end accounting.

**7. AUTHOR**

- 7.1 Lisa Stephens, Cultural Services Manager – [lisa.stephens@dunstable.gov.uk](mailto:lisa.stephens@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**MONDAY 3 JUNE 2024**

**UK SHARED PROSPERITY FUND (UKSPF) COMMUNITY FUNDING**

<b>Purpose of Report:</b>	To agree to apply for and accept a UKSPF community grant should the application be successful. To agree to the required match funding if successful.
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**1. ACTION RECOMMENDED**

- 1.1. To agree to apply for, accept and spend a UK Shared Prosperity Fund (UKSPF) community grant should the application be successful.
- 1.2. To agree to fund the necessary £8,000 match funding for a UKSPF community grant from existing budgets should the application be successful.

**2. BACKGROUND**

- 2.1. The High Street Heritage Action Zone (HSHAZ) finished at the end of March 2024 and officers are aware of the need to consider new ways to promote Dunstable's history and heritage as part of the Town Council's commitment to the HSHAZ legacy. The HSHAZ included new survey work of the former priory comprising geophysical survey and earthwork survey carried out by Historic England <https://historicengland.org.uk/whats-new/in-your-area/east-of-england/new-survey-into-dunstable-priory/>. Much has been learnt about the history of the site from this and the ongoing refurbishment work at Priory House.
- 2.2. The Town Council have been in discussion with the Community and Engagement Team at CBC about a new funding opportunity, comprising a second round of UKSPF community funding. Applications can be submitted from Monday 10 June until Friday 19 July 2024 to access funds from the 2024-2025 allocation. Individual applications can be submitted for between £3,000 and £40,000. Successful applicants are required to invest a minimum of 20% matched funding.
- 2.3. This capital grant scheme is aiming to support projects that will make a lasting difference in the community and could fund projects that will:
  - *Support local arts, cultural, heritage and creative activities*
  - *Impactful volunteering and/or social action projects*
  - *Provide capital funding to Improve buildings and facilities and build resilience against flooding*
  - *Develop green spaces and woodlands within neighbourhoods for recreational and environmental benefit and community well-being*
- 2.4. Following discussion with CBC it is proposed to apply for £40,000 to facilitate the purchase of a smartphone application using Augmented Reality (AR) to update the interpretation and presentation of the former Priory. This would support culture and heritage and would develop green space (the use of Priory Gardens) for recreational benefit by promoting the history of the former Priory to a wider audience.

- 2.5. There are examples of smartphone applications being used at outdoor sites in Germany, with avatar based storytelling and quizzes [www.fluxguide.com/en/projects/archaeologischer-park-cambodunum/](http://www.fluxguide.com/en/projects/archaeologischer-park-cambodunum/) and [www.apc-kempten.de/de/digital](http://www.apc-kempten.de/de/digital) and in England, with a trail [Hylton Castle & Dene – Apps on Google Play](https://play.google.com/store/apps/details?id=com.jamcreativestudios.CranborneChaseTimeTraveller&gl=GB) and virtual characters <https://play.google.com/store/apps/details?id=com.jamcreativestudios.CranborneChaseTimeTraveller&gl=GB>. Whilst these examples are on a larger scale, they demonstrate the use of smartphone applications and AR in outdoor and heritage settings. This shows the potential for using this technology to create a new engaging interpretation of the former Priory and for presenting Priory House within its wider setting.
- 2.6. Officers have reached out to three possible UK based contractors. All three have advised that it would be possible to do something with a £48,000 budget. One of the contractors has suggested that it would be possible *to have five full AR experiences and 10 simple AR experiences within the budget.*
- 2.7. If the Council applied for a UKSPF grant to allow for the creation of a new smartphone application for the former Priory it would demonstrate a strong commitment to enhancing community engagement to the both Historic England and the National Lottery Heritage Fund who are supporting financially the Priory House refurbishment.

### 3. MAIN CONSIDERATIONS

- 3.1. The HSHAZ has created a wealth of new knowledge about Priory House and the former Priory. This is through Historic England's survey work carried out in Priory Gardens and adjoining area and through new research about Priory House. There are currently no funds to allow this new learning to be incorporated into public presentation and community engagement. The UKSPF grant and proposed smartphone application would allow the new learning to be made publicly accessible. This would demonstrate the Council's commitment to continuity beyond the life time of the HSHAZ, community engagement to the funders funding the refurbishment of Priory House.
- 3.2. Currently, the Town Council has no other means of raising funds for heritage interpretation and community engagement.
- 3.3. Although the full refurbishment details for Priory House including timescales are currently unknown, this is not a reason for not starting to update and enhance the public presentation of the former priory. It is hoped that this would start to bring new audiences to Priory Gardens before Priory House is fully reopened to the public.
- 3.4. The UKSPF community grants present a fantastic opportunity to try something new and innovative, which could increase footfall to the town centre and increase engagement in Dunstable's cultural heritage helping to reinforce a sense of place and identity.

### 4. FINANCIAL IMPLICATIONS

- 4.1. Accepting funding from UKSPF will have a financial implication in that the Council will be required to find match funding. The maximum match funding required would be £8,000 (20% of £40,000). It is proposed to provide this from within current budgets.
- 4.2. Initial discussions with potential providers have confirmed that there would be no ongoing costs that the Council needs to budget for going forwards. However, there are options to add to the experience and have the applications maintained should the Council choose too in time, but these are not essential.

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

- 5.1. Seeking new opportunities to improve and enhance the public presentation of the former priory fits well within the Council's Corporate Priority to *"preserve and enhance the history and identity of the town, creating a sense of pride in Dunstable."*
- 5.2. Priory Gardens is a Green Heritage status was first achieved in 2021, reassessed in 2022 and will be reassessed during the week commencing 27 May 2024. The *Priory Gardens Management Plan 2024 to 2029* noted the Council's commitment to *developing a range of different community engagement and participation opportunities for the gardens beyond the annual events programme. Also, the better interpretation of the Augustinian Priory remains.* Therefore, the smartphone application would help the Council deliver the Priory Gardens Management Plan action plan and would help to develop the HSHAZ legacy.

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

- 6.1. Any health and safety implications will be considered in detail during the implementation stage of the project, but at this stage there are no significant health and safety matters to consider.

## **7. HUMAN RESOURCE IMPLICATIONS**

- 7.1. This is likely to be limited to some officer time to liaise with external parties and any appointed contractor whilst they develop the smartphone application.

## **8. LEGAL IMPLICATIONS**

- 8.1. None.

## **9. ENVIRONMENTAL POLICY IMPLICATIONS**

- 9.1. The smartphone application will allow for new interpretation and community engagement with limited environmental impact.

## **10. EQUALITIES IMPLICATIONS**

- 10.1. Officers will work with any contractor to ensure that the smartphone application is as accessible as possible to ensure that the Council undertakes its public sector responsibility as part of the Equalities Act 2010.

## **11. APPENDICES**



11.1. None

**12. BACKGROUND PAPERS**

12.1. None

**13. CONCLUSION**

13.1. New interpretation and community engagement is desirable to update the public presentation of the former Priory to incorporate new learning for a wide range of people, including those who are not directly interested in history. Dunstable Town Council do not have any other immediate means to do this and it is strongly recommended to apply to the UKSPF community fund for this purpose and if successful to accept the UKSPF funding, which will in turn result in the Council committing up to £8,000 from in year savings or the general reserve as match funding.

**14. AUTHORS**

14.1 Michelle Collings - High Street Heritage Action Zone Programme Manager  
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**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 3 JUNE 2024****PETER NEWTON PAVILION – BEDFORDSHIRE FOOTBALL ASSOCIATION**

**Purpose of Report:** To provide an annual report on the running and management of the Peter Newton Pavilion by the Bedfordshire Football Association.

**1. BACKGROUND**

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

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

- 2.1 Bedfordshire Football Association has provided copies of relevant licenses and provided evidence to show that they are continuing to manage the facility at a level which matches lease expectations, ensuring that health and safety issues, water and fire risk management is in place, together with the annual servicing of the boiler.

**3. CENTRE HIRE**

- 3.1 Bedfordshire Football Association has confirmed their bookings continue to be very busy with most Saturdays for the year booked up, with 9 bookings for 2025 already.
- 3.2 In the week they have several community groups hiring the Peter Newton Pavilion, being Slimming World, Keep Fit and Dance Yourself Fit. They also have ongoing NHS bookings for the Pulmonary and Diabetes clinic.

**4. FINANCE**

- 4.1 Bedfordshire Football Association has submitted an income and expenditure sheet for the Peter Newton Pavilion (See Appendix 1). It shows an operating profit of £10,330.00 and therefore Bedfordshire FA are yet to meet the agreed threshold of £25,000 profit for sharing any proceeds with DTC.

**5. APPENDICES**

- 5.1 Appendix 1 - Income and expenditure Peter Newton Pavilion 2023/24

**6. AUTHOR**

- 6.1 James Slack – Corporate Performance & Compliance Manager  
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**PNP (County Lounge) Income & Expenditure April 2022 - March 2023**

<b>Income</b>	<b>23-24</b>
	(£)
Hall Hire	35,742.00
Drink Sales	36,837.00
	<u><b>72,579.00</b></u>

**Expenditure**

Bar Supplies	16,495.00
Salaries	25,730.00
Business Rates	700.00
Utilities	8,577.00
Administration costs	689.00
Insurance	2,247.00
Repairs & maintenance	7,811.00
	<u><b>62,249.00</b></u>
	<u><b>62,249.00</b></u>
 BALANCE	 <u><b>10,330.00</b></u>