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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/

Date: 29 December 2017

Dear Councillor

Could you please note that a meeting of the Community Services Committee will be held in the Council Chamber, Grove House, High Street North, Dunstable on **Monday 8 January 2018** at **7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. To appoint the Vice-Chairman of this Committee for the remainder of the municipal year.
3. Minutes of the meeting of the Community Services Committee held on 6 November 2017 (copies previously circulated).
4. Specific Declarations of Interest.
5. Budget Proposals 2018/2019 (see page 1 and separate enclosures).
6. Events and Marketing – information report (see page 4).
7. Dunstable Town Centre Services - information report (see page 6).
8. Priory House – (see page 11).
9. Grove Corner and Community Engagement – information report (see page 13).
10. Older People's Day Care Service – information report (see page 15).
11. Heritage Lottery Fund for priory House – for decision (see page 17)

Cont'd ...

DA/BW
29 December 2017

12. Reports from outside bodies:

South Bedfordshire Dial-a-Ride – Cllr Hollick
Dunstable Town Band – Cllr Sparrow

It is recommended that the following item be considered after a resolution has been passed excluding the press and public.

PART 2

1. Staffing Arrangements – Priory House – verbal report.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of the Community Services Committee
Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Pat Staples (Chairman),
Lisa Bird, Jessica Castle, John Chatterley, Terry Colbourne, Jeannette Freeman, Eugene
Ghent, Anne Kennedy, Claire Meakins, Patricia Russell, Emma Simmons and other
Members of the Council for information.

- £10,000 for Quadrant toilets to be removed (F&GP Committee)

Total - £33,020

3. COMMUNITY SERVICES BUDGET 2017/18

- 3.1 The proposed budget for the Community Services Department for 2018/19 presents a revenue cost to the Council of £838,412 that includes an income target of £201,970 giving a gross budget of £1,040,382.
- 3.2 The following summarises movements in the proposed budget for the Community Services Department for 2018/19.

Excluding staffing costs, the overall Community Services budget has DECREASED by £20,474. This can be explained as follows:

Community Services	
EFFICIENCY SAVINGS AND INCREASED INCOME TARGETS	GROWTH
Older peoples hall hire - £500	Young people's activities programme - £1,000
Older peoples lunch club catering - £200	Older peoples big lunch - £2,500
Older peoples lunch club income - £500	Community projects - £2,800
Young people's activities programme income - £1,000	Grove Corner cleaning - £600
Grove Corner repairs and maintenance - £600	Grove Corner licence - £300
Grove Corner equipment - £2,000	Events staffing - £650
Grove Corner insurance - £300	Fireworks - £5,000
Events contingency - £5,000	Corporate website - £2,000
Events concession income - £2,000	Priory House licences - £400
Christmas lights revenue costs - £3,000	Priory House maintenance contracts - £2,000
P/H loan charges - £1,024	3 rd party commission income - £1,000
Market - £35,600	Christmas lights reserve - £2,000
	Christmas lights electricity - £1,000
	Toilets revenue costs - £10,000
SUB-TOTAL - £51,724	SUB-TOTAL - £31,250
OVERALL SAVING - £20,474	

- 3.3 The primary changes to the Community Services Department budget relate to:

Budget growth

- Fireworks - £5,000 for additional infrastructure
- Toilets - £10,000 to examine alternatives for new town centre toilet provision

Efficiency savings

- Loss of events contingency - £5,000
- Additional events concession income - £2,000
- Reduction in Christmas lights revenue costs - £3,000
- Market costs - £35,600

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

4. FINANCIAL IMPLICATIONS

- 4.1 If approved, the recommendations of this report contribute to the Council achieving their aspiration for a nil percent increase in the 2018/19 council tax charge.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The Council has set itself a number of challenges and aspirations as contained in the Corporate Plan 2017-19. These budget proposals accord with the aspirations contained within the Corporate Plan and will allow the Council to continue to grow and become more influential in terms of service delivery in the town for many years to come.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 The draft general health and safety budget for 2018/19 has been maintained at the same rate set for 2017/18. Members should be mindful that the budget recommendations take into account the Council's health and safety responsibility, particularly in respect to the events infrastructure budget increase.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 The staffing costs as illustrated on the separate enclosure assume a 2% pay award for all staff except those positions that are paid the 'National Living Wage Foundation Living Wage' which will increase by approximately 3.6% from £8.45 to £8.75 per hour.

8. LEGAL IMPLICATIONS

- 8.1 There are none arising directly from this report.

9. SEPARATE ENCLOSURES

- 9.1 Enclosure 1 - Draft budget 2018/19
Enclosure 2 - Draft pricing schedule 2018/19

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

10. BACKGROUND PAPERS

- 10.1 Meeting of full Council, 4 December 2017 - *Draft Budget 2018/19*

11. AUTHOR

- 11.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 8 JANUARY 2018****EVENTS AND MARKETING**

Purpose of Report: For information and for decision on the date of WW1 2018 event.

1. PAST EVENTS

- 1.1 The Christmas Torchlight Procession and Carols was a very successful event. The number of children and audience increased to maximum capacity this year. The lightshow finale has received excellent feedback from the schools, the audience and others involved with the event.
- 1.2 However, with the capacity at maximum and the increase of 100 children from last year it has caused concerns for the health and safety of the event. Some of the lighting and pyrotechnics equipment did not work due to the amount of people standing on the cables and pulling wires.
- 1.3 Darren Woodhouse from Event Production Live who won the contract to deliver the light show has made some suggestions and has given his feedback on the health and safety of the event. Below are the key concerns and comments from his feedback:
- *"I had a few concerns about the volume of people that attended the event on the day, it was busy very busy and whilst this means a great success story I did have some concerns over the volume of people and the space allowable. In my opinion I think the event has outgrown the space. Should an incident arise, there would be some serious evacuation problems."*
 - *"Could the route be reversed to allow for extra capacity? Start at Methodist and finish at Priory? Unfortunately, the sheer volume of people meant that the pyro, around the cabin (for the children to see) had to be cut as there were people backed right up to the cabin and all around it, and the pushing and shoving at the back against the cabin could have easily disturbed some of the pods."*
 - *"The panto stars I think were a much needed buzz to the event and gave some clear audience reactions to help hype the crowd, likewise Father Christmas is amazing."*
 - *"I think it would be nice in future if the schools could have a pre-recording of the Salvation Army band, as it was clear they had all rehearsed to different timings and versions of the carols."*
- 1.4 With this information and our officer's own views, ideas will be put forward to Members in due course on what options to take to ensure this event is successful and safe.
- 1.5 Officers are also aware then Members were not keen on their positioning during the event. All options will be reviewed as part of the wider event considerations as mentioned above and brought back to a future committee meeting.

2. WWI Commemoration Day

- 2.1 In light of the Royal wedding taking place on Saturday May 19, which is the same day as the WWI event, members are being asked if they wish to bring the event forward a week to avoid the clash to Saturday 12 May.

3. SOCIAL MEDIA

- 3.1 Facebook currently has 3,907 followers, up from 2,226 likes this time last year. The number of Twitter followers for the five DTC twitter accounts are -

Events	1761	Town Centre	1733
CPCFC	564	Priory House	362
DTC	1763		

- 3.2 Officers continue to use Facebook and Twitter as one of the Council's main marketing tools, and all Twitter accounts are increasing.
- 3.3 Officers are also increasingly using Facebook to create Facebook event pages and this is receiving a lot of interaction, shares and responses. Officers are also keen to use Facebook advertising to help increase awareness of events, activities or services.

4. WEBSITE

- 4.1 A new website has been commissioned from JNB. The new website will allow online form filling and job application, booking of afternoon teas and functions. The new website will have easier search facilities. It is anticipated that the new website will be live from April.

- 4.2 Website statistics show a slight increase in numbers on previous years. This is very positive and shows that that the website is a successful way of reaching the residents and the wider public. Details are provided below:

	2015	2016	2017 (up to 18/12/17)
Sessions	86,093	89,852	93,460
Users	59,820	62,867	67,218
Pages Views	231,004	240,215	231,060

5. TALK OF THE TOWN

- 5.1 Below are the deadline and distribution dates for 2018's Talk of the Town.

January Edition
 Deadline 18 December
 Distribution 19 January

April Edition
 Deadline 15 February
 Distribution 4 April

July Edition
 Deadline 21 May
 Distribution 6 July

October Edition
 Deadline 3 September
 Distribution 19 October

6. AUTHOR

- 6.1 Lisa Vincent - Events and Marketing Officer
 Lisa.vincent@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 8 JANUARY 2017****DUNSTABLE TOWN CENTRE SERVICES**

Purpose of Report: For information

1. DUNSTABLE MARKET**Traders**

- 1.1 At the time of writing there were nine individual, regular traders on Dunstable Market. In addition, there were four casual traders attending regularly to trade.
- 1.2 The table below details the number of traders for November and December 17 on each trading day:

Nov 17

DATE	NUMBER OF TRADERS	NUMBER OF PITCHES
Wed 1	12	16
Fri 2	3	3
Sat 4	10	13
Wed 8	14	18
Fri 10	3	3
Sat 11	13	15
Wed 15	15	18
Fri 17	5	5
Sat 18	20	22
Wed 22	12	16
Fri 24	5	5
Sat 25	12	14
Wed 29	8	11

Dec 17

DATE	NUMBER OF TRADERS	NUMBER OF PITCHES
Fri 1st	5	5
Sat 2	15	17
Wed 6	10	14
Fri 8	3	3
Sat 9	17	19
Wed 13	6	8
Fri 15	4	4
Sat 16	23	25
Wed 20	11	16
Fri 22	6	6
Sat 23	Not available	

Finance

- 1.3 The table below details Dunstable Market Profiled Income and Expenditure Report to end November 2017/18.

**Market Profiled Income and Expenditure Report
as at end of November 2017**

	April	May	June	July	Aug	Sept	Oct	Nov
Budgeted Expenditure	£8,379	£6,627	£6,632	£6,627	£6,629	£6,630	£6,629	£6,627
Actual Expenditure	£7,251	£5,736	£5,335	£6,091	£7,904	£6,596	£5,195	£1,855
Variance	£1,128	£891	£1,297	£536	-£1,275	£34	£1,434	£4,772
Budgeted Income	£2,583	£3,083	£3,584	£3,583	£3,583	£3,584	£3,583	£3,583
Actual Income	£2,863	£1,752	£2,888	£2,154	£2,294	£3,133	£2,255	£2,410
Variance	£280	-£1,331	-£696	-£1,429	-£1,289	-£451	£1,328	-£1,173
Total Variance	£1,408	-£440	£601	-£893	-£2,564	-£417	£106	£3,599
Overall Variance	£1,400							

- 1.4 As can be seen from the table above, rent has been lower from the traders due to not being able to offer a portering service. The rents on special market days have been reduced as well. Some traders are also using deposit money towards their rent. This has had an effect on the rent income to the market. Officers have kept spending to a minimum. Once stalls have been divided up to traders Officers **will** use any revenue underspend to replace gazebos and equipment for the craft and theme markets.

Staffing

- 1.5 Officers are currently in the final phase of consultation with the Market Porters as part of the Managing Organisational Change Policy. One of the Market Porters has accept alternative employment for 13 hours a week as a Town Centre Janitor, and will commence this new role from 1 February 2018.

Programme of Themed Markets for 2017

The table below details the number of additional traders the themed markets have attracted on each day, to date.

Date	Theme	No. Traders
11 November	Food and Drink	6
9 December	Christmas	9

Creative Craft Market

- 1.6 As Members will be aware, in addition to the themed markets there is a programme of Creative Craft Markets with goods handmade in Bedfordshire, taking place on the third Saturday of each month, through to December.
- 1.7 The table below details the number of additional traders the craft markets have attracted on each day, to date.

Date	No. Traders
18 November	12
16 December	12

- 1.8 As the Theme markets have been popular over the last few months as well as the craft markets, Officers will be looking at starting theses again from 14 April 2018 with a slightly new price structure.
- 1.9 Officers have had discussions with Ringway Jacobs regarding the resurfacing and design of Middle Row. Officers hope that the outcome will be a better lit environment which will accommodate the needs of special markets.

2. SHOP VACANCY RATES

- 2.1 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.

2.2 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.

2.3 These figures have been shared with Central Bedfordshire Council officers and

No. Units	No. Vacant Units	% Vacant Units	Previous %
253	32 vacant	12.44%	13.04% (Figure at June 2017)

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 %
210	27 vacant (+4 are under development for tenant)	12.85%	13.33% (Figure at June 2017)

The following figures relate to the Quadrant Shopping Centre only.

No. Units	No. Vacant Units	% Vacant Units	Previous %
43	5	11.63%	11.63% (Figure at June 2017)

Note: the vacancy figures do not include those businesses currently closed, but not vacant as they are not currently on the market to let or purchase.

3. ASHTON SQUARE TOILETS

3.1 Officers have been liaising with Central Bedfordshire Council Officers to address the ongoing maintenance issues, which included a visit by a CBC contractor to the site. The Town Centre Services Manager and Head of Service has a meeting with the Head of Facilities at CBC in the New Year where it is hoped that a clear schedule of works will be agreed and it is hoped that a new licence will be drawn up.

4. ACTIVITIES AND EVENTS

4.1 **The Christmas Carols and Torchlight Procession** went well with the local coffee shops and traders having a prosperous evening.

4.2 A defibrillator has been donated to Dunstable by a charity called Wayne's Fund the defibrillator will be based at Priory house.

4.3 **Christmas lighting**, overall this year's scheme has been successful, with just a couple of decorations being out due to lighting faults. Lamps and Tubes in the New

Year will take down the lighting, make the necessary repairs and then store for next year. Due to the ongoing de-trunking and improvements to the High Street it is anticipated that Members will be requested in June to make a decision to retain the current scheme and therefore Lamps and Tubes until such a time that this work has been completed.

- 4.4 The Christmas shop front competition had 22 entries from businesses, but no household entries. Due to this, a decision was made by Members involved in the judging to make a first, second and third prize for the shop competition. Cake House came first in Ashton Square with Gladrags second and Timeless Interiors third.
- 4.5 **Skating rink** – A verbal update will be given at the meeting regarding the provision of the skating rink.

5. AUTHOR

- 5.1 Annette Clynes - Town Centre Service Manager
Annette.clynes@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 8 JANUARY 2018

PRIORY HOUSE

Purpose of Report: For Information.
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1. OPERATIONAL ISSUES

- 1.1 The Manager of Priory House continues to be on long term sick leave, there have also been sickness in the Tea Rooms which has had to be managed with the rest of the Priory House Team ensuring that there is a limited impact on the day to day operations. However, there have been a couple of occasions, because of staff illness, that the kitchen has closed early or had a limited menu.
- 1.2 The advertised position of Waiting/Kitchen Assistant was filled and a new member joined the Team in November.
- 1.3 Officers were very pleased with the uptake for events during the Festive period. Most of the In-House events were fully booked.
- 1.4 Anti-Social behaviour continues to be an issue with youths running through the House. The police have been called and all Town Council Officers have been told that if they feel intimidated or threatened then they call the Police.
- 1.5 The Priory House Assistant Manager ceased working for Dunstable Town Council from the New Year, as a result interim arrangements have been put in place where existing staff are acting up, taking on additional responsibilities and hours.

2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET

- 2.1 Showcase shelving was successful during the month of November and 3 of the 4 spaces for December were filled. By not having the last space filled, it enabled the Officers to put out a bigger display of Priory House stock
- 2.2 Christmas stock has sold very well since it was put out at the end of October. Replenishment stock was ordered where necessary. Officers are currently planning for a small sale of old stock in the New Year.
- 2.3 The Team had a successful evening at Torchlight selling out of the product taken over.

3. UNDERCROFT AND OTHER MAINTENANCE

- 3.1 Damage was reported to the flood barrier at the front of the House. The damaged panel was replaced and a full service of both the front and the rear flood barriers was carried out.
- 3.2 The Priory House Assistant Manager has now completed the work to make safe areas of the House flooring experiencing high wear and tear.
- 3.3 The boiler at Priory House broke just before Christmas, and after an inspection by an

engineer it became clear that the best solution would be to install a new boiler. Due to the Christmas period, this will not take place until Wednesday 3 January, portable heaters were used in the interim to heat the house as best as possible.

4. EVENTS

- 4.1 All Christmas related events taking place at Priory House were very successful once again this year. Mistletoe Magic was particularly well received.

5. PRIORY HOUSE TEA ROOMS

- 5.1 Bookings for Christmas Afternoon Tea have been very high. Over 150 people are booked to enjoy the experience between Monday 20 November and Saturday 30 January.
- 5.2 Christmas Pudding Nights on 7, 14 and 21 December were fully booked. A further Pudding Night was added for Friday 1 December.
- 5.3 All spaces for Breakfast with Santa were taken. Tea with Santa proved very successful once again with only a few spaces.

6. FINANCE

- 6.1 Priory House Profiled Income and Expenditure Report as at end of November 2017

Priory House Profiled Income and Expenditure Report as at end of November 2017

	April	May	June	July	August	September	October	November
Budgeted Expenditure	£31,622	£29,075	£30,275	£31,875	£31,675	£31,899	£31,025	£29,075
Actual Expenditure	£31,598	£27,353	£31,169	£35,774	£31,103	£30,970	£30,267	£29,917
Variance	£24	£1,722	-£894	-£3,899	£572	£929	£758	-£842
Budgeted Income	£10,325	£10,575	£13,314	£14,025	£14,025	£14,263	£11,725	£11,125
Actual Income	£11,573	£10,729	£16,287	£11,548	£14,487	£13,444	£11,208	£12,905
Variance	£1,248	£154	£2,973	-£2,477	£462	-£819	-£517	£1,780
Total Variance	£1,272	£1,876	£2,079	-£6,376	£1,034	£110	£241	£938
Overall Variance	£1,174							

- 6.2 The negative variance of -£380.00 previously reported has now been changed to a positive variance of £1,174.00 after a very good trading period.

7. AUTHOR

- 7.1 **Mick O'Sullivan** - Priory House Assistant Manager
Email mick.osullivan@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 8 JANUARY 2018

GROVE CORNER AND COMMUNITY ENGAGEMENT

Purpose of Report:	For information
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1. GROVE CORNER FIGURES

- 1.1 Grove Corner has received 276 visits from young people with 22 new sign ups since the last report up to and including 20 December 2017. Numbers are recorded through a headcount by officers and staff.
- 1.2 Junior youth club still remains very popular with an average of 35 attending the Friday evening sessions.
- 1.3 Senior numbers have dropped off dramatically as most of the previous users are now too old to attend. The new Senior Community and Young People's Services Officer will start to recruit a new cohort of users once in position.
- 1.4 There have been 25 drop-in sessions since the last report to this Committee. One session was cancelled due to bad weather.
- 1.5 Grove Corner now has 414 Facebook 'Likes' and Grove Corner's Instagram now has 113 followers. Both remain an excellent tool for communicating with young people.
- 1.6 Gill Peck the previous Senior Community & Young People's Services Officer left at the beginning of December. Other members of the team are currently covering the sessions with casual staff until the newly appointed officer can commence.
- 1.7 Despite a poor response in terms of numbers applying to the position of Senior Community & Young People's Services Officer, there has been successful appointment to this position. The experienced and qualified youth worker is due to commence working for DTC on Monday 5 February.
- 1.8 The Pokémon Club closed for the school Christmas holidays and is due to re-open Tuesday 9 January.
- 1.9 SORTED Counselling Services have seen 26 clients between 20 October and 14 December, 10 of these are new clients. They have offered 136 hours of counselling of which 124 hours have been attended and 12 hours have been cancelled or clients did not attend the appointment.

2. TRAINING

- 2.1 The Neighbourhood Development Officer attended Cultural Plus training in November and undertook 'Safeguarding – Working Together' in December.

3. COMMUNITY ENGAGEMENT

3.1 Dunstable Men in Sheds

Dunstable Men in Sheds held its first AGM in December. This group has grown in numbers and reputation. Members made Christmas items which they took to Dunstable Craft Markets and 'sold' for donations. Their next community project is in the design stage. They will be making raised beds and a tepee for Beecroft Academy.

3.2 St. Augustine's Junior Wardens

This remains a popular activity, which aims to encourage young people to have pride of place and community responsibilities. The group celebrated Christmas by producing and delivering cards to older people living locally. The last session was held on 13 December with a small party and games. The volunteers have a full programme organised for January 2018.

3.3 Bunhill Close

Officers facilitated a workshop in Bunhill Close in November to re-decorate and plant up their wheelbarrow for the winter/spring months. This is part of the wider Dunstable in Bloom project. The activity followed on from the consultation undertaken in this area. It was aimed at families with children as they had expressed a wish to undertake more community type activities. Over 20 adults and children attended.

3.4 Friends of Dunstable Cemetery

The first meeting to assess interest in forming a Friends of Dunstable Cemetery took place in November. Five people attended and others expressed an interest but were unable to attend due to work commitments. A second meeting has been arranged for Saturday 20 January to enable more to attend. The initial response has been very positive.

3.5 Partnership working

The Community & Young Peoples Services Manager continues to represent the Council's interests by attending a number of CBC and voluntary sector forums and advisory boards. The Neighbourhood Development Officer also attends advisory boards and community group meetings in order to support and identify opportunities for collaborative working.

5. AUTHORS

Jack Adams-Rimmer – Community Assistant
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Sandy Coyle – Community and Young Peoples Service Manager
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DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 8 JANUARY 2018

OLDER PEOPLE'S DAY CARE SERVICES

Purpose of report: For information

1. PROJECT MEMBERSHIP UPDATE

- 1.1 The Good Companions Club (GCC) has 24 members. Two people have joined the club since the last report.

2. GENERAL UPDATE – Good Companions Club

Improved Quality of Life

- 2.1 Following a visit from Bedfordshire Police, five users have now been forwarded to the Bobby Van scheme. These five people will now receive a visit from an officer to assess the security of their homes and install any equipment they need to enhance their security. Each member also received a set of small bells which can be attached to a purse or bag which acts as a deterrent to anyone who tries to steal personal items. The group also received UV security marker pens.

Dignity & Respect

- 2.2 Officers were required to call an emergency ambulance in December after a user began to complain of chest pain and feel generally unwell. The lady in question was very embarrassed in front of her peers, but officers were able to move her to an adjacent room to maintain her dignity and was observed there until the paramedics arrived to assess her situation. She was later transferred to the local hospital for further tests. Officers were able to contact her next of kin to advise them of their mother's condition which they were very grateful for.

Health & Emotional Wellbeing

- 2.3 Officers were able to arrange for a Community Nurse to visit one of her patients who attends the Good Companions Club, whilst at the club. Unfortunately the transport to bring the gentleman to Beecroft had arrived before she was able to get to him to administer his Insulin. The gentleman concerned was very anxious when he arrived, but was very happy when officers said that they would ensure he would still be seen.

Making a Positive Contribution

- 2.4 Officers have been able to signpost a user to Age UK who were able to offer advice and support regarding re-writing his will. As the gentleman has very limited mobility, officers were able to arrange for the representative to visit him at his home, with his permission.

3. CREASEY PARK COMMUNITY FOOTBALL CENTRE OVER 55s LUNCH CLUB

- 3.1 Creasey Park Community Football Centre Lunch Club now has 36 members with an average of 25 members attending each week. Two new members have joined since the last report. A waiting list is in place.

Improved Quality of Life

- 3.2 Officers have been able to support a user who was having problems obtaining a follow up appointment at the hospital following a series of tests six weeks earlier. The gentleman was becoming very anxious as he hadn't even been able to obtain the test results. Officers advised him to contact PALS at the local hospital. He has now been seen by the relevant Dr and will be admitted for heart surgery in January. The gentleman and his family were very grateful for the advice and explained that they had never heard of PALS (Patient Advice & Liaison Services) but were very appreciative for their help and advice in solving a very difficult and worrying situation.

Dignity & Respect

- 3.3 Officers have again been able to arrange transport that will enable our less mobile users to attend a Christmas lunch outing to Pulloxhill on 21.12.17. This means so much to those who are not usually able to attend, especially one lady whose husband passed away suddenly in November. She said that being able to get out with friends has meant so much to her at what has been and will continue to be a very difficult time for her.

Health & Emotional Wellbeing

- 3.4 The daughter of one of our users has contacted officers to say how much of a difference attending the lunch club has made to her mother. She was concerned that she was becoming very isolated following the death of her father last year. She explained that it was wonderful to see her mother making new friends who she maintains contact with outside of the Thursday sessions.

4. AUTHORS

- 4.1 Elaine McGarrigle, Older People's Support Services Officer
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Sandy Coyle, Community and Young People's Services Manager
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DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 8 JANUARY 2018****HERITAGE LOTTERY FUND BID FOR PRIORY HOUSE**

Purpose of Report:	For members to note the submission of a bid to the Heritage Lottery Fund from Central Bedfordshire Council for Priory House and to recommend that the Finance and General Purposes Committee provisionally set aside a capital contribution of £250,000 towards remedial and conservation work for Priory House should the Lottery bid be successful.
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1. ACTION RECOMMENDED

- 1.1 That members note the submission of a bid to the Heritage Lottery Fund (HLF) by Central Bedfordshire Council for, amongst other issues, funding for remedial and conservation work to Priory House.
- 1.2 That members recommend that the Finance and General Purposes Committee provisionally allocate £250,000 as part funding for remedial and conservation work to Priory House, as detailed below at paragraph 3, should the HLF bid be successful.

2. INTRODUCTION

- 2.1 All members were written to on 5 December 2017 outlining the situation where by the Town Clerk and Chief Executive was informed at a very late stage of Central Bedfordshire Council's intention to submit a bid to the Heritage Lottery Fund Townscape Programme for funding towards dilapidations along Middle Row Conservation Area and Ashton Square.
- 2.2 The bid had to be submitted by 8 December 2017 and in order to meet this deadline the Town Clerk and Chief Executive had to take the decision to commit the Town Council to the bidding process, albeit for phase 1 of the process only.
- 2.3 Within this commitment was an indication that the Council would be prepared to part fund the Priory House element of the bid by £250,000.

3. HLF TOWNSCAPE BID

- 3.1 The bid has been submitted to the HLF Townscape fund which seeks to help restore the historic fabric of many of the countries town centres.
- 3.2 In summary, the bid is for funding to:
 - Target improvements to properties along Middle Row in a similar way to the existing MTRF High Street Improvement Scheme.
 - Redevelop Ashton Square into a more useable and vibrant area
 - Contribute to remedial and conservation works to Priory House
 - Carry out a range of associated community based projects

- 3.3 The bidding process is a two stage exercise with the results of the first stage process anticipated in May 2018. There is then a further 12 months to develop the full, second phase bid which would have to be submitted by May 2019. If both phases are successful, it is still unlikely that any works would actually begin at Priory House before May 2020.
- 3.4 At the moment the bidding process is being led by CBC with DTC as a key partner. DTC will of course lead on all aspects relating to Priory House.
- 3.5 Further reports on the bidding process will be made through this Committee and any eventual works to Priory House will have to be very carefully planned with the intention of trying to keep the House and Tea Rooms operating whilst work is being carried out.
- 3.6 The feasibility study for Priory House is very near to completion and a more detailed report on the study will be presented to the next meeting of this Committee.
- 3.7 A copy of the letter of support provided by DTC for the bid is submitted at appendix 1.

4. FINANCIAL IMPLICATIONS

- 4.1 The total bid application is for approximately £1.77 million with a total project cost of approximately £3.77 million. Of the £1.77 million requested, £500,000 is earmarked for Priory House.
- 4.2 In order to evidence match funding and maximise the likelihood of being awarded a grant, the bid reflects a financial contribution of £250,000 from DTC. If members approve this contribution it will be identified from the existing Priory House Allocated Reserve which will stand at £382,000 by 2020 assuming budgeted contributions remain at the level they are now.
- 4.3 The feasibility study is recommending a budget for the remedial work of £675,000 and as a result a working budget of £750,000 is advised to account for inflation costs and contingencies.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 Engaging in such a bidding process accords directly with the Council's corporate objectives of:

“to work with partners to resolve all ongoing maintenance and dilapidation issues associated with Middle Row and the wider town centre conservation area”

“using the outcome of the feasibility study currently being carried out at Priory House, plan for the complete restoration of Priory House”

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 None arising directly from this report.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 Engagement with the bidding process will be led by the Town Clerk and Chief Executive supported by the Head of Community Services.

8. LEGAL IMPLICATIONS

- 8.1 None arising directly from this report

9. APPENDICES

- 9.1 Appendix 1 – DTC letter of support for the HLF bid

10. AUTHOR

- 10.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

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DUNSTABLE
TOWN COUNCIL

David Ashlee:
Town Clerk and Chief Executive

Your Ref.
Our Ref.

Date: 7 December 2017

Dear Marc

Re: Heritage Lottery Fund – Townscape Heritage Bid

I write in support of the Central Bedfordshire Council partnership bid to the Townscape Heritage Fund and to confirm the support of Dunstable Town Council to the bidding process.

The conservation area to the southern end of Dunstable's town centre has been in need of significant investment for some time. The Middle Row area is an important main feature of the town centre and the town's heritage. Indeed the Town Council has made the improvement of this area one of its key objectives in the Council's 2017-19 Corporate Plan. Under the main priority of *"contributing to the regeneration of the town centre and development of neighbourhoods in the town"*, the Council has specifically set the objective *"to work with partners to resolve all ongoing maintenance and dilapidation issues associated with Middle Row and the wider town centre conservation area"*¹. This bid therefore accords exactly with Town Council strategic objectives.

In addition, the Council has also made *"continuing to preserve and enhance the history and identity of the town"* one of its Corporate Priorities and under this heading has set the objective *"using the outcome of the feasibility study currently being carried out at Priory House, plan for the complete restoration of Priory House"*². There is no doubt therefore, that the Council's strategic objectives for Dunstable clearly support this bid.

To this end, the Council will be prepared to commit £250,000 of capital expenditure to this bid, primarily to contribute to the anticipated £750,000 that will be required to carry out conservation works to the Grade 2* Listed Priory House. In addition, the Council will fully contribute to and support the partnership project team that will develop and deliver on this bidding process and indeed will take the lead on various individual aspects of the bid. The Town Council is one of the largest and most progressive town council's in the country and is keen to support Central Bedfordshire Council in every way it can.

¹ Please see page 25 of DTC 2017-19 Corporate Plan http://www.dunstable.gov.uk/corporate_plan_2017-2019.htm#sthash.mSUrwlMR.dpbs

² Please see page 20 of DTC Corporate Plan http://www.dunstable.gov.uk/corporate_plan_2017-2019.htm#sthash.mSUrwlMR.dpbs

7 December 2017

Through the delivery of the conservation feasibility study for Priory House, the Town Council has developed a very positive working relationship with colleagues from Historic England and the professional team assembled to carry out the feasibility study. The Council will use this invaluable experience to progress both the aspirations for Priory House and for the conservation and remedial works that will be required to bring the Middle Row properties back to their former prominence in the town centre.

I, as the Town Clerk and Chief Executive of the Council, will take a personal lead on all aspects of this bid as it relates to the Town Council and very much look forward to working with colleagues from Central Bedfordshire Council, other partner organisations and the Heritage Lottery Fund Team, to ensure that this project fully comes to fruition if the bidding process is successful.

Please do not hesitate to contact me for any further information that may be required from the Town Council at any time during the bidding process.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DAVID ASHLEE', with a long horizontal flourish extending to the right.

David Ashlee
Town Clerk and Chief Executive
Dunstable Town Council

Marc Howard
Programme Manager – Place Delivery
Regeneration and Business Directorate
Central Bedfordshire Council
Priory House,
Monks Walk,
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