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DUNSTABLE  
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/RGS/C1

Date: 13 April 2017

Dear Councillor

You are summoned to attend a meeting of Dunstable Town Council to be held in the Council Chamber, Grove House, 76 High Street North, Dunstable on **Monday 24 April 2017 at 7.00 pm** when the following business will be transacted.

### AGENDA

1. Apologies for Absence
2. To authorise the Chairman to sign as a correct record the Minutes of the meetings of the Council held on 6 February 2017 (enclosed at page 1).
3. Specific Declarations of Interest.
4. Chairman's Remarks – (including Civic Events and Mayoral Activities as detailed in the report of Mayoral and Democratic Services Officer (see page 5).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Dunstable Joint Committee	2 March 2017	9
Community Services	6 March 2017	14
Grounds and Environmental Services	13 March 2017	18
Finance and General Purposes	27 February 2017 20 March 2017	22 23

Cont/d ...

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DA/RGS/C1

13 April 2017

8. Dunstable Town Meeting – minutes of the meeting held on 3 April 2017 – for information, see page 27.

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: All Members of Dunstable Town Council  
Copies to: Central Bedfordshire Councillors for Dunstable for information

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

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

**ON MONDAY 6 FEBRUARY 2017**

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Sid Abbott, Lisa Bird, John Chatterley, Jessica Castle, Terry Colbourne, Steve Elliott, Jeannette Freeman, Eugene Ghent, Liz Jones, John Kane, Claire Meakins-Jell, Des Moffatt, Ann Sparrow, Pat Staples, Nigel Warren and Andy Whyman

In Attendance: David Ashlee (Town Clerk and Chief Executive), Rosemary O'Sullivan (Head of Finance and Support Services), John Crawley (Head of Grounds and Environmental Services), Michele Markus (Mayoral and Democratic Services Officer) and Revd Richard Andrews (Town Mayor's Chaplain)

Apologies for Absence: Councillors P Russell and E Simmons

Public Attendance: 3

**36 MINUTES**

The Minutes of the meeting of the Council held on 5 December 2016 were approved as a correct record and signed by the Town Mayor.

**37 SPECIFIC DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Interest</b>	<b>Agenda Item</b>
Councillor Staples	Pecuniary interest – Dunstable Market	7
Councillor Bird	Pecuniary interest – Dunstable Market	7

**38 TOWN MAYOR'S REMARKS**

The Town Mayor referred to the report detailing his attendances at events since the last meeting of the Council up to 21 December 2016 and he referred to his attendance at a School's Music Night at St George's School, Harpenden and a Holocaust Memorial Day Service at the Civic Offices in Milton Keynes. The Deputy Town Mayor had also attended a Holocaust Memorial Day Service at the University of Bedfordshire in Luton.

**39 PUBLIC QUESTION TIME**

There were no questions put to the meeting.

**40 QUESTIONS UNDER STANDING ORDER 16**

There were no questions put to the meeting.

**41 COMMUNITY SERVICES COMMITTEE**

**RESOLVED:** that the Minutes of the meeting of the Community Services Committee held on 9 January 2017 be received

**42 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**RESOLVED:** that the Minutes of the meeting of the Grounds and Environmental Services Committee held on 16 January 2017 be received.

**43 FINANCE AND GENERAL PURPOSES COMMITTEE**

**a) Budget Proposals 2017/18 and Town Council Precept 2017/18 (Minute 26/2016)**

The Chairman of Finance and General Purposes Committee, Councillor John Kane, was pleased to move that the budget recommended be adopted.

He thanked his fellow Chairmen, the Mayor and all Councillors for their support over the past 12 months and also thanked all officers of the Council for their continued hard work which had resulted in the success achieved over the last 12 months.

The Chairman advised that the budget being recommended would ensure that the Council continues to grow and prosper primarily as a result of its achievements with the Market Town Regeneration Fund. He was delighted to be able to present a budget that meant the Council would be doing even more for the residents of Dunstable at a nil percent increase in the council tax charge. This has been made possible, not just as a result of the increase to Dunstable's tax base, but because the Council's finances continued to be well managed which was testament to the hard work and creativity of the senior management team and he thanked them for their ongoing work in making sure that the Council continues to deliver high quality, value for money services for the residents of Dunstable.

2016/17 had been an excellent year for the Council. A new Corporate Plan was adopted at the end of last year setting out the Council's plans for the next three years. This plan had been enhanced by the Council securing £610,000 of external funding through the Market Town Regeneration Fund that had already led to the launching of a new Town Centre Ranger scheme; starting the feasibility study at Priory House; installation of new architectural lighting to 3 town centre buildings and the commissioning of the new splash park and associated cafeteria at Bennett Memorial Recreation Ground.

The Council's service provision also continued to improve. More gold medals were secured through the Dunstable in Bloom campaign; Green Flags were kept for Grove House and Priory Gardens; the new kitchen extension at Creasey Park was underway and a new enhanced Christmas activity programme was also delivered. In addition, the Council had also hosted the 'Best Practice' visit from the National Association of Local Councils last July which gained more national recognition for the work of the Council.

It was proposed, seconded and

**RESOLVED:** i) that the budget for 2017/18, as recommended by Finance and General Purposes Committee, be approved

ii) that the Town Clerk and Chief Executive be authorised to incur the various items of expenditure detailed in the budgets, subject to compliance with the requirements of the Council's Standing Orders and Financial Regulations

iii) that the revised scale of charges, set out in the report, be approved with effect from 1st April 2017 or the start of the 2017/18 winter playing season, as appropriate

iv) that the Town Council issue a precept upon Central Bedfordshire Council in the sum of £2,178,736 resulting in a Band D Dunstable Town Council Tax of £175.21

**Action: Town Clerk and Chief Executive**

**b) Minutes**

**RESOLVED:** that, subject to the foregoing, the Minutes of the meeting of the Finance and General Purposes Committee held 23 January 2017 be received and the recommendations contained therein be adopted.

**44 DUNSTABLE JOINT COMMITTEE**

**RESOLVED:** that the Minutes of the meeting of the Dunstable Joint Committee held on 8 December 2016 be received.

**45 INVESTORS IN PEOPLE – VALUES AND BEHAVIOURS**

Before the start of the meeting, the Town Clerk and Chief Executive had given a presentation prepared by the IIP Assessor, explaining the process that had been undertaken by staff to develop the Values and Behaviours as now submitted which would form an important part of future recruitment, induction and appraisal processes, to be embedded into the working culture of the organisation.

**RESOLVED:** that the Values and Behaviours be adopted as part of the Council's overall employment practices (see Appendix 1).

DUNSTABLE TOWN COUNCIL  
IIP – Values & Behaviours

**RESPECT**

- Value your colleagues, at all levels, in all service areas
- Offer and be open to support
- Have confidence to challenge appropriately
- Display empathy through consideration and understanding
- Exhibit ethical and social responsibility

**COMMUNICATION**

- Be an active listener
- Clear and consistent -clarity
- Measured and appropriate
- Regular, professional and consistent
- Ensure it's timely, planning ahead and be aware of effects

**HONESTY & TRUST**

- Be a role model
- Be empowered, with confidence of support to deliver
- Take ownership, hold your hands up and take responsibility
- Be valued, don't doubt your own value

**TEAMWORK**

- Be adaptable, flexible and approachable to work together
- Support your colleagues in all service areas
- Be positive, proactive and use your initiative
- Understand workloads, prioritise your own – the common goal
- Encourage cross department working

**PRIDE**

- Have a 'can do' attitude
- Always strive for success, want to achieve
- Praise and show recognition to colleagues - Job Well Done
- Say Thank you
- Lead by example
- Understand your worth within the organisation – 'The bigger picture' – we all play a part

DUNSTABLE TOWN COUNCILMONDAY 24 APRIL 2017CIVIC EVENTS AND MAYORAL ACTIVITIES1. GENERAL INFORMATION

<b>Purpose of Report: For information</b>
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- 1.1 Since the last meeting of the Council, the Town Mayor has attended the following functions/events:

07.02.17	Dunstable Concert Ensemble, Annual General Meeting	The Town Mayor is the group's President and hosted their AGM in the Council Chamber. The group are looking for new members to enhance their ensemble
11.02.17	Box-U-Fitness, Katherine Drive	The Town Mayor was delighted to attend the opening of this new health hub. The business already has 100 members and he was happy to welcome another new venture to Dunstable
16.02.17	Chairman, Central Bedfordshire Council, Priory House, Chicksands	The Town Mayor was invited to the Civic Reception for the launch of Cheering Volunteering 2017 nominations which raises awareness of local volunteers. Requests are still being taken for nominated candidates which will culminate with an awards night on 6 June
17.02.17	Charity Bowling Night, GOBowling, Dunstable	A competitive evening of bowling where the Mayors of Houghton Regis and Dunstable and their Mayoresses neither excelled nor disgraced themselves
18.02.17	Unit Mess, The Old Mill, West Street	The Dunstable Sea Cadet Unit was delighted that the Town Mayor was able to attend their Unit Mess Dinner
19.02.17	Thinking Day Service, The Methodist Church, Dunstable	Dunstable Division Girlguiding were celebrating 30 years of the Rainbows worldwide and were delighted that the Mayor could attend their Thinking Day Celebration Service
24.02.17	Hospitality Central, Central Bedfordshire College, Court Drive, Dunstable	The Mayor held a charity dinner with 122 guests attending, including the College Principal and Mayors from the surrounding areas. A well-received evening with many compliments about the staff, students and the food

28.02.17	2017 Dunstable Pancake Race, Grove House Gardens	The Town Mayor was delighted to officiate at this annual event in which 18 teams participated and all entry fees were being donated to his charities. The overall winner was the HQ Bar
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1.2 The Town Mayor attended the following functions during March:

02.03.17	Anniversary of Opening, Rosewood Court, Dunstable	The Mayor joined the celebration of the first anniversary of the Care and Residential Home's opening. The new home, residents and staff are doing well.
03.03.17	Sea Cadets, The Old Mill, West Street, Dunstable	An impressive evening and an excellent turn out of the unit for their Awards evening in front of the Town Mayor, parents and guests
05.03.17	Civic Service, All Saints Parish Church, Leighton Buzzard	Leighton-Linslade Civic Service of Thanksgiving was well attended
07.03.17	Charity Meal, Maharajah, High Street North, Dunstable	The Town Mayor supported the Hospice at Home Volunteers fundraising event
10.03.17	Shepherd's Pie & Quiz Night, St Vincent's Social Club, Houghton Regis	An enjoyable Quiz Night and meal which the Town Mayor was delighted to attend, raising money for the Mayor of Houghton Regis's charities
12.03.17	Schools Concert, Grove Theatre, Court Drive, Dunstable	Seven primary schools from Luton, Dunstable, Houghton Regis, Leighton Buzzard and Linslade each performed two songs with a finale by all the children. The Town Mayor was delighted to attend the event which was raising money for the Children's Ward, Luton and Dunstable Hospital
13.03.17	Commonwealth Day, Grove House Gardens, Dunstable	The Town Mayor raised the Commonwealth Flag, gave the message from the Secretary-General of the Commonwealth of Nations and then the Commonwealth Affirmation. Hadrian Academy Choir sang and Ardley Hill Academy were also present
13.03.17	Staff Quarterly Award, Beecroft Community Centre, Westfield Road	The Town Mayor presented Vicky Ince with her vouchers which she had been awarded for undertaking additional responsibilities covering for a colleague's absence at the Older People's Day Care Service
13.03.17	Chapel of St Barnabus, Luton & Dunstable Hospital	Reverend Cannon Martyn Trembath performed the Service to Celebrate the Rededication and refurbishment of the Chapel and Faith Centre.



15.03.17	First Give Final, Queensbury Academy	First Give enabled students to develop their gifts and talents for the benefit of others, visiting charities, investigating their needs, applying their financial skills and developing their persuasive writing and marketing skills to be awarded a cash prize for their chosen charity. The Town Mayor was delighted to attend the presentations which were made by year 8 students in support of their chosen charity explaining why they made their choice and how the money would be spent by the charity
17.03.17	The Mayor, Milton Keynes Council, Civic Reception, The Doubletree by Hilton	The Town Mayor was delighted to support this event which was in Support of the Mayor's charity "The Redway School"
18.03.17	Suitcase Travel, Queensway, Dunstable	The Town Mayor opened this independent travel business which is run by family members. He was delighted to attend another new business opening in Dunstable
18.03.17	Mayor of Kempston Town Council, Charity Fun Quiz	A fun evening which included a fish and chip supper in aid of the Mayor's charities: Road Victim's Trust and Keech Hospice Care. The Town Mayor was happy to support a neighbouring Mayor.
19.03.17	Town Mayor's Civic Service, Priory Church of St Peter, Dunstable	The Town Mayor's Civic Service was led by Reverend Cannon Richard Andrews, Town Mayor's Chaplain. Ardley Hill Academy Choir, Priory Church Girls Choir and Isabella Clawson-Maila provided the music. An excellent representation from the three cadet units of Dunstable was much appreciated
25.03.17	The History and Culture of Tea, Priory House, High Street South, Dunstable	The Town Mayor with Her Excellency the High Commissioner for Sri Lanka and Members of the Sri Lankan Tea Board attended the official opening of the History and Culture of Tea Exhibition. Sri Lanka are also celebrating 150 <sup>th</sup> Anniversary of Ceylon Tea
30.03.17	High Sheriff's Citizenship Awards 2017, Bedford	Awards were made during the evening to adults, groups and young people from across the County recognising achievements and to honour the positive work of local volunteers. The Town Mayor was able to hear about the work of each award winner and to meet some of the exceptional people involved in our community

1.3 The Town Mayor attended the following functions during April:

02.04.17	Sandy Civic Church Service, St Swithun's Church, Sandy	The Town Mayor with a large group of Civic Dignitaries from the County attended the Service at which a collection was taken in aid of the Mayor of Sandy's charities
03.04.17	Sports Traider Shop, Nicholas Way, The Quadrant	The Town Mayor was pleased to officially open another new business in the town.
03.04.17	Town Meeting, Creasey Park Community Football Centre	The Town Mayor chaired the annual meeting at which 3 residents of the town were present. The Town Clerk and Chief Executive gave a presentation on the Market Town Regeneration Fund and Police Community Sgt Sean Duignan also attended the meeting and answered questions.
04.04.17	The Good The Bad and The Ugly Presentation, Beecroft Academy	A presentation by the pupils of the School Council who considered the good, bad and ugly of Dunstable. The Town Mayor and other guests asked questions on the presentations and then the pupils asked questions of the guests
05.04.17	James Goff Big Band Concert, Vandyke Upper School and Community College	An excellent concert in support of the Mayor of Leighton-Linslade's charities which was well attended
07.04.17	Prayer Breakfast, Tilsworth Golf Club	The Town Mayor attended with representatives from local churches, community and business representatives at which brief talks were given on local concerns and issues by the MP, Chief Constable and Leader of Central Bedfordshire Council.

The Town Mayor will report on other attendances at the meeting.

**2. AUTHOR**

2.1 Michele Markus – Mayoral and Democratic Services Officer  
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**DUNSTABLE TOWN COUNCIL**

**MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE**

**HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE**

**ON THURSDAY 2 MARCH 2017**

- Present: Councillors Carole Hegley (Chairman), John Chatterley, Eugene Ghent, Nigel Warren and Nigel Young (Central Bedfordshire Council CBC). Liz Jones (Vice-Chairman), Peter Hollick, Gloria Martin and Sid Abbot (sub for Pat Staples) (Dunstable Town Council, DTC).
- In Attendance: Mary Chapman (Promoting Dunstable), Sharon Warboys (Town Centre Champion), Councillor Ann Sparrow (Dunstable In Bloom), John Gelder (Voluntary and Community Action), Roger Pepworth (South Beds Friends of the Earth), Rhea Yeung (Grove Theatre) and ViViane Vayssieres with David Ashlee – Town Clerk & Chief Executive, Clare Brett (Town Centre Manager) (DTC), Peter Fraser – Head of Partnerships, Community Engagement and Youth Support (CBC).
- Apologies for Absence: Councillors John Kane and Pat Staples (DTC). Barry Groves and Sarah Mortimer (Central Bedfordshire College).
- Members of the public: 0

**1. MINUTES**

The Minutes of the meeting of the Dunstable Joint Committee held on Thursday 8 December 2016 were approved as a correct record and signed by the Chairman.

**2. SPECIFIC DECLARATIONS OF INTEREST**

None.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed back members after Christmas.

It was reported that an informal meeting had been held with members to discuss the work the Committee were doing and the style and format of the meetings, including the themed discussions.

A wish to continue with the themed discussions had been expressed with a request for the following themes to be covered at future meetings:

- Regeneration (Buildings/Campaigns etc. More frequent information required).
- Retail offer (Footfall survey/Market update/impact of Committee actions against the existing benchmarking report).

- De-trunking
- S106 funding (updates/clarity of use/plans)
- Updates on future of Joint Committees/CBC review.
- Showcase event at the end of the year to reflect work done and plans.

The wish to build on the success of 2016 was expressed and to utilise the contacts made over the last year.

Similarly a wish to build on partnership working and approaches was discussed and adopting a task group oriented approach such as to provide a summer or autumn festival for the town and a task group for the Christmas offer.

The need for a periodic review was noted and the desire to introduce new members for specific sectors. Some discussion took place on which organisations should be approached for representation including young people, businesses and licensees.

The following points came out of the meeting:

- Request to have the co-opted/outside body report items brought forward in the agenda. It was suggested written reports be submitted.
- Review of older people's services and amenities in the town.
- Review of young people's services.
- Support for community grants for community groups.
- Budget clarity on future funding.

It was proposed to have another meeting later in the year.

**ACTION:** Town Centre Manager to distribute points from the informal meeting with the minutes of the Committee meeting.

#### 4. PUBLIC QUESTION TIME

There were no members of the public in attendance.

#### 5. THEMED DISCUSSION - REGENERATION

Councillor Young updated Members on regeneration in Dunstable. An update on the High Street Improvement Scheme with 11 applications for Dunstable having been approved to date and a final expression of interest round remaining with a deadline of 1 May 2017. Members were informed that a targeted approach had been used in Dunstable that had resulted in applications coming through from prime locations that would have a knock on effect on the surrounding area. It was also commented that the scheme was having an effect on those owners and businesses who had not made applications, encouraging them to work on their properties.

Some discussion took place on specific areas and buildings in the town including High Street South, Ashton Middle School, White Lion Retail Park and the Go Karting facility coming to Woodside.

Members were informed that the refurbishment of the Leisure Centre was pivotal to the development of other areas, such as the library and CBC was working on options for this site and appraising alternative uses for the Court House. Work was scheduled

to start on the leisure centre in summer 2017 with the centre due to be reopened by the end of 2018.

A brief discussion also took place on road projects' progress. It was confirmed that a re-design of the public highway within the centre of Dunstable had been commissioned from Ringway Jacobs, taking into account the results of the public consultation.

Members requested that the Committee be sited on what can be purchased for the available funds and the outcomes of the consultation and technical study.

**ACTION:** Cllr Young to circulate to the Committee when available.

## **6. MARKET TOWN REGENERATION FUND**

The Town Clerk and Chief Executive updated members on progress with the seven Market Town Regeneration Fund projects for Dunstable as follows:

- The Town Ranger service had been fully operational since November and a new Facebook page had just been launched and was getting good interaction.
- The first draft of the Priory House feasibility study which would identify what work would be needed to secure the future of the building, would shortly be available and presented to Dunstable Town Council.
- Grove House, Priory House and the Dunstable Community Church had all been partially lit with architectural lighting since Christmas. The second phase of the project was in for consent and included up-lighting of the entrance feature at Grove House Gardens and the planned new entrance feature at Priory Gardens. It was also reported that preliminary designs for the Priory gardens gateway had been drawn up and discussions were being had regarding consents.
- The Splash Park had an anticipated June opening and contractors were onsite working on the refurbishment of the Pavilion. There had been good interaction on Facebook to a notice that the works were to start.
- The Town Centre Signage scheme was to add value to post de-trunking works and therefore work would follow after this had happened. The focus would be on signing the key features of the town.
- The Quadrant Shopping Centre owners had confirmed that the toilets would not be re-opened and therefore they would not be receiving a grant for refurbishment work. Councillor Kane had written to express disappointment at this decision.

It was reported that the Ranger scheme was adding value to the work of CBC and that the officers were in conversation with CBC about their interaction.

It was confirmed that Members of the public could contact the Town Ranger service by telephoning the free phone line (0800 0130350), through the new Facebook page (Dunstable Town Ranger Services), or through Dunstable Town Council.

## **7. TOWN CENTRE UPDATE**

The Town Centre Manager took questions on the Town Council report including an update on the 2016/17 budget. The Chairman was issued with a further hard copy of the budget which it was requested be sent out to Members.

**ACTION:** Town Centre Manager to send Members budgetary breakdown for 16/17.

**ACTION:** Suggestions for spend priorities for 2017/18 budget to be developed and discussed at the next meeting.

Members discussed the Christmas promotions, noting that the Ice Rink had been well received and the lighting competitions had been started from scratch. Members commented that they would welcome earlier discussions about the Christmas programme.

It was confirmed that Dunstable Town Council would be running a series of themed events on Dunstable Market. A market questionnaire to gather residents and visitors views was being circulated and Members were encouraged to complete and promote the survey.

The retail vacancy rates were noted and a discussion included neighbourhood shopping areas.

A discussion was had on the success of the Travel Choices Hub and concern about future funding was raised.

Members went through the updated Action Plan.

**ACTION:** Town Team Members to meet to discuss the proposed artwork for the Ashton Square Bollard Trail.

Finally a discussion was had on the new parking system and the current free parking offer.

**ACTION:** Chairman to clarify what is happening with parking with CBC and circulate to Members.

## **8. CENTRAL BEDFORDSHIRE COUNCIL- UPDATE ON SERVICES**

The Head of Partnerships, Community Engagement and Youth Support presented Members with information on a Business Watch Scheme that had been launched in Leighton Buzzard and Biggleswade. Investigations would be taking place to ascertain if this would also be suitable for Dunstable. A paper was circulated giving Members further information on the scheme. It was explained that the scheme would operate like a Pubwatch scheme with the intention to reduce crime and make the area safer, and would be an enhancement to the existing Radio Link scheme. It was asked if retailers with existing handsets could link into the scheme and it was confirmed that this would need to be clarified.

Members' attention was drawn to the application form and process for applying for a grant from the CBC S106 Community Facilities Fund. Discussion took place and further clarification was requested on the exact requirements for applications.

**ACTION:** Head of Partnerships, Community Engagement and Youth Support to discuss points for clarification with the Director for Voluntary and Community Action.

Further discussion was had on how the applications would be brought to Committee for approval and it was agreed that once the details had been confirmed and the grant scheme launched, applications would be managed through a sub-group. It was also suggested that a minimum and maximum grant figure be set.

**ACTION:** Head of Partnerships, Community Engagement and Youth Support to set up a S106 Community Facilities Fund Grant Scheme Sub-Group consisting of the Chairman, Vice Chairman, DTC and CBC Member.

A question was raised about what other S106 funding was available.

**ACTION:** Head of Partnerships, Community Engagement and Youth Support to clarify what other S106 funding is available and advise DTC.

Members went through the remaining CBC report.

A concern was raised about the inclusion of ethnicity with regards to CCTV incidents and it was requested that the concern be minuted.

A final question was raised on lighting being out in the Ashton Square area.

**ACTION:** Chairman to take back to CBC.

## 9. REPORTS FROM CO-OPTED OR OUTSIDE BODIES

On behalf of Promoting Dunstable, Mary Chapman reported on the project to refurbish the War Memorial.

It was confirmed that the Tidy Group would be undertaking activity in the following weekend as part of the Great British Spring Clean.

Further to the discussion under Chairman's Announcements, it was requested that co-opted or outside bodies submit written reports to be included on future agendas.

**ACTION:** Town Centre Manager to send procedure and deadlines for co-opted and outsiders bodies to include written reports in future agendas

## DUNSTABLE TOWN COUNCIL

### MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 6 MARCH 2017

Present: Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Pat Staples (Chairman), John Chatterley (Vice-Chairman), Lisa Bird, Steve Elliott, Jeannette Freeman and Eugene Ghent

In Attendance: Councillor John Kane; David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Clare Brett (Town Centre Manager), Sandy Coyle (Community and Young People's Services Manager), Kelley Hallam (Office Administrator) and Lisa Vincent (Events and Marketing Officer)

Apologies: Councillors Jessica Castle, Terry Colbourne, Claire Meakins-Jell and Emma Simmons

Public: None

#### **49 MINUTES**

The Minutes of the meeting of the Community Services Committee held on 9 January 2017 were approved as a correct record and signed by the Chairman.

#### **50 SPECIFIC DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Interest</b>	<b>Agenda Item</b>
Councillor Lisa Bird	Pecuniary interest – Dunstable Market	5
Councillor Pat Staples	Pecuniary interest – Dunstable Market	5

#### **51 PRIORY HOUSE**

The Town Clerk and Chief Executive presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

Members noted that the Structural Survey report had been received that day.

A formal opening of the new Tea Exhibition is to be held on 25 March to coincide with the visit of the Sri Lankan High Commission and Sri Lankan Tea Board.



## 52 DUNSTABLE TOWN CENTRE SERVICES

Councillor Staples vacated the Chair and Councillor Chatterley assumed the role of Chairman while the information report on Dunstable Town Centre Services was considered.

The Town Centre Manager reported on the market trader figures for December 2016 and January 2017 which included enquiry numbers, casual traders and permanent traders.

The Committee were informed that the auctioneer valuation bus that attended the market last week had proved very popular and would be returning on a monthly basis.

Members noted that the income figures reflected the reduced number of traders.

The Dunstable Market Survey was now live and so far had received 276 responses. Members questioned why the survey was to run for so long and did not feel it was necessary. They requested that the survey cease at the end of May and the results of the survey be brought to the June committee meeting.

*Action: Town Centre Manager*

Officers had been contacted by CBC in regards to renewing the licence of the Ashton Square Toilet Facility on the existing terms. Members were asked if they wished to continue managing the toilets. All agreed that it was important for the Town Council to keep the only public toilets in Dunstable open.

**RESOLVED:** that the renewal of the licence to manage the Ashton Square Toilet Facility be agreed under the existing terms

## 53 EVENTS AND MARKETING

The Events and Marketing Officer presented an update report on the planning of the 2017 events and updated members on the Council's website and social media usage.

Members were informed that the headline act for Party in the Park had been booked and would be announced in the Talk of the Town magazine out in April.

Officers had successfully agreed an exclusive sponsorship package with Deakin-White Estate Agents for the whole events programme with the exception of the Beer Festival. They would be working closely with Deakin-White to maximise the publicity and the benefits of this partnership.

The Committee was informed that the new Town Ranger Facebook page was proving very popular and had received 247 likes in just the first few days.

## 54 GROVE CORNER AND COMMUNITY ENGAGEMENT

The Community and Young People's Services Manager reported on recent attendance figures and activities at Grove Corner and reported on recent community engagement activities.

The Pokemon Club had struggled to open this term due to lack of volunteers but 3 new volunteers had come forward and were being inducted and trained to help support this popular group that still attracted over 20 people a week.

SORTED and the Senior Community and Young People's Officer were delivering a pilot training programme in Weatherfield Academy called Head Space. The programme introduced topics such as healthy relationships, self-worth, positive ways to cope and ways to manage emotions.

Men in Sheds now had 20 fully paid up members and were to start on their first community project.

The Junior Wardens had recently taken part in topics such as 'respecting differences' and 'resilience' and were to take part in the Great British Spring Clean. Efforts were still being made to recruit volunteers to enable this very worthwhile project to continue.

## **55 OLDER PEOPLE'S DAY CARE SERVICE**

The Community and Young People's Services Manager reported on attendances, activities and outings for the Good Companions Club and the Creasey Park Community Football Centre Over 55s Lunch Club.

There were currently two places available at the GCC. These would soon be filled from people that were on the waiting list.

The GCC had been on a mystery tour round Bedfordshire, which ended at a pub for lunch. All enjoyed it and for some it was a rare opportunity to go on a day trip.

Members thanked the Community and Young People's Services Manager for her very commendable work.

## **56 SERVICE LEVEL AGREEMENTS**

The Town Clerk and Chief Executive presented a detailed report that asked Members to consider and approve the Service Level Agreements for 2017/18.

Agreements had been approved for the Dunstable Town Band, Voluntary and Community Action, Dunstable and District History Society, Dunstable Town Guides and the Priory Church of St Peter in 2016/17 and members were asked to consider whether these current SLAs be entered into again.

It was noted that the Dunstable and District History Society had not submitted their paperwork in 2016/17 so were not paid the grant. It was confirmed that they would not receive any money this year until the paperwork had been submitted.

**RESOLVED:** that the Service Level Agreements for 2017/18 be approved as set out in the report

## **57 REPORTS FROM OUTSIDE ORGANISATIONS**

South Bedfordshire Dial-a-Ride:

Councillor Martin reported that Dial-a-Ride were still waiting on the tender results from CBC. Their current contract ended on 31 March 2017.

Dunstable Town Band:

Councillor Sparrow reported that the Town Band were currently rehearsing for their summer programme.

**58 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

**59 BEER FESTIVAL 2017**

The Town Clerk and Chief Executive presented a detailed report that asked members to determine whether or not they wished the Council to stage a beer festival in 2017 and, if agreed, which of the options set out in the appendices they wished the officers to develop.

A break even budget for the beer festival had been agreed by members for the 2017 events budget but all three options presented contained both financial opportunities and risks.

After a lengthy discussion, all members were in agreement that they wanted the Beer Festival to continue and that it should continue to be an outdoor event.

**RESOLVED:** i) that the Council stage a beer festival in 2017

ii) that officers use option 2 as detailed in the report to develop the event.

**60 COMMUNITY AND YOUNG PEOPLE'S SERVICES**

The Town Clerk and Chief Executive presented a report that recommended a re-designation and associated evaluation to a Council officer post.

The Committee noted the details and content of the Community and Young People's Service Plan and the wider community development programme that the team had already delivered and were now keen to build upon.

All Members agreed that the work the Community and Young People's Services Team had done was excellent and thought it was important that more initiatives and detached work be continued throughout the town.

**RESOLVED:** that the re-designation of the existing Community Services Assistant post to that of Neighbourhood Development Officer, along with the associated evaluation of the new job description, be recommended to the Finance and General Purposes Committee.

**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 13 MARCH 2017**

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Steve Elliott, John Kane, Ann Sparrow, Nigel Warren and Andy Whayman

In Attendance: David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Kelley Hallam (Office Administrator), James Slack (Sport and Leisure Facilities Manager) and Ian Swinnerton (Grounds Operations Manager)

Apologies: Councillors Lisa Bird, Jeannette Freeman and Des Moffatt

**61 MINUTES**

The minutes of the meeting of Grounds and Environmental Services Committee held on 16 January 2017 were approved as a correct record and signed by the Chairman.

**62 SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**63 PLANS-SUB COMMITTEE**

**RESOLVED:** that the Minutes of the meetings of Plans Sub-Committee held on 24 January and 14 February 2017 be received.

**64 CREASEY PARK COMMUNITY FOOTBALL CENTRE**

The Sport and Leisure Facilities Manager presented a detailed report on recent operations at the Centre.

The weather had caused a great deal of disruption in January and February with 8 main pitch matches and 3 weekends of youth matches cancelled.

The February half-term had been extremely busy. On the Monday, 350 girls, plus spectators, attended County FA fixtures organised by the Bedfordshire FA's Girls Advanced Coaching Centre. The rest of the week was used by the Luton Town youth development squads who played fixtures against teams from Derby, York, Colchester and Northampton and had over 1,000 players and spectators attend.

The Committee received the profiled income and expenditure report as at the end of January 2017.

The kitchen extension had suffered an unexpected delay due to incorrect original drawings from the initial build. The revised completion date was the end of April.

## **65 SPLASH PARK AND CAFÉ NAMING**

The Sport and Leisure Facilities Manager presented a report that asked the Committee to determine new names for the splash park and café that would be situated in Bennett Memorial Recreation Ground.

The facility would be open in summer 2017 and names needed to be decided before any marketing, promotions and branding could start.

The Committee considered suggested names and

- RESOLVED:** i) that the splash park be named as Bennett's Splash  
ii) that the café facility be named Splashside Café.

## **66 MARKET TOWN REGENERATION FUND UPDATE**

The Town Clerk and Chief Executive presented an update report on Market Town Regeneration Fund projects relating to this Committee.

### **a) Enhanced Town Centre Cleansing**

The new service was now fully operational. Initial feedback had been very favourable.

### **b) New Splash Park and Associated Café Provision**

Contractors were now on site and the project was progressing to an end of June opening.

Splash park contractors would be on site on 3 April to begin the groundworks.

### **c) New Entrance Features for Priory Gardens**

Initial sketch designs for the new gateway had been submitted to Central Bedfordshire Council's Conservation and Archaeology Officers for comment but had been rejected as being too big and not in keeping with the street scene. New designs were now being considered with further assistance from the CBC officers.

## **67 TREE RISK MANAGEMENT PROGRAMME AND SURVEY**

The Head of Grounds and Environmental Services presented a report that sought approval of the release of the allocated reserve funding to implement a 5-year tree maintenance programme.

The Council owned and managed 1,037 trees located across various parks, open spaces and cemetery land and had a duty of care to take reasonable steps to prevent trees on its land causing harm or damage to people or property. Current guidance recommended that a full Tree Risk Management Survey be undertaken at least once every 5 years.

Members received and noted details of the 5-year programme along with estimated costs.

All Members agreed that it was important that the Council continued its obligation of the safe management of its tree stock.

**RESOLVED:** i) that the Committee recommend to Finance and General Purposes Committee the release of allocated reserves in line with the programme detailed in Appendix 1 of the report.

ii) that the Head of Grounds and Environmental Services, in consultation with the Chairman of Grounds and Environmental Services, be authorised to incur additional expenditure from the allocated reserve should the extent and costs of the necessary works in any given year exceed the current estimates.

## **68 RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS**

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

### **a) Recreation Grounds**

Since the last report to this Committee there had been no incidents of vandalism in the play areas or Grove Skate Park.

It had been noted that there continued to be a further reduction in football bookings on the recreation ground pitches due to more teams withdrawing from the leagues.

Grass cutting had commenced in some areas but the main schedule of grass cutting was due to commence on 27 March.

### **b) Town Centre Area**

A grit-based footpath had now been laid at the Priory Gateway.

The new Transit tipper van to replace the one damaged by arsonists had now been delivered.

This year marked the 10th Anniversary of the Croquet Club that played at Priory Gardens. Club members had expressed their thanks to the grounds and Priory House staff for the manner in which they maintained the lawn and looked after the club members.

### **c) Town Ranger Service**

The Town Ranger continued to provide local residents with assistance to deal with eyesores and other environmental related issues. The Ranger had dealt with 167 requests since April 2016.

The Town Ranger Service had now set up a Facebook page to promote their work and interact with the public. This was proving extremely popular.

**d) Dunstable Cemetery**

Members received the burial figures for January and February 2017 along with the profiled income and expenditure figures as at the end of January 2017.

The grounds team were working hard to get the cemetery ready for the Green Flag inspection which was due to take place between late March and the end of May. Some older pathways between sections had been removed and replaced with wildflower areas.

**e) Allotments**

There were currently 36 people on the waiting list which was comparable to figures reported to the Committee in January. Members received the detail of the make-up of the waiting list.

There were currently 19 vacant plots as a result from tenants not renewing their tenancies in January. These were in the process of being let out.

**69 REPORTS FROM OUTSIDE ORGANISATIONS**

CBC Development Management Committee:

No report.

**DUNSTABLE TOWN COUNCIL**

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

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

**ON MONDAY 27 FEBRUARY 2017**

Present: Councillors Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), John Kane, Sid Abbott, John Chatterley, Terry Colbourne, Eugene Ghent, Liz Jones, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey and Nigel Warren

In Attendance: David Ashlee (Town Clerk and Chief Executive)

Apologies for Absence: Andy Whayman (Vice-Chairman), Claire Meakins-Jell, Des Moffatt,

Public Attendance: None

**46 SPECIFIC DECLARATIONS OF INTEREST**

None

**47 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

**48 BENNETT MEMORIAL RECREATION GROUND – SPLASH PARK AND ASSOCIATED CAFETERIA**

The Town Clerk and Chief Executive presented a comprehensive report updating members on project issues relating to the procurement of the proposed splash park and associated cafeteria at Bennett Memorial Recreation Ground.

**RESOLVED:** that the project proceed as recommended in the Committee report.



**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 27 MARCH 2017**

Present: Councillors Gloria Martin (Deputy Town Mayor), John Kane (Chairman), Andy Whayman (Vice-Chairman), Sid Abbott, John Chatterley, Terry Colbourne, Eugene Ghent, Liz Jones, Des Moffatt, Patricia Russell, Ann Sparrow, Pat Staples, William Tookey and Nigel Warren

In Attendance: David Ashlee (Town Clerk and Chief Executive), and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Peter Hollick (Town Mayor) and Claire Meakins-Jell,

Public Attendance: None

**70 MINUTES**

The minutes of the meeting of Finance and General Purposes Committee held on 23 January 2017 were approved as a correct record and signed by the Chairman.

**71 SPECIFIC DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Interest</b>	<b>Agenda Item</b>
Councillor Staples	Pecuniary interest – Dunstable Market	As may arise

**72 TOWN MAYOR AND DEPUTY TOWN MAYOR**

The Committee considered nominations for Town Mayor and Deputy Town Mayor for the municipal year 2017/18.

**RECOMMENDED:** that Councillors Gloria Martin and John Kane be nominated for election as Town Mayor and Deputy Town Mayor respectively at the Annual Council Meeting to be held on 15 May 2017.

**73 ACCOUNTS SUB-COMMITTEE**

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 18 January and 22 February 2017.

**74 FINANCIAL MONITORING REPORT**

Members noted the report of the Head of Finance and Support Services which gave a summary of variations against budget to date which had previously been reported. Members noted the net expenditure at 28 February per service area, together with an indication of the anticipated outturn against budget which projected a net revenue saving at the end of the financial year.

Members also noted the current balance of the Council's allocated reserves as at 28 February 2017.

Funding claims for expenditure on MTRF projects were payable quarterly in arrears and the first such claim had not been settled at the time of the meeting.

**75 COMMUNITY AND YOUNG PEOPLE'S SERVICES (Minute 60/2017)**

The Committee considered a recommendation from Community Services Committee that the existing Community Services Assistant post be re-designated to that of Neighbourhood Development Officer, along with the associated evaluation of the new job description.

**RESOLVED:** that the recommendation be adopted.

**76 TREE RISK MANAGEMENT PROGRAMME AND SURVEY (Minute 67/2017)**

The Committee considered a recommendation from the Grounds and Environmental Services Committee that funds be released from the existing allocated reserve funds to undertake a 5 year programme of tree inspections and management, in line with the detailed programme submitted.

**RESOLVED:** that the recommendation be adopted and the Head of Grounds and Environmental Services, in consultation with the Chairman of Grounds and Environmental Services, be authorised to incur additional expenditure from the allocated reserve should the extent and costs of the necessary works in any given year exceed the current estimates.

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

**77 MARKET TOWN REGENERATION FUND PROJECTS**

The Town Clerk and Chief Executive presented an update report on Market Town Regeneration Fund projects that related to this Committee.

a) Architectural Lighting Scheme

The first phase of this project had now been completed and lighting has been installed on Grove House, Priory House and the Dunstable Conference Centre. It was confirmed that there was an agreement in place with Dunstable Conference Centre for maintenance of the lights owned by them.

Phase two of the project would be commissioned shortly. Phase 2 includes completing lighting to Grove House, including up lighting the main entrance to Grove House Gardens (for which planning permission should be achieved shortly) and completing the lighting scheme at Priory House. This aspect cannot be completed until the new overthrow for Priory Gardens was implemented which requires Historic England consent.

b) Quadrant Shopping Centre

The owners of the Quadrant Centre, Edinburgh House had confirmed that they would not be participating in the scheme to refurbish and re-open the public toilets. Members again expressed their disappointment and still wished to see public toilet facilities

provided, possibly by the Town Council, but at this time there was no identifiable Town Council owned land which could accommodate this.

c) New Town Centre Signage and Street Furniture

The bulk of this project would be carried out in conjunction with the de-trunking of the A5.

d) High Street Improvement Scheme

Officers were still working on this scheme with colleagues from CBC and twelve retail units were currently progressing to stage two of the application process. This is the most retail units actively engaged in the scheme than anywhere else in the Central Bedfordshire area.

e) Financial Implications

Now that it appeared that Edinburgh House were no longer participating in the MTRF scheme, a revised funding profile had been submitted to CBC, evidencing that the Town Council were still able to show 100% matched funding for the projects being supported.

## 78 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- a) CAB Management Committee – no report.
- b) DITA –the AGM would be held on 21 March 2017.
- c) Hospice at Home – Councillor Jones advised that the organisation had held successful charity events and further fundraising events were planned.
- d) Ashton Schools Foundation – Councillor Sparrow reported that the sale of Ashton School site should be completed by the end of April and funds would then be available for new classrooms at Ashton St Peter.
- e) Ashton Almshouses – no report.
- f) Chews Foundation – Councillor Chatterley advised that the next meeting would be held in June.
- g) Poors Land Charity – Councillor Staples advised that the Maundy money would be distributed on 13 April.

Councillor Sparrow advised that the Dunstable Town Band would like to attend and play at the Car Rally and the Priory House Manager was looking into this possibility.

## 79 EXCLUSION OF PRESS AND PUBLIC

**RESOLVED:** that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

**80**     **CONCESSION TENDERS AND S106 FUNDING**

The Town Clerk and Chief Executive reported on the four separate licenses for the Ice Cream concession, Bar concession, Food concession and Fun Fair concession. It was anticipated that the income target set for 2017/18 would be exceeded.

Members also noted the allocation of S106 monies from Central Bedfordshire Council to the Town Council, secured from the new Frenchs Avenue development for leisure provision.

## DUNSTABLE TOWN COUNCIL

### MINUTES OF TOWN MEETING

HELD AT CREASEY PARK COMMUNITY FOOTBALL CENTRE, CREASEY PARK DRIVE,  
(off BREWERS HILL ROAD), DUNSTABLE

ON MONDAY 3 APRIL 2017

Present: Councillor Peter Hollick (Town Mayor) (in the Chair); Councillor Gloria Martin (Deputy Town Mayor); Mr D Ashlee (Town Clerk and Chief Executive) and 15 electors of the Parish of Dunstable, 12 of whom were elected representatives of the Town Council.

#### 1. WELCOME

The Town Mayor welcomed electors to the 2017 Dunstable Town Meeting and explained its purpose. He reflected on some of the things that had been happening during the year and spoke of a number of initiatives which were coming to fruition. He had been pleased to open a number of new shops during his mayoral year and was optimistic about the future of the Quadrant Centre. He looked forward to the opening of the Woodside Link road and the A5/M1 link which would be of benefit to the town.

The Town Mayor also introduced Community Sergeant Sean Duignan of Dunstable Police who would be happy to take any questions during the course of the meeting.

#### 2. MINUTES

The Minutes of the Town Meeting held on 11 April 2016 were approved and signed as a correct record by the Town Mayor.

#### 3. PRESENTATION BY THE TOWN CLERK AND CHIEF EXECUTIVE ON THE MARKET TOWN REGENERATION FUND PROJECTS

By way of introduction, the Town Clerk and Chief Executive explained the difference between Dunstable Town Council and Central Bedfordshire Council. He provided statistical information and outlined the 23 services delivered by the Town Council.

He then presented information regarding the Market Town Regeneration Fund (MTRF) projects, which were funded by Central Bedfordshire Council. Bids of up to £1million were made available to all Town and Parish Councils and all funding was to be spent by the end of March 2018. The Town Council had secured £610,000 and was able to evidence a further £935,000 of match funding which would assist with 7 different projects.

1) Town Centre Ranger – awarded £80,000 grant to purchase equipment for an enhanced town centre cleansing scheme – which was now fully operational.

2) Architectural Lighting Scheme - £60,000 grant awarded which enabled lighting to be installed at Grove House, Priory House and Dunstable Conference Centre. Phase 1 had now been completed and Phase 2 would be completed during this summer.

- 3) Bennett's Splash and Splashside Café - £275,000 grant awarded with £245,000 capital from Dunstable Town Council - work was underway and the new facility should be opened by end of June this year.
- 4) Priory House Feasibility Study - £30,000 grant awarded and £35,000 grant secured from Historic England which would provide a conservation programme and cost profile for future protection of Priory House.
- 5) New Priory Gateway Entrances - £30,000 grant awarded with £10,000 capital from Dunstable Town Council and £5,000 from various partners. Phase 1, the Priory Archway had been completed and Phase 2, entrance to Priory Gardens from High Street South was in the design process.
- 6) Town Centre Signage - £70,000 grant awarded and £5,000 contribution from Dunstable Town Council. The scheme is to be developed in line with A5 de-trunking. The Council would also provide new signage at the White Lion Busway stop.
- 7) Quadrant Centre improvements and Public Conveniences – Unfortunately this scheme was unlikely to go ahead.
- 8) High Street Improvements Scheme – Central Bedfordshire had made £1 million grant available for retailers/businesses for improvements to their shop/businesses which 12 retailers were actively supporting.

#### **4. QUESTIONS FROM ELECTORS**

In answer to questions raised on town affairs, the following responses were given:

Dunstable Market - the Town Mayor advised that the Town Council was doing everything possible to continue to provide services to traders and also advised that the Town Centre Manager was doing her best to encourage new stall holders and also encouraged residents to support the Market. The Town Council had offered reduced rents, encouraged different stalls such as crafts and held special events. A resident also enquired about the possibility of trialling a period of free parking in Wilkinsons car park to encourage visitors, a matter that would need to be referred to Central Bedfordshire Council for consideration as the car park was in their ownership.

A resident asked whether the Market could be moved to High Street North once the road was de-trunked. The Town Mayor explained the difficulties of finding a suitable location that provided vehicular access for stall holders as well as electricity supply. The Town Clerk and Chief Executive was however in discussion with Central Bedfordshire Council on this issue.

Nuisance of Off Road Motor Cyclists and Pedal Cyclists - Sgt Sean Duignan confirmed this was an on-going issue and the police were doing all they could. He advised that the Police were reliant on intelligence from the public and encouraged them to report issues through Crime Stoppers which would assist in the police taking positive action. There was a specific team dedicated to dealing with this nuisance who would make use of newly purchased off road bikes for this purpose, making use of headcams to gather evidence.

Sgt Duignan responded to a question from Councillor Colbourne and confirmed that any pictorial evidence that drivers may have from their in-car cameras could be beneficial to the Police together with detailed description of the bike and registration

number if possible. Information could be e-mailed to the dedicated e-mail address (now confirmed as [opmeteorinbox@bedfordshire.pnn.police.uk](mailto:opmeteorinbox@bedfordshire.pnn.police.uk) )

Councillor Tookey indicated that Green Lanes had been quiet for the last few months with no evidence of off road bikes but this could change during school holiday times.

A resident from Friars Walk was concerned that school pupils were putting their lives at risk when pedal cycling to and from school as they were riding into traffic, up one way streets, as well as riding on pavements and causing a nuisance to pedestrians. Sgt Duignan would take discuss the possibility of police patrols in and around First Avenue, Friars Walk and Periwinkle Lane. Councillor Moffatt advised that he was currently teaching at Priory school and whilst children were still in uniform they were under the auspices of the school and therefore any such incidents reported to the Headteacher would be dealt with. He also advised that the Head of Manshead School withdrew cycle parking permits when any such incident was reported to him.

Bennett Memorial Recreation Ground - It was confirmed that once the Splash Park was completed there would still be two football pitches available with existing changing facilities.

Dunstable Bowls Club – The Town Clerk and Chief Executive confirmed that the Town Council were assisting the Bowls Club with the relocation from Hawthorne Close and Councillors Hollick and Jones spoke in support of accommodating the Club at Luton Road Recreation Ground.

Priory Gardens – A resident praised the standard of maintenance of Priory Gardens which she felt were a pleasure to visit and spend time in. The Town Mayor spoke of the Council's pride in achieving Green Flag status for these and Grove House Gardens.

Community Sergeant Sean Duignan covered Dunstable, Leighton Buzzard and Houghton Regis and had been pleased to attend this meeting and would liaise with the Town Clerk and Chief Executive regarding possible community meetings in Dunstable in the same way that meetings were being held in Leighton Buzzard and Caddington, which gave the opportunity to learn what was happening locally and to ask questions about policing.

The Town Mayor thanked everyone for their attendance and participation and closed the meeting at 8.25 pm.