

Dunstable Town Council  
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Your Ref

Our Ref: DA/CB/C22

Date: 28 April 2017



Dear Colleague

Could you please note that a meeting of Dunstable Joint Committee will be held on **Thursday 4 May 2017 at 7.00 pm** at Watling House, High Street North, Dunstable when the following business will be transacted.

### AGENDA

1. Apologies for Absence.
2. Minutes of the meeting of the Management Committee held on Thursday 2 March 2017 (previously circulated).
3. Specific Declarations of Interest.
4. Chairman's Announcements.
5. Public Question Time (maximum 15 minutes).
6. Action Plan and budget update report of Town Centre Manager (see page 1).
7. Questions on Central Bedfordshire Council – update on services (see page 13).
8. Reports from co-opted or outside bodies
  - a. Keep Dunstable Tidy (see page 37).
  - b. Dunstable In Bloom (see page 38).
9. Dunstable Joint Committee Risk Assessment (see page 39).
10. Market Town Regeneration Fund – verbal update from the Town Clerk & Chief Executive.

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: **Members of Dunstable Joint Committee**

**Central Bedfordshire Council**

Councillors John Chatterley, Eugene Ghent, Carole Hegley (Chairman), Nigel Warren and Nigel Young.

**Dunstable Town Council**

Councillors Liz Jones, Peter Hollick, John Kane, Gloria Martin and Pat Staples.

**Co-opted Advisors:**

Chairman, Dunstable Licensees Association  
Mr H Garrod, Promoting Dunstable  
Dunstable Market Representative  
Mr R Pepworth, South Beds Friends of the Earth  
Business Development Manager, Asda  
Mr B Groves, Central Bedfordshire College  
Quadrant Shopping Centre Manager  
Vacancy Dunstable Business Forum  
Grove Theatre  
ViViane Vayssieres  
Sharon Knott, DLDD Trust  
John Gelder, Voluntary and Community Action  
Sharon Warboys, Town Centre Champion  
Cllr A Sparrow, Dunstable In Bloom

**Other attendees:**

Bedfordshire Police

**Other**

Town and Central Bedfordshire Councillors for information

**DUNSTABLE TOWN COUNCIL**

**DUNSTABLE JOINT COMMITTEE**

**THURSDAY 4 MAY 2017**

**TOWN CENTRE SERVICES**

**Purpose of report: -** The purpose of this report is to provide performance results for the town centre in 2016/17 against the agreed suite of performance indicators and to update Members on progress relating to ongoing town centre priorities. The report also makes proposals for projects to be funded for 2017/18.

**1. ACTION RECOMMENDED**

- 1.1 That the Committee note results against the agreed suite of performance indicators for the town centre in 2016/17 and progress on any ongoing actions.
- 1.2 That Members consider and prioritise actions to be funded for 2017/18 as set out in paragraph 4.2 below.
- 1.3 That the Committee delegates authority to the Committee Chairman, in liaison with the Town Clerk and Chief Executive and Head of Partnerships and Community Engagement to approve relevant expenditure from the allocated finances for the Committee in 2017/18 once projects/initiatives have been fully costed.

**2. INTRODUCTION**

- 2.1 As Members will be aware, this Committee was allocated £30,155.63 for 2016/17 from Central Bedfordshire Council and Dunstable Town Council for the delivery of town centre improvement initiatives. A total of £27,100 was allocated for Committee priorities which were formed into an Action Plan.
- 2.2 Attached at appendix 1 is an updated Dunstable Joint Committee Action Plan for 2016/17 and expenditure breakdown for 2016/17 is attached at appendix 2.

**3. UPDATE ON ONGOING TOWN CENTRE ACTIONS**

- 3.1 As can be seen from the Action Plan, the majority of projects funded from the 2016/17 budget have now been completed. However, there are some items that are ongoing, such as those that will be completed following the detrunking of the A5, and there are some additional priorities that have been funded from previous budgets and these are detailed below:

Action	Budget	Expenditure	Notes
Special Saturday Promotion/Special Tourism	£3,462.00 2015/16 Budget	£3,462.00 (2015/16 Budget)	Completed for 16/17.
Saturday/Special	(Dunstable Joint	£10,962.00 Total	The underspend from this project is included in the

Market Saturday	Committee Minute 33, 16 November 2015 & Minute 16, 17 March 2016)  £7,500.00 2016/17 Budget  (Dunstable Joint Committee Minute 25, 16 June 2016)	Budget  £6,148.64 Total Expenditure to date  £4,813.36 remaining	anticipated budget for 2017/18 at report item 4.
Marketing Banners/Flags	£1,500 2016/17 Budget  (Dunstable Joint Committee Minute 25, 16 June 2016)	N/A	Additional promotional banners/replacements for the town centre. Project on hold awaiting detrunking of A5 and subsequent town centre works.
Shop Front Accreditation Scheme 2017	£1,000 2016/17 Budget  (Dunstable Joint Committee Minute 25, 16 June 2016)	N/A	This initiative was completed for 2016 and funds agreed from the 16/17 budget to repeat the initiative in 2017.
Bollard Trail	£1,300 2015/16 Budget  (Dunstable Joint Committee Minute)	£800 £500 remaining	
Contingency for signage improvements.	£2,000 2012/13 Budget.  (Dunstable Joint Committee Minute 13, 12 July 2012)	N/A	Following the success of the MTRF bid, it is now recommended that this funding is added to the £70,000 secured by DTC for signage and street furniture improvements following the de-trunking of the A5.

Members are asked to note that funds for all of the above actions have already been allocated and are in addition to the budget available for 2017/18, which is detailed below at report item 4.

#### 4. ANTICIPATED BUDGET FOR 2017/18 AND SUGGESTED ACTIONS

4.1 It is anticipated that the Committee will have the following financial resources available for 2017/18, subject to confirmation and excluding projects already prioritised by the Committee:

<b>£ 8,357.96</b>	Anticipated Underspend and unallocated funds from 2016/2017 budget
<b>£ 4,813.36</b>	Remaining funds from 2016/17 Special Saturdays Initiative
<b>£ 5,000.00</b>	Dunstable Town Council contribution (town centre marketing budget)
<b>£ 11,412.13</b>	ASDA Section 106 funding contribution following adoption of the Committee Terms of Reference*
<b><u>£ 29,583.45</u></b>	<b>Estimated Budget available for 2017/18</b>

*\*The Asda Section 106 funding contribution for 2017/18 is subject to confirmation and expenditure of these funds is contingent on their receipt.*

4.2 The table below sets out a range of suggested initiatives that the Committee may wish officers to investigate and determine detailed costs for. Members of the Committee are also encouraged to make further suggestions. Any agreed actions will serve to update the Committee action plan for 2017/18. Members will also note that recommendation 1.3 of this report requests delegated approval to the Committee Chairman in liaison with the Town Clerk and Chief Executive and Head of Partnerships and Community Engagement, to approve expenditure once full costs are known for agreed initiatives.

Suggested Initiative	Comments	Cost	Proposed by
TCMC performance measures	Required to collect data for the agreed DJC performance measures (annual footfall survey), this has an approximate cost of £650. The collection of such data provides a benchmark and a measurement of progress and data has been collected in this way since 2011, providing an important, consistent measurement.	£650	DTC
Christmas Promotions	To create and promote a programme of Christmas promotions building on the successful DJC funded 2016 offer. This is to include a synthetic ice rink and lighting finale to the Christmas Tree Carols and Torchlight event, as well as funding for promotion and advertising. Some of this investment should be returned if there are charges levied for rides/experiences. The breakdown of expenditure and income from the 2016/17 programme is given at appendix 2.	£15,000	DTC
War Memorial Refurbishment	Contribution towards the refurbishment of the War Memorial in Priory Gardens. The funding would be to refurbish the paved area in front	£2,000	Friends of Priory House & Gardens

	of the memorial and the addition of a commemorative Combined Armed Services plaque/stone carving to commemorate those that have died in conflict since WWII. The Friends have agreed to help fund raise in a number of ways similar to the Priory Gateway project. The project will be timed to coincide with the 100 <sup>th</sup> anniversary of the end of the WWI in 2018. The overall cost of the project is anticipated at £10,000.		
Big Lunch 2017	DTC is holding a free 'Big Lunch' event for over 65s in Grove House Gardens, Tuesday 6 June from 11.30 am to 2.30 pm. There will be 100 spaces and the event is aimed at older people who are socially isolated. A buffet style lunch and entertainment will be provided. There will also be information available on different services and activities they might wish to use and a database of older residents living in the town will be created which can then be used to survey residents. The majority of the event will be funded through external funding and by DTC. However, funds are requested from DJC for the lunch element for those attending. <b>Background:</b> DTC attempted to conduct a survey last year to identify any needs and gaps in provision but unfortunately there is no one place where information on current activities is held. This in its self creates difficulties for older people to find out what is going on in their area. Statistics show that Dunstable has an above average of older people living in the town. Certain Dunstable wards have a higher percentage of older people on benefits than the Bedfordshire average and many older people now in 'independent living' report feeling lonely. The long term aim would be to share the information gained from a survey with CBC and work in partnership to offer support to existing groups and to investigate gaps and the appropriate organisations to fill them.	£500	DTC
<b>Total Budget</b>			<b>£18,150.00</b>
			<b>£29,583.45</b>
			<b>(including £4,813.36 remaining funds from Special Saturdays)</b>
<b>Contingency</b>			<b>£ 6,620.09</b>

## 5. PERFORMANCE UPDATE

- 5.1 As part of the priority planning process the Committee has adopted the following performance measures to help drive future planning and measure the success of the Committee.

*NB - Some of this data will be collected by DTC some by CBC*

The table below details progress so far, where available, against each indicator.

Performance Indicator	2015/2016	2016/2017	Comments
LPI1 - No of vacant units in the designated town centre area measured on a 6 monthly cycle.	18.63%	13.44%	These figures relate to the vacancy rates in Dunstable Town Centre at end March 2017 and include the Quadrant Shopping Centre. A further more detailed breakdown is given at report item 5.2. The figures for 2016/17 use the new methodology as reported to Committee from September 2016. Also see Agenda item 9, report item 2.9, for further information and comparison data to other towns in Central Bedfordshire.
LPI2 - Variety of town centre shops measured on a 6 monthly cycle.	<b>Retail</b> 30.04% <b>Service</b> 20.53% <b>Leisure</b> 26.24% <b>Others</b> 4.56% <b>Vacant</b> 18.63%	<b>Retail</b> 37.95% <b>Service</b> 19.76% <b>Leisure</b> 20.55% <b>Others</b> 6.72% <b>Vacant</b> 13.44% <b>Under Refurbishment</b> 1.58%	These figures relate to the vacancy rates in Dunstable Town Centre at end March 2017 and include the Quadrant Shopping Centre. A further more detailed breakdown is given at report item 5.2. The figures for 2016/17 use the new methodology as reported to Committee from September 2016. Also see Agenda item 9, report item 2.9, for further information and comparison data to other towns in Central Bedfordshire.
LPI3 - Average number of market traders measured on a monthly cycle	<b>April 2015</b> 12.33 <b>May 2015</b> 11.64 <b>June 2015</b>	<b>April 2016</b> 9.64 <b>May 2016</b> 8.58 <b>June 2016</b>	

	<p>11.83 <b>July 2015</b> 10.29 <b>August 2015</b> 10.23 <b>September 2015</b> 10.85 <b>October 2015</b> 11.86 <b>November 2015</b> 9.92 <b>December 2015</b> 10.67 <b>January 2016</b> 9.92 <b>February 2016</b> 10.55 <b>March 2016</b> 9.42</p>	<p>9.08 <b>July 2016</b> 7.71 <b>August 2016</b> 9.46 <b>September 2016</b> 7.25 <b>October 2016</b> 8.15 <b>November 2016</b> 9.08 <b>December 2016</b> 7.36 <b>January 2017</b> 5.58 <b>February 2017</b> 5.92 <b>March 2017</b> 6</p>	
LPI4 - Town Population	<p>There were 37,400 residents in 2013. This is an increase of some 1,100 people (3%) since the 2011 Census. (Sources: Office for National Statistics, Mid-2013 Population Estimates for 2013 Wards in England and Wales, by Single Year of Age and Sex and Office for National Statistics, 2011 Census, Usual resident population, Table KS101EW).</p>	<p>There was an increase of 700 dwellings (4%) across Dunstable town between 2011 and 2015 (to 16,380 dwellings in 2015). (Sources: Office for National Statistics, Mid-2013 Population Estimates for 2013 Wards in England and Wales, by Single Year of Age and Sex; Office for National Statistics, 2011 Census, Dwellings, household spaces and accommodation type, Table KS401EW; and Central Bedfordshire Council, Annual Monitoring Report Development Plan).</p>	Source as stated
LPI5 - Annual No of visitors to the Priory House Tourist Information Centre	6,370	8,290	



LPI6 - Annual No of town centre events staged	27	34	Please also note that only events that take place in the designated town centre are included.
LPI7 - Mix of retail offer	<b>Restaurants/cafes</b> 10.33% <b>Retail</b> 42.72% <b>Financial &amp; Professional Services</b> 15.96% <b>Health Services</b> 5.16% <b>Takeaways</b> 5.16% <b>Charity/Other</b> 5.17% <b>Leisure Services</b> 11.74% <b>Pubs/bars</b> 3.76%	<b>Restaurants/cafes</b> 8.84% <b>Retail</b> 39.53% <b>Financial &amp; Professional Services</b> 19.54% <b>Health Services</b> 5.12% <b>Takeaways</b> 5.58% <b>Charity/Other</b> 5.58% <b>Leisure Services</b> 13.02% <b>Pubs/bars</b> 2.79%	This further breakdown of open units in Dunstable Town Centre is provided from the vacancy count taken in March 2017.
LPI8 - Footfall measured on an annual basis	9,820	9,570	Town Centre Footfall is measured on an annual basis, on the first weekend in March and has been measured since 2011.

## 5.2 Town Centre Vacancy Rates

- 5.2.1 A further breakdown of the town centre vacancy rates to the end of March 2017 are provided below.
- 5.2.2 The town centre area used for the survey includes properties in High Street North up to Regent Street, High Street South to Friars Walk (excluding Thames Industrial Estate), Church Street up to and including Aldi and West Street up to the Police Station/St Mary's Gate.
- 5.2.3 Eleanor's Cross, Ashton Square, Albion Street, The Quadrant and Grove Park (including Asda) have been included but rates can be calculated with or without these properties.
- 5.2.4 These figures have been shared with Central Bedfordshire Council officers and more detail of the vacancy rates across Central Bedfordshire Council is given at agenda item 9.

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>253</b>	<b>34 vacant (+ 4 are under development for tenant)</b>	<b>13.44%</b>	<b>13.04%</b> (2016/17 figure at December 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 %
<b>210</b>	<b>27 (+4 are under development for tenant)</b>	<b>12.86%</b>	<b>12.38%</b> (2016/17 figure at December 2017)

The following figures relate to the Quadrant Shopping Centre only.

No. Units	No. Vacant Units	% Vacant Units	Previous %
<b>43</b>	<b>5</b>	<b>11.63%</b>	<b>12.25%</b> (2016/17 figure at September 2017)

- 5.2.5 Members are reminded that the count will be done quarterly and reported back to the corresponding Committee meeting following the end of the quarter as follows:

April-June (count at end June)  
 July-September (count at end September)  
 October-December (count end December)  
 January-March (count at end March)

## **6. FINANCIAL IMPLICATIONS**

- 6.1 These are inherent to this report.

## **7. CONCLUSION**

- 7.1 It is important that Dunstable Town Centre Management Committee keeps its action plan up to date and refreshed on a regular basis and therefore for the priorities to be agreed at this Committee.
- 7.2 A clear action planning process can be very useful when trying to attract further external funding and officers will seek such opportunities to add value to the budget that this Committee has.

## **8. APPENDICES**

Appendix 1 - Dunstable Joint Committee Action Plan June 2016/17  
 Appendix 2 - Dunstable Joint Committee Expenditure 2016/2017

## **9. AUTHOR**

- 9.1 Clare Brett – Town Centre Manager  
 E-mail – [clare.brett@dunstable.gov.uk](mailto:clare.brett@dunstable.gov.uk)

Action	Progress	Responsible Officer/Authority	Funding	Budget update
Special Saturdays	<b>ACTION COMPLETED FOR 2016</b>	Chairman DJC - Central Bedfordshire Council	£3,462 DJC 15/16 Budget £3,000 DJC 16/17 Budget	£4,849.36 budget remaining from 2016 across all three initiatives
Party in the Market	<b>ACTION COMPLETED FOR 2016</b>	Market Officer/Town Centre Manager, DTC	£3,000 DJC 16/17 Budget	
Special Tourism Saturday	<b>ACTION COMPLETED FOR 2016.</b>	Chairman DJC - Central Bedfordshire Council	£1,500 DJC 16/17 Budget	
Marketing/Banners/Flags	Funds have been set aside by the Committee to refurbish the existing banners in Court Drive and to investigate extending the scheme into other areas of the town centre. This will be investigated further in conjunction with works on the A5, post detrunking.	DTC/CBC	£1,500 DJC 16/17 Budget	£1,500 allocated
Town Centre Champions	<b>ACTION COMPLETED FOR 2016:</b> The Committee has agreed funds to deliver the Shop Front Accreditation Scheme in 2017.	Town Centre Manager	£1,000 DJC 15/16 Budget	£379.50 spent/£620.50 underspend from hanging baskets £1,000 allocated from 16/17 budget.
Work with Town Centre Businesses	Budget/lead officer and organisation to be identified should Members wish to progress this action.	DTC/CBC	No budget currently identified.	N/A

	<b>ACTION COMPLETED FOR 2016</b>	<b>Promoting Dunstable</b>	<b>£500 DJC Budget 16/17 for litter pickers/gloves</b>	<b>£500 spent</b>
Anti-littering campaign	<b>ACTION COMPLETED FOR 2016</b>			
Marketing numbers for empty shops (to call to rent a unit)	There is a desire to help property owners and encourage them to improve their shops and market them. Options are being explored via the High Street Improvement Scheme.	<b>CBC Regen and Business / Assets</b>	No budget currently identified.	N/A
Enforcement of untidy shops fronts	A S215 officer has been appointed to respond to issues with specific sites/properties.	<b>CBC Planning/Assets</b>	CBC	N/A
Additional lighting in Middle Row	It was previously reported that the project will involve installing a new fuse board, moving it to a new site and installing new LED lights. It also means connecting it to the landlord supply. Funding to be identified.	<b>CBC</b>	To be indentified.	N/A
Artwork (on bollards/bins/archway etc)	Designs for the bollard trail have been distributed to Town Team members for comments. Further development to take place and creation of web pages to tie in with the trail before a launch can be set. Location of the trail will also need further investigating dependent on post-detruking works on the A5.	<b>Town Centre Manager, DTC.</b>	£1,300 DJC Budget	£800 spent to date of £1,300 allocated.
Mosaic art in floor, walls	No Update.	<b>To be identified</b>	No budget currently identified.	N/A
Painting/replacing bins	<b>ACTION COMPLETED FOR 2016</b>	<b>CBC Service manager for Operations Waste Services</b>	CBC Waste Services	N/A
Pay on exit car parking machines	<b>ACTION COMPLETED: installed for use in Ashton Square Car Park from 26 April 17.</b>	<b>CBC</b>	CBC	N/A

Welcome Sign Planting	Design completed and planting to be scheduled.	Head of Grounds DTC	£1,500 DJC Budget	£1,500 transferred
Investigate Tourism initiatives/opportunities	Budget/lead officer and organisation to be identified should Members wish to progress this action.	Dependent on initiative.	No budget currently identified.	N/A
Christmas lighting for the trees in the High Street	<b>ACTION COMPLETED FOR 2016</b>	Town Centre Manager, DTC.	£1,000 DJC 16/17 Budget	No remaining funds.
Christmas Promotions	<b>ACTION COMPLETED FOR 2016</b>	Town Centre Manager/Events & Marketing Officer, DTC	£15,000 DJC Budget 16/17	£1,872. Ticket sales income £418 underspend
Senior Citizens Christmas Lunch	Budget/lead officer and organisation to be identified should Members wish to progress this action.	Lead organisation to be identified in order to progress	No budget currently identified.	N/A

Priority	Budget Year	Budget Allocation	Expenditure	Income	Running Total	Underspend	Notes	Explanation
TCMC Performance Measures	16/17	£600.00	£600.00		£600.00	£0.00	Completed.	Footfall count undertaken 1st weekend in March 2017
Marketing Banners/Flags	16/17	£1,500.00	£1,500.00		£1,500.00	£0.00		Additional promotional banners/replacements for the town centre. Project on hold awaiting detrunking of A5.
Special Saturdays		£7,500.00	£2,686.64		£2,686.64	£4,813.36	Completed for 16/17.	Remaining funds from 2016/17 allocated to continue the events for the second year.
Christmas Lights	16/17	£1,000.00	£1,000.00		£1,000.00	£0.00	Completed.	Part funding of the extension of lights to trees in the High Street
Christmas Promotions (ice rink)	16/17	£10,000.00	£6,250.00 £1,700.00 £171.00 £87.00 £718.00 £448.00 £188.00 £20.00					Ice Rink Staffing Tickets Banners 24 days xmas leaflet Xmas Festival leaflet Distribution festival leaflet Facebook Ad
Ticket Sales			£9,582.00	£1,872.00	£7,710.00	£2,290.00		
Torchlight Finale	16/17	£5,000.00	£4,800.00 £200.00		£5,000.00	£0.00	Completed.	Lighting finale for the Torchlight event Marketing for Torchlight Finale
Keep Dunstable Tidy	16/17	£500.00	£500.00		£500.00	£0.00	Completed.	Funding to facilitate future work
Shop Front Accreditation Scheme	16/17	£1,000.00	£1,000.00		£1,000.00	£0.00	To be completed in 2017.	funds agreed to continue and develop the scheme for 2017
		<u>£27,100.00</u>			<u>£19,996.64</u>	<u>£7,103.36</u>		

**DUNSTABLE JOINT COMMITTEE****4 May 2017****CENTRAL BEDFORDSHIRE COUNCIL UPDATE**

<b>Purpose of report:</b> - For Information
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**1. COMMUNITY SAFETY**

The ASB & Stat. Nuisance Team have carried out the following work in the Dunstable area from the 1<sup>st</sup> Jan – 31<sup>st</sup> March 2017:

- 1 x FPN paid – No waste transfer notes
- 2 x Fly tip prosecution files prepared
- 2 x CPN breaches files prepared
- 1 x Injunction breach file prepared
- 3 x Accumulation of waste
- 1 x Dog barking
- 1 x Fly-posting
- 16 x Fly tips
- 1 x Graffiti
- 3 x Nuisance Neighbours
- 1 x Pollution Light
- 26 x Pollution Noise
- 9 x Pollution Odour/gas/fumes
- 4 x Rowdy/Inconsiderate behaviour
- 2 x Vehicle Nuisance

**Summary of recorded CCTV Incidents, Dunstable - 1<sup>st</sup> Jan to 31<sup>th</sup> March 2017**

This report contains data gathered by the Council's CCTV Control Room located at Watling House, Dunstable. It includes details of CCTV monitored incidents and arrests by the police in the towns of Dunstable. It does not include details of the police response to any particular incident where an arrest is not made, nor does it include incidents not captured by CCTV; for this reason the data will not reflect the overall picture of crime and disorder in any area. Personal data is excluded to comply with the Data Protection Act 1998.

Date and Time	Type	Location	Description	Arrests
1.1.2017 03:58	Assault	Asda car park	2 males assault another male in Asda car park	2
2.1.2017 02:00	Assault	High Street North	Males with head injury	0

4.1.2017 02:31	Vehicle chase + decamp	Dunstable Area	2 males involved in a vehicle chase both males decamp 1 was arrested	1
5.1.2017 19:10	Theft of vehicle	White Lion Retail Park	Motorbike take from car park	0
7.1.2017 00:21	Bicycle theft	Grove Gardens	Bicycle take from bike rack	0
9.1.2017 08:48	Suspicious activity	Ashton Square	Well known thief looking into car windows and hanging around car parks.	0
15.1.2017 17:32	Bicycle theft	Asda car park	2 boys try to steal a bicycle from bike rack causing damage to the bike, whole footage on police monitor -- police attend and take boys home	0
16.1.2017 08:55	Theft	White Lion Retail Park	Possible theft of tool from a parked vehicle	0
17.1.2017 18:00	Graffiti	The Quadrant	Male graffiti a wall in The Quadrant, CCTV had male stopped the next day and police issued a formal warning	0
21.1.2017 17:22	Assault	Dog Kennel Walk	Female assaulted while walking along Dog Kennel walk	0
21.1.2017 20:44	Stolen vehicle/Robbery	Dog Kennel Walk	3-4 Males steal a HGV vehicle and ram it into a motorbike shop	0
21.1.2017 21:07	Intelligence	West street	Footage of a male possibly involved in a robbery	0



22.1.2017 02:25	Assault	Asda car park	Female assaults another female.	1
29.1.2017 03:50	Assault	High Street North	Female assaulted at Ivory Lounge	3
30.1.2017 03:57	R.T.C	Watling House	Vehicle reverses and knocks down a sign post	0
31.1.2017 15:59	Intelligence	Dunstable Area	Various drug activity in Dunstable	0
31.1.2017 16:44	Bicycle theft	Dunstable Area	Possible suspects of a bicycle theft in The White Lion Retail Park	0
3.2.2017 13:56	Littering	Dunstable Area	Male involved in fly tipping	0
6.2.2017 13:18	Offensive Weapon	Grove Gardens	2 males one with a knife were both arrested after a Police chase	2
7.2.2017 12:29	Dog Fouling	Priory Gardens	Dog owner does not pick up their dog mess	0
8.2.2017 10:03	Suspicious Activity	Asda Car park	Male on a bicycle with a possible stolen Tablet	0
11.2.2017 10:20	Grievous Bodily Harm	High Street South	Footage requested to be saved by officer	0
12.2.2017 17:00	Stolen Bank Card	Katherine Drive	Stolen Bank card used at the ATM in Katherine Drive	0
13.2.2017 15:12	Bicycle Theft	Court Drive	2 Females take two bicycles from the bicycle rack outside the leisure centre	0

14.2.2017 10:08	Bicycle Theft	Asda Car Park	Bicycle stolen from Asda Car Park	0
16.2.2017 23:05	R.T.C	High Street South	Male arrested at the scene of a R.T.C	1
17.2.2017 00:55	Arson	Asda	2 x arrested for arson in Asda car park	2
17.2.2017 16:27	Offensive Weapons	Dunstable Area	2 males on bike tried to rob a shop at knife point CCTV found the two males and directed police to their location	2
17.2.2017 10:37	Intelligence	High Street South	Officer requested footage of a group of youths on bikes	0
18.2.2017 14:14	Shoplifting	The Quadrant	Male leaves Bonmarche with stolen items	0
19.2.2017 02:08	Assault	Nags Head	Male attacks door men of the Nags Head.	1
19.2.2017 04:28	Affray	High Street North	Group of males fighting outside Marmaris kebab shop	0
21.2.2017 10:00	Harassment	Priory View	Resident stopping another resident from entering the building	0
25.2.2017 03:45	Affray	High Street North	Fight outside The Crown PH	1
27.2.2017 23:31	Littering	White Lion Retail Park	Male throws litter from his vehicle	0
28.2.2017 15:45	Offensive Weapon	Court Drive	Incident outside Gary Coopers	2

1.3.2017 16:40	Robbery	White Lion Retail Park	Vehicle involved in a robbery	0
1.3.2017 22:50	Littering	White Lion Retail Park	Rubbish thrown from a vehicle	0
2.3.2017 16:00	Robbery	Redeployable CBC R1	3 males rob Brown & Wenman opticians in Albion street	0
2.3.2017 16:35	Robbery	High Street North	2 males seen running down High Street North after committing a robbery	0
3.3.2017 17:11	Theft/Shoplifting	High Street North	Male captured on CCTV shoplifting - he then joins a male on High Street North and sells the items to the public – police attend	0
3.3.2017 23:33	Drug Activity	Skate Park	Driver and passenger of vehicle taking gas - police had no resource to send	0
3.3.2017 01:59	Assault	High Street North	Male assaulted outside The Crown	1
3.3.2017 02:21	Assault	High Street North	Male arrested outside The Crown for assault and criminal damage	1
4.3.2017 10:15	Burglary	Redeployable CBC R1	2 males after committing a burglary run up Albion street	0
4.3.2017 21:50	Robbery	Redeployable CBC R1	6 to 7 Males rob 2 males at knife point	0
4.3.2017 22:24	Robbery	High Street North	4 males possible involved in a knife point robbery	0
4.3.2017	Offensive Weapon	Ashton Square	3 males arrested for ABH and criminal damage - one of them	3

22:43			had a machete	
4.3.2017	Traffic Offence	West Street	Male makes off from Police	0
01:19				
4.3.2017	Littering	White Lion Retail Park	Litter thrown from vehicle	0
01:38				
5.3.2017	Affray	High Street North	3 Males arrested outside The Crown, door staff were heavy handed	3
04:16				
7.3.2017	Robbery	Grove Gardens	Male had his bike taken from him by a group of males	0
20:54				
9.3.2017	Burglary	High Street North	Elderly male robbed of cash and jewellery by 2 males who get into a green van	0
12:48				
14.3.2017	Criminal Damage	Vernon Place	2 males smash a window to the old Social Services building and enter	0
06:56				
14.3.2017	Intelligence	Court Drive	Footage of the squatters in the Old Court House	0
11:59				
14.3.2017	Miscellaneous	West street	Footage of males breaking into the old squat in West Street - police arrive and remove them	0
23:26				
15.3.2017	Shoplifting	The Quadrant	Well know shoplifter running out of Clinton Cards with 5 or 6 Yankee Candles	0
13:13				
16.3.2017	Robbery	The Quadrant	2 males break into Boots	2
20:54				
17.3.2017	Sexual Assault	Asda Car Park	Female assaulted in a vehicle in Asda car park	0
01:32				

18.3.2017 00:50	Offensive Weapon	High Street South	Male arrested for possession of a knife	1
18.3.2017 04:39	Assault	West Street	Males gets knocked out outside The Nags Head	1
18.3.2017 14:28	Shoplifting	The Quadrant	Well know male shoplifting from Poundworld	0
18.3.2017 17:09	Shoplifting	The Quadrant	Group of males shoplifting from Poundworld	0
18.3.2017 23:08	Criminal Damage	Court Drive	Male smashes windows of the old Court House.	0
19.3.2017 11:45	Bicycle Theft	Court Drive	2 bicycles stolen from outside The Leisure Centre by 2 masked males.  Footage added of these males earlier without masks	0
19.3.2017 04:07	Assault	Asda	Male assaulted in Asda car park	0
26.3.2017 11:51	Bicycle Theft	Court Drive	Well known male takes a bike from the bike rack outside of the leisure centre - Police unable to resource	0
26.3.2017 00:02	Affray	High Street North	1 x Arrest for affray outside The Sugar Loaf	1

29.3.2017	Intelligence	Vernon Place	Footage of the squatters in the 0 old Social Services building plus footage of a group of males stripping the building of its metals and vehicle involved.
00:01			
30.3.2017	Criminal Damage	Vernon Place	Collection of male squatters on 0 the steps of the old social services building.
18:00			

**Notes**

There were a total of 31 arrests made as a result of information supplied to the police in the period of this report.

Incidents of driving offences and anti social behaviour continue to be a problem in the area of the Skate Park and Grove Theatre Car Park.

Incidents of littering offences are increasing in the White Lion Retail Park car parks and in the area of the Skate Park. Any incidents recorded are passed to CBC Environmental Protection Officers for investigation and the issue of Fixed Penalty Notices.

**2. REGENERATION & BUSINESS**

**2.1 Business Support**

The Business Growth Team offers a range of support services across the area, including funded projects, direct support and referrals to strategic partners, as well as a strong marketing campaign to provide businesses with relevant information. An important part of the team's role is also providing a gateway for businesses to benefit from the wider services of Central Bedfordshire Council.

The team has dealt with 5 direct enquiries from Dunstable the last quarter and expect enquiries to increase following the distribution of a flyer sent out with the Annual Business Rates bill.

**How we can help your business to grow**

**We can offer you a one-stop shop service to maximise your company's growth:**

- Train your workforce:** We can help you develop your workforce with training courses and apprenticeships. We can also help you with the costs of training and provide you with a range of support services.
- Recruitment:** We can help you attract and recruit the right people for your business. We can provide you with a range of support services, including recruitment agencies and job advertising.
- Young Talent:** We can help you attract and recruit young talent to your business. We can provide you with a range of support services, including apprenticeships and internships.
- Help finding the right premises:** We can help you find the right premises for your business. We can provide you with a range of support services, including property searches and viewings.
- Support with regulatory requirements:** We can help you understand and meet the regulatory requirements for your business. We can provide you with a range of support services, including advice and guidance.

**Our Business Support Team is on hand to support your business.**

Call us on 0300 300 8272, 9am to 5pm, Monday to Friday. Let's Talk Business.

## **2.2 Business TimeBank**

The Council's Business TimeBank is a free scheme whereby local experts of their field have volunteered to offer start-up/small businesses up to two hours of support and advice.

Any local business can make use of this scheme and gain some expert guidance from any of our providers, including solicitors, accountants, business coaches, marketing agencies and intellectual property experts.

## **2.3 Creative Bedfordshire Events**

Central Bedfordshire Council sponsor and support the Creative Bedfordshire monthly events to nurture and develop the creative industry. Individuals that work in the arts, run a creative business, are a freelance artist, actor, producer, maker or musician (or commission them), or are just curious, this would be a beneficial network to tap into.

Join the mailing list by emailing [info@bedfordcreativearts.org.uk/new](mailto:info@bedfordcreativearts.org.uk/new) with Creatives &Co. in the subject line, follow @CreativeBeds on Twitter and join the Facebook group.

## **2.4 Innovation Bridge**

Innovation Bridge is now up and running offering support to businesses across the region who are seeking university expertise and grants to deliver growth and innovation.

Innovation Bridge is a three-year business support project worth nearly £4m, running until summer 2019 offering access to:

- Three days of FREE academic support to help develop an action plan for developing a new product or service
- Grants of between £1,000 and £15,000

## **2.5 Velocity Growth Hub**

The Business Support Team continues to maximise opportunities of Velocity (a business support programme delivered by SEMLEP) by promoting the offer locally through our marketing and publicity.

## **2.6 Inward Investment**

There have been 19 enquiries for vacant units on the Woodside and Houghton Regis Estates since January 2017. The team managed a total of 190 Inward Investment enquiries for 2016-17 which surpassed our target of 150. Out of the 18 successes, 9 of these were for the Dunstable area, bringing more than 1,000 jobs

Kombimatec Machines Ltd have announced plans to relocate to Eastern Avenue, Dunstable from Luton before the end of March to support their expansion plans, hoping to create an additional 6 jobs in the next 3 years. Kombimatec manufactures and supplies machinery for processing UPVC (PVC-u) and Aluminium profiles in the fabrication of window, door, conservatory, roof, curtain walling, and shop fronts worldwide.

Team Sport, an indoor go-karting facility has announced plans to open in Verey Road, on the Woodside Industrial Estate. CBC teams supported this relocation and will be helping to organise the recruitment programme for the 40 jobs at this site. The company hope to be fully operational by June.

**2.7 Be Central Bedfordshire website** ([www.becentralbedfordshire.co.uk](http://www.becentralbedfordshire.co.uk)) continues to attract interest from potential investors with 10,000 visits to the site and more than 1000 property searches since 1<sup>st</sup> April 2016, with Houghton Regis and Dunstable featuring prominently. The team have launched Twitter and Linked In accounts to further attract website traffic @BeCentralBeds, <https://www.linkedin.com/company/becentralbeds>

The Business Investment Team continues to manage the Business Support & Growth Fund, providing a range of support to inward investors or expanding business, through awards of up to £5k of business rates discounts, public protection training or pre application planning advice. The Fund is a great success with the year so far providing 6 awards totalling £20,100, which has facilitated 42 new jobs, and £231k new investment. Three of these awards were to Dunstable and Houghton Regis businesses, which will lead to 22 new jobs for the area. For more information on the Business Support & Growth Fund, please contact [jeff.caiger@centralbedfordshire.gov.uk](mailto:jeff.caiger@centralbedfordshire.gov.uk).

## **2.8 Employment and Skills**

Using money from the Skills Funding Agency, CBC's Bedfordshire Employment & Skills Service (BESS) continues to provide support for local residents to increase their employability. Considerable emphasis is placed on reaching local residents who live in deprived areas, many of whom may have a range of needs.

The BESS 'offer' consists of training courses provided by the in-house Direct Delivery team and a growing number of external providers.

The external providers include:

- **Impact Peer Support** who continues to provide excellent courses aimed at residents who have mild to moderate mental health difficulties. Feedback from participants has been excellent and for some it has been life changing.
- **Noah Enterprise** (Luton based) who are delivering courses aimed at those furthest away from the labour market through homelessness or who are recovering from addiction. The courses include ESOL and IT.
- **TCHC** offer a range of courses including IT, Social Media and Understanding Enterprise. Some of the courses are especially attractive for residents considering self employment.
- **Voluntary Community Action (South Beds)** deliver a range of Step-Into courses include (amongst others) Customer Service & Retail, Health & Social Care, Warehousing & Distribution. These are short courses and designed to provide a 'taster' into specific sectors.
- **SSG** have recently delivered a First Aid at Work course at the Incuba. This is an example of positive collaboration with the Council's housing team where the learners included a number of CBC tenants. The take-up rate was very good and further courses are planned in order to meet demand. We believe First Aid is a helpful employability skill which will also be a very useful 'life skill'.

Since the last update BESS has engaged three new providers who will be delivering a range of courses in the Dunstable and Houghton Regis area. These are:

**My Healthy Lifestyle CIC** – Food Hygiene. This is an accredited course delivered over two days.

**Hill McManus Ltd** – Hospitality & Catering, Retail Operations, ICT and Warehousing & Storage Principles. These are all accredited courses.

**Be Positive** – Employability to improve a range of work related skills and is also accredited.



The BESS team has some new pages on the Council's website. These are a useful resource and explain the courses on offer in greater detail and there is an on-line enquiry facility.  
<http://www.centralbedfordshire.gov.uk/jobs/adult-learning/about/courses.aspx>

The 'offer' is complete by the availability of Information, Advice & Guidance on a 1:1 basis for residents seeking advice on careers and local jobs.

## 2.9 High Street Vacancy Levels

As part of the ongoing monitoring of the Economic Development Plan the Council is monitoring the level of high street vacancies in 'A' class premises in Central Bedfordshire's town centres. The overall average vacancy rate within town centres that have been monitored to date is 6.1% in February 2017. This has increased from the 4.4% in November 2016, although there are still 3 counts to be made. Biggleswade and Houghton Regis have seen an increase in vacant units, with a decrease being seen in Dunstable. Dunstable still remains the town with the most vacancies, 33 or 13.4% of all premises, but it is good to note that 4 recently vacant units are currently under development for tenants. Central Bedfordshire's vacancy rate is lower than Britain's rate of 12.2% in February 2016 (Source: The Local Data Company).

**Please note the next High Street Vacancy update will be collated during May 2017.**

Town	Feb 16	May 16	Aug 16	Nov 16	Feb 17
Amphill	2.2	0	1.1	0	-
Arlesey	6.7	6.7	6.7	0	0
Biggleswade	6.9	7.6	6.9	4.8	7.6%
<b>Dunstable</b>	<b>17.7</b>	<b>18.8</b>	<b>15.4</b>	<b>15.4</b>	<b>13.4%</b>
Flitwick	2.6	0	0	0	-
Houghton Regis	3.4	3.4	3.4	3.4	6.9%
Leighton Buzzard	5.4	6.9	6.4	4.9	4.9%
Sandy	4.5	6	4.5	7.5	7.5%
Shefford	2.5	2.5	2.5	2.5	2.5%
Stotfold	5.6	5.6	5.6	5.6	-
Average vacancy rate	<b>5.75%</b>	<b>5.75%</b>	<b>5.25%</b>	<b>4.41%</b>	<b>6.1%</b>

## 2.10 Market Town Regeneration Fund

CBC continues to support Dunstable Town Council in its delivery of its MTRF bid and its engagement with the High Street Improvement Scheme (HSIS). Within the HSIS, 12 businesses are going through the final review stage, and will be scored by a CBC and Dunstable Town Council panel. These now include The Old Sugar Loaf, Pizza Roma, Saracens Head and lower floor of the old Royal Mail building. Once approved, the final shop front designs and costings will be confirmed (subject to planning). The tender for the building contractor to create the new shopfronts will be completed in the next few months, with works anticipated to begin late summer.

### 3. LEISURE, LIBRARIES & COUNTRYSIDE

#### 3.1 DUNSTABLE LEISURE CENTRE

##### Exciting Future for Dunstable Leisure Centre...

We are moving ever closer to the redevelopment of Dunstable Leisure Centre in a major move that will provide modern facilities to help residents lead healthier lifestyles. The new centre will offer the local community a greater range of services all under one roof. These include:

- A new, state-of-the-art leisure facility, with a bigger health and fitness suite, plus swimming pools and sports activities for all ages and abilities
- A brand-new, bigger library, relocated from Vernon Place
- New crèche
- New, bigger café
- A flexible community space for other public and community services, such as the Citizens Advice, Adult Day Care and disabled sports.

The current leisure centre and library are no longer fit for purpose or cost effective to run as both require substantial improvements. By bringing services together, the new centre will be more flexible and accessible for all residents, with improved opening hours for public services. This will make a significant positive impact on people's lives, encourage new audiences to be active and strengthen Dunstable as a great place to live and work.

##### Next steps for Dunstable Leisure Centre...

In order to undertake a redevelopment of this magnitude, the decision has been made to close the existing Dunstable Leisure Centre from **Sunday 4th June 2017 at 9pm**. This is so that the construction and rebuilding of the centre can progress quickly and safely. The expected re-opening date will be during winter 2018/19.

In many cases, we have organised alternative places for activities to continue for existing community groups, clubs, members and customers who use Dunstable Leisure Centre regularly. This includes using:

**Leighton Buzzard:** [lifestyle@tiddenfoot](mailto:lifestyle@tiddenfoot), Mentmore Road, Leighton Buzzard, LU7 2AF

t: 01525 375765 [www.1life.co.uk/tiddenfoot](http://www.1life.co.uk/tiddenfoot)

Offering a state-of-the-art-gym, studio for classes, swimming pools, sports facilities & free parking it's a great family leisure centre

**Dunstable:** The Grove Theatre, Grove Park, Dunstable, LU5 4GP

t: 01582 609351 [www.grovetheatre.co.uk](http://www.grovetheatre.co.uk)

Here Central Bedfordshire Council has redeveloped the multi-purpose rooms at the Theatre to hold dance classes, junior activities group exercise classes for adults & gym school for children will be available on a pay as you go basis.

**Houghton Regis:** lifestyles@Houghton, Parkside Drive, Houghton Regis, LU5 5PY

t: 01582 866 141 [www.sll.co.uk/enterprise/Houghton\\_Regis](http://www.sll.co.uk/enterprise/Houghton_Regis)

At Houghton Regis Central Bedfordshire Council is undertaken works to accommodate additional customers from Dunstable, with a larger and improved gym and new changing rooms so that this Centre offers a wide range of fitness, classes, swimming, sports and children's activities

**Flitwick:** lifestyles@flitwick, Steppingley Road, Flitwick, Beds, MK45 1TH

t: 01525 493 131 [www.sll.co.uk/enterprise/flitwick](http://www.sll.co.uk/enterprise/flitwick)

This Centre offers a wide range of fitness, classes, swimming, sports and children's activities

**For existing members at Dunstable,** one option is to transfer and become a new member at lifestyles@tiddenfoot in Leighton Buzzard. The transfer would be free of charge, a new membership card would be issued and users will be able to choose from their range of memberships. For more information, email the Fitness Team at Tiddenfoot [CSMCentralBeds@1Life.co.uk](mailto:CSMCentralBeds@1Life.co.uk) .

**For swimming lesson students at Dunstable,** the option to join swim school at lifestyles@tiddenfoot in Leighton Buzzard is also open. As above, the transfer would be free of charge and, although we can't guarantee Tiddenfoot can match the time and day of users' usual swimming lessons, there are two pools with lessons available daily. For more information, email the Swim Team at Tiddenfoot: [swim.tiddenfoot@1Life.co.uk](mailto:swim.tiddenfoot@1Life.co.uk) .

As long as subscription payments are maintained both fitness members and swimming lesson students will be able to use Dunstable Leisure Centre as normal, up to and including Sunday 4th June 2017. 1Life will cease to collect subscription payments from Monday 1st May 2017, with this being the final Direct Debit payment that will be collected.

For swim students that pay for lessons in blocks, a countdown will be in operation for customers to buy a varying block of lessons up to closure date.

Other alternative facilities available in nearby areas include:

Inspire Luton Sport Village, Lewsey Sports Park, Lea Manor Recreation Centre, Silsoe Community Sports Centre and Stevenage Art and Leisure Centre.

**More information available at...**

**For general enquiries the centre will be fully staffed right up to Sunday 4th June 2017 at 9pm,** and we anticipate being able to offer all the current programmes of activity and services up to closure day. Should you want any more information please go to the centre reception.

**Central Bedfordshire Council** has dedicated pages of information about Dunstable Leisure Centre redevelopment at [www.centralbedfordshire.gov.uk/DLC](http://www.centralbedfordshire.gov.uk/DLC)

### 3.2 GROVE THEATRE

- During March capital works have been completed in the Grove:
- Function Room modified so that it will now double as a conference space and a fully functional dance studio.
- Storage area added

- Dressing Room 6 has been developed to use as a meeting and practical space
- new AV equipment for the green room

When the Leisure Centre closes in the summer, the Grove will be hosting a range of the activities such as Toddler Gym, Baby Ballet and Pilates so that the local community do not lose out during the renovation period.

We are currently working on developing our links with local schools in the Dunstable Area, we have established links with Lark Rise and we are currently working with Lancot Challenger Academy to look at taking Arts Awards classes into the school to help them work towards becoming Arts Mark schools.

On 21st April we will be celebrating the Grove's 10th Anniversary. Events during the day are:

- 9.30am - 3.30pm free education classes, drama and performing arts sessions
- free Disco Duck sessions
- Noon - High Tea opened by a special VIP
- 7.30pm – 10th Anniversary Celebration evening party. The proceeds from the evening will be donated to our charity. With performances from our 2016 panto stars Kieran and Sarah from Britain's Got Talent, and music from The Blue Rinse band.

Various workshops ran over the half term and Easter Period, daily crafting, dance, acting and singing workshops and three day musical performance workshops where a group of 4 - 15 year olds learnt a short 15 minute musical, created costumes, choreographed and performed it to the parents after 2.5 days.

Applications for the outstanding in house production GD1 have closed and auditions have now taken place. We have 22 local dance schools/companies taking part and the project is now so successful it spans two performance nights and we are looking at the possibility of a third. We are also looking at developing Grove Sings in 2018, to offer another forum to the local community.

Our Afternoon Teas have become increasingly popular over the last 18 months, this year we are trying a few different takes on this classic idea. There will be a standard event for anyone just wishing to enjoy a relaxing afternoon before going to see a matinee performance and we are also hosting children's themed Teas, making all our events accessible to all ages.

The Grove has seen its database increase from 83,000 to 88,000 in this last four months and the positive feedback we get from our loyal customers is incredible. Our customer forums are filled with people who regularly attend and who are so pleased to have such an amazing facility in the local area.

### **3.3 PHYSICAL ACTIVITY**

Walking Football continues every Monday 2-3pm at Beds FA, Skimpot Road, Dunstable and our weekly 50+ class physical activity class at Priory View every Thursday at 2pm continues to be popular, open to the general public with no booking required.

### **3.4 DUNSTABLE LIBRARY**

## Looking back

### **Easter**

We've had a fun packed Easter with lots going on in the Library including a Lego Batman event, Easter Basket making, Treasure hunt, Humpty Dumpty crafts, Ben and Holly event and lots more.

### **Dunstable Quilters**

Members of the Dunstable Quilters group and Quilters Guild visited the library on Saturday 8<sup>th</sup> April to demonstrate their amazing quilting craft. This was part of the Get Creative weekend that was run across the UK. The Quilters joined us for the day and received a lot of interest in their incredibly clever skills.

### **Superhero Club**

On Saturday 1<sup>st</sup> April we launched our Superhero Club, this will be a monthly session for children who love the Marvel/DC comic universe.

### **Mother's Day**

Card making for Mother's Day took place in the library on Saturday 25<sup>th</sup> May.

### **World Book Day**

On Wednesday 1<sup>st</sup> March we hosted a reading of Goldilocks and the Three Bears in conjunction with The Grove Theatre. The event was to celebrate World Book Day (which was 2<sup>nd</sup> March) and also to promote the library and Theatre. The Grove kindly sponsored us with Goody Bags for the children that came along, we had nearly 20 children participate which was the maximum for the session.

On World Book Day itself we ran a 'hunt the golden ticket' event and children that find the tickets won a prize.

### **Bag Book Sessions**

We've been holding sessions at the library for the Chiltern School in the library. The school have been bringing the children along to our Interactive Bag Book sessions – these sessions are for children with learning difficulties and were developed by a mum who wanted stories that she could share with her children who had different learning needs. They are fun and interactive and really rewarding to participate in. We have been holding them on a weekly basis and will also be taking the sessions to the school.

### **Regular groups:**

Our regular groups continue to meet including our Work Club and Coffee Morning Club, and regular information sessions continue including Smokefree. Knit and Knatter is ever popular as is our volunteer who helps customers research their family history. Our regular Rhyme times and Crafty Times are continuing, as is our Lego, Mega Blocks and Chatterbooks clubs.

## Looking forward

### **Star Wars Day**

'May the 4<sup>th</sup> be with you' - to celebrate Star Wars day on May 4<sup>th</sup> the team have managed to get some free promotional items to use for a Star Wars themed event. However, as the 4<sup>th</sup> is Thursday and the children are still at school it will be on Saturday 6<sup>th</sup> May instead – not quite the same effect but hopefully will spark some interest.

**Schools visit**

On Thursday 25<sup>th</sup> May we will be having a visit from Watling Lower School to look at our Local History materials. As there will be around 90 children attending we've offered to run this event on the morning of the 25<sup>th</sup> when the library is closed. We will be showing the children how to use our Microfilm reader to look at old copies of the Dunstable Gazette; they will be looking at all of our other resources including maps/books as well as a treasure hunt and craft activity.

**Dogs Trust**

The Dogs Trust will be joining us for a 'how to look after your dog' session – this is an interactive session for children and will take place on the 31<sup>st</sup> May. Children will learn how to care for their pets as well as join in with some interactive activities.

**Full House Theatre**

We've been offered a show from Fullhouse Theatre during the summer holidays, they will be holding a free production in the library on the 26<sup>th</sup> July at 11am – more information to follow.

**Robotics in the library**

We've also been offered some free Robotic sessions to run over the summer holidays – a professional company will be joining us to run some free events for children using robotic equipment.

**May half term**

There will be an assortment of events running over May Half Term

**National Bookstart week**

National Bookstart week is coming in June and we will be promoting this at an event in the library on the 7<sup>th</sup> June, this will be a session of stories and crafts

**4. HIGHWAYS**

No update provided.

**5. WASTE**

**Looking back**

Key highlights:

We are still dealing with very high numbers of suspected abandoned vehicles around Dunstable. Waste Services Officers will inspect vehicles reported as abandoned and, based upon a number of factors, sticker the vehicle only if they consider it as potentially abandoned. If at the point of inspection the Officer does not consider the vehicle to be potentially abandoned no further action will be taken at that time.

Only once a sticker has been affixed by the Officer inspecting the vehicle are we able to commence our investigation as to its status.

If a vehicle is claimed during our investigation then we cannot continue to consider it as potentially abandoned and it will not be possible to remove it.

The Great British Spring Clean event took place over the first weekend in March and over 200 bags of rubbish were collected in Central Beds including 92 from Dunstable. There were over 50 litter-picking events and over 600 local volunteers took part across Central Beds. Keep

Britain Tidy reported that 513,060 bags of rubbish and more than 303,125 volunteers took part in the event country-wide and cleared more than 1,500 tonnes of litter.

**Key issues:**

Dog warden patrols for dog fouling have been carried out in: Bennetts Recreation Ground, Britain Street, Frenches Avenue Recreation Ground, Leighton Court, Spoodell, Staveley Road and Wingate Road.

**Looking forward**

The Waste Services Officer for the area continues to monitor recycling collections and educating residents of local flats to increase recycling rates and decrease the proportion of non-recyclable items included.

The garden waste collected since the service resumed at the end of February/beginning of March has shown a higher than usual content of incorrect items, including black bags of domestic waste, food stuff, plastic buckets, metal springs, garden tools, paperwork, ring binders and general, not green, non compostable items. All garden waste that is collected at the kerbside is processed at a local composting site and non-compostable items can cause issues, meaning some garden waste cannot be composted. If residents are unsure, there are details on our website: <http://www.centralbedfordshire.gov.uk/waste/recycling/garden.aspx>

For clarification, items which can be put in the green waste are: grass cuttings, plants and weeds, flowers, pruning's, hedge clippings, leaves and bark, vase plants and pond plants. Items which should not be put in the green waste collections are: vegetable peelings, kitchen waste, plastic bags, plant pots, polystyrene trays, soil, rubble, animal bedding, pet waste and general household waste.

This cutting season Waste Services will be overseeing the highways rural grass cutting contract (outside the speed limits of towns and villages) and queries relating to rural areas can be directed to Marie Bedborough 07342 091539.

**6. SOCIAL CARE, HEALTH AND HOUSING**

**6.1 Review of the Day Offer for Older People and Adults with Disabilities**

Central Bedfordshire Council approved the decision to provide a more personalised and improved Day Offer for older people and adults with disabilities.

The decision aims to secure better outcomes for current and future customers and follows an extensive period of consultation and engagement with those who use the service. All of the feedback received by the Council and our responses can be found on the Council's website along with the full report that was considered by the Council's Executive. You can find these at: <http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=577&MId=5136&Ver=4>.

Building on this work, the Council will start to conduct reviews of the services offered at each centre and the needs of its current and future customers. It plans to work closely with customers, their carers and staff to develop options together. These will include opportunities for customers to receive more individual services and for those services to be more integrated with other community facilities.

**6.2 Inside Out of Mind**

Central Bedfordshire Council continues to strive to improve services and support to people with dementia and their carers.

On Tuesday 21<sup>st</sup> February 2017 Central Bedfordshire Council and the Grove Theatre had great pleasure in hosting 'Inside Out of Mind' a recording of a deeply touching and unique play about life on a dementia ward from the perspective of the patients, staff and visitors undertaken by the University of Nottingham.

The screening based on the play Inside Out of Mind, written by Tanya Myers and based on research in hospital wards for people with dementia led by Justine Schneider.

Cllr Hegley, Executive Member for Adults & Children's Social Care & Housing, Chairman, Dunstable Joint Committee, Member for Dunstable Central Ward opened this truly exciting educational opportunity, where we were joined by over 100 people including carers, Councillors and a range of staff from care homes, GP practices, NHS services, housing, social services, learning & development and library services, care agencies and a range of voluntary sector providers.

The film was followed by a facilitated discussion. The morning highlighted the challenges of person-centred dementia care and also recognised the many factors which influence our working environments. It looked at how it feels to be a person with dementia, and how it feels to care for people who are affected.

The event was also supported by information stands from Aragon Housing, Healthwatch, Carers in Bedfordshire, and Tibbs Dementia Foundation.

### 6.3 Just Ask

Central Bedfordshire Council are working in partnership with Healthwatch Central Bedfordshire, Aragon Housing and their residents group (ROAR) and the Bedfordshire Clinical Commissioning Group to host this year's Just Ask.

The roadshows run between April and October throughout the Central Bedfordshire area and goes out into the community to take information and advice to a wider and often hard to reach audience.

The aim of the project is to give residents the chance to find out more about a wealth of topics including social care, health, housing and many additional services like Public Protection and Trading standards.

There is a schedule of activity which you can find [here](#)

The 'Just Ask' project started its journey on 7<sup>th</sup> April where it visited Asda in Dunstable. There was a broad demographic of attendees on the day with over 234 people visiting. A range of enquiries included:

- Bus timetable/travel information.
- Financial – 'Struggling for Money' leaflet.
- Adult education course information was popular, with maths and IT being the most requested.
- Financial information about pensions, selling a home and will making.
- Carers information – general and for people who care for someone with a mental health issue.
- How to get housing with a local social housing provider.
- Blue Badge queries
- Both Mental Health and older people queries were the most common at the visit

More information on the Just Ask events you can visit Healthwatch Central Bedfordshire website or by email [info@healthwatch-centralbedfordshire.org.uk](mailto:info@healthwatch-centralbedfordshire.org.uk)



#### 6.4 Opening of Priory View

The council's flagship independent living scheme, Priory View, was officially opened on 11<sup>th</sup> April by HM The Queen. Her Majesty was accompanied by HRH The Duke of Edinburgh at the council's independent living scheme in Dunstable.

HM The Queen and His Royal Highness visited the home of resident Pauline Stainsby – one of the 83 state-of-the-art apartments at Priory View – during a tour of the building, and Her Majesty also had the chance to speak with other residents taking part in some of the numerous activities on offer.

Following lunch with dignitaries, residents and invited guests, Her Majesty officially opened the building before she and The Duke of Edinburgh were presented with a posy and a gift by Priory View's oldest residents George Baker, a former Royal Navy serviceman, and Angela Greene.

More pictures and video of the Royal Visit check out the council's [Twitter](#) and [Facebook](#) pages.

### 7. SCHOOLS

#### 7.1 School Admissions

Parents of children starting school (Reception Year) or transferring to middle school for September 2017 were notified on 18 April (national primary offer day) of which school their child has been offered a place. Across Central Bedfordshire 95% of pupils were offered their first preference school. Details of the level of subscription at all schools in Central Bedfordshire are available on our website. <http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>

#### 7.2 School Organisation

We continue to monitor and adjust the forecast for school places required in the towns as a result of the development north of Houghton Regis

### 8. YOUTH SUPPORT SERVICES

Local authorities have a duty to track the destinations of young people aged 16 and 17 year olds in their area with a view to ensuring that they engage in some form of education or training until at least their 18th birthday (*end of school year 13*). Tracking is achieved by utilising various means such as telephone calls, letter, email, text message, Facebook, home visits and the use of various database systems such as Tribal, National Learner Records and Mosiac.

#### **Update on NEETs within the wider Central Bedfordshire area**

Within the wider Central Bedfordshire school year 12-13 cohort at the end of March 2017, there were a total of 5767 of young people recorded by the service. Of these there were 116 (2.0%) reported to have a NEET status and 5479 (95%) recorded as being in 'Education, Employment or Training' (*EET*). The proportion of young people (*School years 12-13*) still 'In Learning' is currently at 92.8%. There are 170 young people whose current situation is not currently known. This value includes the 20 who were tracked but refused to supply any information and 115 that could not be contacted using various means available to the service.

#### **NEET Overview for Dunstable**

At the end of March 2017 there were 27 young persons with a recorded NEET destination which is a slight increase from the 23 at the end of January 2017.

The overall % proportion of the Dunstable population aged school years 12-13 who are currently record with a NEET destination is 3.2% (January=2.8%).

Dunstable Headline Figures for March 31 <sup>st</sup> 2017		
Total YPs in area	845	(100%)
EET	799	94.6%
NEET	27	3.2%
Unknown	19	2.3%

### Characteristics of the NEET Group in Dunstable:

The following information provides an overview of the characteristics of the current NEET group in relation to young people aged 16-18 (*school years 12-13*). Where relevant, the tables include the figures for two other areas enabling a comparison to be made if required.

#### (1) Area

The Dunstable-Central ward remains the only ward in Central Bedfordshire having a zero total for the number of recorded NEET young people. Dunstable-Northfields still has the highest number of NEET young people living in its area and is currently registering 10 young persons with that characteristic but this is a decrease from 11 recorded in the January report.

The following table gives a break down of the NEETs recorded as living within each ward at the end of March 2017.

Ward	Total number of YPs in the Year 12-13 cohort	Total number of YPs recorded as NEET	% of NEET within ward
Dunstable-Central	86	0	0%
Dunstable-Icknield	180	5	2.8%
Dunstable-Manshead	137	8	5.9%
Dunstable-Northfields	235	10	4.3%
Dunstable-Watling	207	4	2%
<b>Total</b>	<b>845</b>	<b>27</b>	<b>3.2%</b>

#### (2) Gender

The gender breakdown of the Dunstable area shows that it is still the young females who are more likely to be NEET (*17 : 63.0%*) than the young males (*10 : 37.1%*).

Gender	Houghton Regis		Dunstable		Leighton Buzzard	
Male	5	(38.5%)	10	(37.1%)	9	(47.4%)
Female	8	(61.6%)	17	(63%)	10	(52.7%)
<b>Total</b>	<b>13 (2.9%)</b>		<b>27 (3.2%)</b>		<b>19 (2.2%)</b>	

#### (3) Age

The age breakdown indicates that it is the 18 year olds that are most likely to be NEET within Dunstable.

Actual Age (Year 12 & 13)	Houghton Regis		Dunstable		Leighton Buzzard	
16	2	(15.4%)	8	(29.7%)	2	(10.6%)

17	9	(69.3%)	7	(26%)	14	(73.7%)
18	2	(15.4%)	12	(44.5%)	3	(15.8%)
<b>Total</b>	<b>13</b>		<b>27</b>		<b>19</b>	

**(4) Time**

There is still a general peak in numbers for the 'less than 3 months' category.

Length of Time NEET	Houghton Regis		Dunstable		Leighton Buzzard	
Less than 3 months	7	(53.9%)	12	(44.5%)	7	(36.9%)
3 - 6 months	5	(38.5%)	9	(33.4%)	4	(21.1%)
6+ months	1	(7.7%)	6	(22.3%)	8	(42.2%)
<b>Total</b>	<b>13</b>		<b>27</b>		<b>19</b>	

**(5) NEET Status**

The number of young people within the Dunstable NEET group currently available to the labour market and actively seeking EET is 17 (63% of the NEET cohort of this area) compared to the 10 37 % of the NEET cohort of this area) who are currently not available for EET due to their personal circumstances (e.g. Illness, pregnancy, etc.).

Status	Houghton Regis		Dunstable		Leighton Buzzard	
Seeking Employment or Training	10	(77%)	17	(63%)	13	(68.5%)
Unable to work due to 'Personal Circumstances'	3	(23%)	10	(37%)	6	(31.6%)
<b>Total</b>	<b>13</b>		<b>27</b>		<b>19</b>	

**(6) Unknown Destinations**

19 (2.3%) young people in the area have a recorded destination of 'Unknown'. 13 of these young people could not be contacted using the information held by the service. Destinations are only made 'Unknown' when the service has attempted at least 3 telephone calls; including 1 during the evening, letter, email, text message, Facebook search, a home visit during the day, as well as cross referencing with the Tribal, National Learner Records and Mosaic database systems. 2 young people were contacted by refused to provide any information concerning their current destination.

The percentages allow comparisons to be made against each area's total population.

Unknown Destinations	Houghton Regis		Dunstable		Leighton Buzzard	
Refused Information	2	(0.5%)	2	(0.3%)	0	(0%)
Cannot be Contacted	11	(2.5%)	13	(1.6%)	16	(1.9%)
Unknown / Left Area	5	(1.2%)	4	(0.5%)	1	(0.2%)
<b>Totals</b>	<b>13</b>		<b>19</b>		<b>19</b>	

**9. LICENSING AND POLLUTION**

- Prestige Express, Dunstable – Appeal against decision of Licensing Sub-committee to refuse to allow licence to sell alcohol on 24/7 basis. We are awaiting preliminary case management hearing to set date for full hearing of appeal in the magistrate's court.
- McDonalds – undergoing refurbishment. Closed until end of April (approx.)
- New premises licence application received for Go Karting for Fun at Unit 27, Verey Road, Dunstable.
- Poynters News, Poynters Road, Dunstable have applied to extend their hours for sale of alcohol until 02.00.

Box U Fit, Katherine Drive, Dunstable – a fitness studio has set up apparently without planning permission and is causing noise issues. After investigating the noise complaints further, we have served a noise abatement notice but are currently awaiting a response from Planning Enforcement as to what action they propose to take in the matter.

## 10. PUBLIC HEALTH

Specific Public Health delivered and commissioned interventions taking place in Dunstable include:

### 10.1 NHS Health Checks

The NHS Health Check programme aims to prevent heart disease, stroke, type 2 diabetes and kidney disease, and raise awareness of dementia, both across the population and within high risk and vulnerable groups. NHS Health Checks are being delivered through 9 of the 10 Chiltern Vale GP Practices to eligible residents, aged 40-74 years. From 1<sup>st</sup> April 2016 to 28<sup>th</sup> February 2017, 2,967 Chiltern Vale residents were offered an NHS Health Check and 1,744 were completed, this equates to 77% of target delivery. Following the completed Health Checks within this period, 39 people were newly diagnosed with hypertension, 59 were newly prescribed statins and 7 were newly diagnosed with type 2 diabetes.

### 10.2 Obesity And Excess Weight

Levels of obesity and excess weight are high across Dunstable compared to other wards within CBC. To support a reduction in child and adult weight levels, and raise levels of physical activity, there have been a number of services commissioned to deliver interventions.

#### Data

Obesity data shows that the average level of obesity in adults for Dunstable Central, Dunstable Icknield, Dunstable Manshead, Dunstable Northfields, Dunstable Watling, Caddington and Eaton Bray wards is 25.28%. (CB average – 23.7%)

Excess weight data from the National Child Measurement Programme for children age 4-5yrs old within the same wards shows the average level for excess weight is 21.5%. (CB average – 20%)

Excess weight data from the National Child Measurement Programme for children age 10-11yrs old within the same wards shows the average level for excess weight is 26.3%. (CB average – 28.7%)

### 10.3 Commissioned Services

- **BeeZee Bodies** – Weight Management programmes for young children (HENRY), families (BeeZee Families), men (Gutless) and pregnant women (BeeZee Bumps)

- In Q2 there were 2 HENRY programmes which ran in Leighton Buzzard and Dunstable. Both these programme included referrals from families who live in Dunstable.
  - 1 BeeZee Families programme ran in Dunstable which included referrals from families who live in Dunstable as well as surrounding wards.
  - BeeZee Bodies also commission Weight Watchers and Slimming World via the GPs. All the GPs in Houghton Regis use this referral programme for adults who are overweight or obese.
  - 2 Gutless programmes have run in Dunstable since April 2016.
  - SWWW (*waiting for BZBs figures*)
  - BeeZee Bumps Maternal Obesity programme is working with midwives to refer women who are overweight and deliver at the L&D.
- **Bike It** – 7 schools in Dunstable are engaged with the 'Bike It' programme delivered by Sustrans, to increase physical activity and raise the number of pupils who are able to cycle/scoot to and from school safely. This also includes work with school staff and families.
  - **Oral Health Promotion** – As Dunstable is one of the areas within the most deprived in CB, Community Dental Services were commissioned to deliver several programmes from April 2016 – March 2018.
    - Fluoride Varnish application to 3year olds to decrease levels of tooth decay in young children. Working with Childrens Centres and Early Years settings.
    - Healthy Smiles programme for 2 – 4 year olds, - 9 nurseries and Early Years settings were offered the programme and 4 accepted.
    - Life Long Smiles programme for elderly care settings was offered to 6 settings but only 2 showed an interest but they will all be contacted again in 2017.
  - **Food Award Scheme** – Funding from Public health has been secured to introduce a Food Award Scheme. Working with Environmental Health, a new officer will contact food businesses to support them to reduce the levels of fat, salt and sugar in food served. The award will initially be offered to Leisure Centre cafes and Hot Food Takeaways in areas of high levels of excess weight.

#### 10.4 Looking forward

##### **Obesity and Excess Weight**

- A new Gutless programme began in the Dunstable area in the middle of January 2017.
- The Food Award Scheme will be offered to the café at the Dunstable Downs Visitor Centre as part of the Healthier Options Scheme.
- 'Bike It' funding has been secured until March 2018 and new schools will be offered the chance to engage in the programme.
- Oral Health programme will focus on completing the Fluoride Varnish programme in 2017/18 and delivering a Supervised Toothbrushing Programme to Early Years settings and primary schools in the most 20% deprived areas of CBC which include Dunstable.

**10.5 Stop Smoking Services** are delivered across all GP Surgeries in Dunstable and Houghton Regis.

Other clinics, delivered by the CBC specialist service run at the following times/venues:

Venue	Day	Time
Salvation Army - Dunstable	Monday	4pm – 8pm
	Wednesday	9am – 1pm
Dunstable Library	Tuesday	12pm – 5pm
Priory Gardens Surgery	Saturday	9am – 1 pm

Extended treatment programmes are available to residents with a Mental Health diagnosis or COPD (Chronic Obstructive Pulmonary Disorder). The Smokefree Baby and Me programme is also available for pregnant smokers.

Call one of our advisors free on 0800 013 0553 (press 1 for Central Bedfordshire)

Fax: 0300 300 8285

Email: [stop.smoking@centralbedfordshire.gov.uk](mailto:stop.smoking@centralbedfordshire.gov.uk)

<http://www.smokefreebedfordshire.org/>

## 11. PARTNERSHIPS AND COMMUNITY ENGAGEMENT

### 11.1 Town and Parish Council Conference

The latest Town and Parish Council Conference was held on Wednesday 22 February, at Priory House, Chicksands.

The theme for the event was 'Emergency Planning'. The presentation and post conference report will be available on our website shortly.

### 11.3 Cheering Volunteering

The third annual Cheering Volunteering awards and celebration event will be held during National Volunteers Week, on Tuesday 6 June at the Grove Theatre in Dunstable.

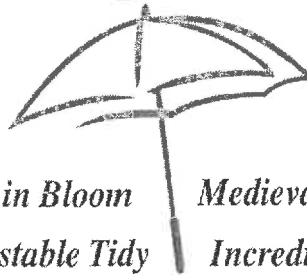
Having grown in success and popularity over the past two years, Cheering Volunteering is organised by the council, working in partnership with the volunteer centres as part of Central Bedfordshire Together, to say thank you to those who give their time to help others. In 2017 Cheering Volunteering will join with the Chairman's reception.

The Cheering Volunteering Panel met on 20 April to select the winners and highly commended candidates from the 86 nominations received and approved 14 grants as part of the '**Inspiring Volunteering**' small grants scheme, set up to assist voluntary and community organisations to encourage volunteering.

The event is sponsored by Biffa, Aragon Housing, Bedfordshire Fire and Rescue Service, ProLogis and Jeakins Weir and you can book your seats at the free event on 6<sup>th</sup> June at the Grove Theatre, Dunstable. [Click here.](#)

If you have any photos of local volunteers in action, please send them to [Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk](mailto:Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk) so that they can be included in the photo montage during the event.

## Promoting Dunstable



*Dunstable in Bloom*

*Medieval Dunstable*

*Keep Dunstable Tidy*

*Incredible Edible*

Chairman  
Hugh Garrod  
[h.garrod@ntlworld.com](mailto:h.garrod@ntlworld.com)

Secretary  
Sarah Woodruff  
[sarah.woodruff@ntlworld.com](mailto:sarah.woodruff@ntlworld.com)

Tuesday, 07 March 2017

Promoting Dunstable report to the Joint Committee

04.04.2017

Promoting Dunstable would like to thank the Joint Committee for the grant of £500 for the Keep Dunstable Tidy campaign (KDT). Expenditure so far has been: -

£	
57.06	16 Hi-viz jackets
285.12	20 Pick-sticks, 10 bag holders, gloves and plastic bags
7.20	posters and door-to-door leaflets, leaving a balance of £150.62

There have been 2 litter-picks in Green Lanes, 2 on Downside, besides others at the skate park, Bennett's Recreation Ground and around Beecroft. The turnout of locals is good and I am pleased that we have children taking part. My long term aim is to establish local groups who will organise their own sessions, to which KDT will bring jackets, pick sticks etc. This may take some time. KDT now has its own Terms of Reference. When I give talks to local groups about Dunstable In Bloom, I now include KDT.

Hugh Garrod  
Chairman of Promoting Dunstable

Dunstable In Bloom – Report for May Joint Committee.

“Flower Power” is the theme for Dunstable In Bloom this year and we have five schools signed up so far, also the Methodist Scouts who tend a raised bed outside the shops in Lowther Road.

Wheelie Fantastic is a new competition for this year being co ordinated by a DTC officer, with local schools all being encouraged to be creative with any sort of wheels. Our wheelbarrow trail is ongoing and we have sponsorship from 4 companies to buy wheelbarrows. A wheelbarrow was planted up in the garden of Priory View for the visit by the Queen and the Duke of Edinburgh featuring a corgi wearing a United Kingdom flag coat which we understand was a topic of conversation during the Queen’s stay for lunch.

30 more heritage fruit trees have been planted around Dunstable, new sites include Ladies Lodge and Priory View who already have a strong garden club and will, we hope, feature prominently in our bid for a further gold in the Anglia in Bloom competition.

A Hambling Seedling, propagated in the late 1800’s by Col William Hambling of Chews House, is being planted in West St Cemetery near the Hambling family plot, other Hambling seedling apple trees have been allocated to other sites in order to keep the species prospering in it’s home town of Dunstable.

Our launch event for the 2017 bid to Anglia In Bloom was held on April 25<sup>th</sup> at Southwood Road where the local Residents Association have converted a neglected roundabout into a splendid drought garden. Drain pipes and kerb stones were donated by Carillion from the site of the new Woodside and M1 link roads, hauled into place and painted by residents from the area, Dunstable In Bloom have donated some funds to help with the planting – another new site to show the judges when they visit in the summer.

Due to the opening of the two new roads to the North East of Dunstable and the detrunking of the A5 through Dunstable there may not be flower displays along the centre of the main road as we are expecting the railings through the centre to be taken out - we await further news from Central Bedfordshire as to the actual plans.

An appeal for photographs of spring and summer front gardens and hanging baskets has gone out in the latest edition of Talk of the Town” the Town Council magazine.

Cllr Ann Sparrow – Dunstable In Bloom.



**DUNSTABLE JOINT COMMITTEE**

**THURSDAY 4 MAY 2017**

**RISK LOG**

<b>Purpose of Report:</b> For Members to analyse and consider any appropriate updates / additions required for the Dunstable Joint Committee Risk Log
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**1. ACTION RECOMMENDED**

- 1.1 That Members advise and recommend any updates / additions they feel necessary to the Dunstable Joint Committee Risk Log attached at appendix 1 of this report.

**2. INTRODUCTION**

- 2.1 The Dunstable Joint Committee risk log is now due for annual review, hence the purpose of this report. The risk log given at appendix 1 of this report.

**3. DETAILED CONSIDERATIONS**

- 3.1 The Risk Log for the Dunstable Joint Committee is updated on an annual basis and new risks identified as and when they emerge.
- 3.2 The Risk Log attempts to identify the main strategic risks facing the Dunstable Joint Committee and what interventions are currently in place in order to contain and minimise the risks.
- 3.3 Each identified risk has been given a risk rating multiplied by the likely probability of the risk happening. The same process is then undertaken to determine the residual risk once interventions have taken place.
- 3.4 The result is each risk is given a residual rating from 4 to 16 where 16 is high and 4 is low.
- 3.5 In most cases the identified risks have been given a residual risk rating of either 8 (medium) or 4 (low). In these cases the risk simply has to continue to be managed or minor interventions still need to be taken. When a risk is identified as higher than 8 then further actions will be required to bring the risk rating down.

**4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications arising directly from this report however, Members are reminded that once risks have been identified, the Committee has a duty to ensure that they are managed appropriately and this may require some future or ongoing resourcing.

**5. HUMAN RESOURCE IMPLICATIONS**

5.1 There are no human resource implications arising directly from this report.

**6. POLICY AND CORPORATE PLAN, HEALTH AND SAFETY AND LEGAL IMPLICATIONS**

6.1 None arising directly from this report.

**7. APPENDICES**

7.1 Appendix 1 – Risk Log, Dunstable Joint Committee 2017/18

**8. AUTHOR**

8.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

DUNSTABLE JOINT COMMITTEE  
RISK LOG 2017/18

AGENDA ITEM 9 APPENDIX 1

AN ASSESSMENT OF THE DUNSTABLE JOINT COMMITTEE RISKS

RISK	Assessment of Risk			CONTROLS	RESOURCES REQUIRED	Assessment of Residual Risk			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)					(Control measures in place)					
	Severity	L'hood	Risk Rating			Severity	L'hood	Residual Risk Rating			
The continuation of funding for the Dunstable Joint Committee	4	4	16	DJC receives funding from DTC & S106 (until 2019). This risk increases significantly as we near this date. Until then, budget permitting, DTC officers will continue to recommend that a contribution from the Town Centre Marketing budget be transferred to the Committee.	4	1	4	Annually	2018	Town Clerk and Chief Executive and Head of Partnerships and Community Engagement	
The accessibility and timely release of the financial contributions	4	4	16	The Committee accept that agreed initiatives are contingent on receipt of the funds	4	3	12	Annually	2018	Head of Partnerships and Community Engagement	

AN ASSESSMENT OF THE DUNSTABLE JOINT COMMITTEE RISKS

RISK	Assessment of Risk		RESOURCES REQUIRED	RESOURCES Assessment of Residual Risk (Control measures in place)		REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER	
	(Assume NO controls in place)	Risk Rating		Severity	L'hood				Residual Risk Rating
Financial Management	4	4	16	4	1	4	Annually	2018	DTC Head of Finance and Support Services and Head of Partnerships and Community Engagement

AN ASSESSMENT OF THE DUNSTABLE JOINT COMMITTEE RISKS

RISK	Assessment of Risk			RESOURCES REQUIRED	Assessment of Residual Risk			REVIEW FREQUENCY	DATE OF NEXT REVIEW	OWNER
	(Assume NO controls in place)				(Control measures in place)					
	Severity	L'hood	Risk Rating		Severity	L'hood	Residual Risk Rating			
The continued and active involvement of all partner authorities	4	4	16	4	2	8	Reviewed annually	2018	Town Clerk and Chief Executive and Head of Partnerships and Community Engagement	
	Without full engagement of the main partner authorities DJC will be unable to operate. It is the role of both lead officers to ensure that DJC holds significance within the individual organisations. Members also have the role to play ensuring that members and officers of the individual organisations are fully engaged and committed to undertaking the work associated with the DJC			This risk would be reduced if the prominence of this Committee was improved within the CBC staff structure						

