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David Ashlee Town Clerk and Chief Executive



Our Ref: DA/RGS/C1

Date: 22 September 2017

Dear Councillor

You are summoned to attend a meeting of Dunstable Town Council to be held in the Council Chamber, Grove House, 76 High Street North, Dunstable on **Monday 2 October 2017 at 7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. To authorise the Chairman to sign as a correct record the Minutes of the meetings of the Council held on 26 June 2017 (enclosed at page 1).
3. Specific Declarations of Interest.
4. Chairman's Remarks – (including Civic Events and Mayoral Activities as detailed in the report of Mayoral and Democratic Services Officer (see page 7).
5. Public Question Time
6. To answer questions under Standing Order 16
7. To receive reports of the undermentioned Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Community Services	4 September 2017	12
Grounds and Environmental Services	11 September 2017	15
Finance and General Purposes	18 September 2017	19
Dunstable Joint Committee	22 June 2017 21 September 2017	25 to follow

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

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

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

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

ON MONDAY 26 JUNE 2017

Present: Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Lisa Bird, Jessica Castle, John Chatterley, Terry Colbourne, Steve Elliott, Jeannette Freeman, Eugene Ghent, Peter Hollick, Liz Jones, Patricia Russell, Emma Simmons, Ann Sparrow, Pat Staples, Nigel Warren

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

Apologies for Absence: Councillors Sid Abbott, Claire Meakins, Des Moffatt and Andy Whayman

Public Attendance: 1

133 MINUTES

The Minutes of the meeting of the Council held on 15 May 2017 were approved as a correct record and signed by the Town Mayor.

134 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Staples	Pecuniary interest – Dunstable Market	8
Councillor Bird	Pecuniary interest – Dunstable Market	8

135 CENTRAL BEDFORDSHIRE COUNCIL - DRAFT LOCAL PLAN

The Town Mayor welcomed Connie Frost-Byrant, Local Planning Manager, Regeneration and Business, of Central Bedfordshire Council who gave a briefing on the draft Local Plan for Central Bedfordshire.

The draft Plan would be launched for public consultation on 4 July for 8 weeks, closing on 29 August. There would be a drop-in session for Town and Parish Councils on 18 July and drop in sessions for the public between 11 July and 9 August, the closest for Dunstable being at Caddington Sports and Social Club on 9 August.

A summary leaflet would be produced and made available in libraries and other public buildings and the Central Bedfordshire website would be updated with clear instructions on how to comment.

Connie outlined the strategic issues influencing the Plan and the evidence base which underpinned it. The proposed strategy was to deliver the growth in a way that respects and maintains the character of Central Bedfordshire and delivers infrastructure and services to support it by.

In answer to Members' questions she advised that Luton would not be extending its boundaries and if there was a requirement to deliver some of the housing need within Central Bedfordshire then this would be under that Council's policies. She advised that there was not much potential for growth within Dunstable. Potential sites within Central Bedfordshire were still being considered and there would be further discussions with town councils and residents.

The Town Mayor thanked Connie for her presentation. Copy of the presentation slides would be available from the Town Clerk and Chief Executive.

136 TOWN MAYOR'S REMARKS

The Town Mayor referred to the report detailing her attendances at events since the last meeting of the Council up to 19 June 2017.

She was particularly pleased to have attended the Council's first music event for the summer and the first of the Priory Pictures which had been a great afternoon and had received great media response. She also made particular reference to the recent concert by Caritas Harmony in aid of her Charities. Disappointingly she had had to cancel the planned Charity Afternoon Tea at Creasey Park Community Football on Sunday 9 July due to lack of ticket sales.

The series of Sunday Afternoon Band Concerts had started and the Mayor asked Members to let her know if they may be able to act as host on any of the dates.

137 PUBLIC QUESTION TIME

There were no questions put to the meeting.

138 QUESTIONS UNDER STANDING ORDER 16

There were no questions put to the meeting.

139 DUNSTABLE JOINT COMMITTEE

RESOLVED: that the Minutes of the meeting of the Dunstable Joint Committee held on 4 May 2017 be received.

140 COMMUNITY SERVICES COMMITTEE

a) Band Concerts (Minute 109/2017)

In answer to a question from Councillor Hollick, Councillor Liz Jones advised that the Council's Ice-cream Concession was present in the Gardens during the Band Concerts.

b) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meetings of the Community Services Committee held on 15 May and 5 June 2017 be received.

141 **GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

a) **Creasey Park Community Football Centre (Minute 117/2017)**

In answer to a question from Councillor Sparrow, the Town Clerk and Chief Executive advised that he had had a meeting with the new Chairman of Dunstable Town FC and his Committee and as far as was known, the intention was to enter the Club into the same league for 2017/18 playing season and it was therefore anticipated that DTFC will still be hosted at Creasey Park.

b) **MTRF, Splash Park and Associated Café Provision (Minute 118b/2017)**

Councillor Jones praised officers' work in successfully opening the Splashpark on Friday 23 June and gave particular thanks to David Ashlee, Town Clerk and Chief Executive, and James Slack, Sports and Leisure Facilities Manager. Councillor Colbourne, in echoing the sentiment, asked for an update on the problems encountered on the morning of the meeting and the Town Clerk and Chief Executive advised that the contractor had been on site and the Splashpark was open by 1.00 pm. There would be a review meeting later in the week to ensure that the problem with the calibration and dosing of the water system had been fully resolved.

c) **Dunstable Cemetery (Minute 119d/2017)**

Councillor Jones praised the work of the Grounds staff in preparation for the Green Flag judging at Dunstable Cemetery, acknowledging that there was still a lot of work to do as part of the 5 year plan but she was pleased with the appearance of the grounds. She would be attending the award ceremony in July with the Cemetery Manager.

In response to a question from Councillor Sparrow regarding the noise nuisance from the Cemetery, the Head of Grounds and Environmental Services, advised that he had been in discussion with the Anti-Social Behaviour Team of Central Bedfordshire Council and the Police and a problem solving group had been formed to do all it could to help the residents of Meadway.

d) **Dunstable War Memorial**

In answer to a question from Councillor Russell, the Chairman, Councillor Jones, advised that the working group would be meeting that week and would approve the brief for the refurbishment and improvement of the war memorial, when consideration would be given to the inscriptions on any plaques.

e) **Dukeminster Estate (Minute 121/2017)**

Councillor Hollick advised that he and Councillor Chatterley had attended the meeting of the CBC Development Management Committee which had considered the planning application for the Dukeminster Estate and following consideration of the concerns raised, including from residents of Priory View, new plans would be put forward in August.

f) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meetings of the Grounds and Environmental Services Committee held on 15 May and 12 June 2017 be received.

142 **FINANCE AND GENERAL PURPOSES COMMITTEE**

a) **MTRF, High Street Improvement Scheme (Minute 130d/2017)**

As requested by Councillor Sparrow, the Town Clerk and Chief Executive would send to all Members a list of all those who were actively engaged in this scheme.

b) **Minutes**

RESOLVED: that, subject to the foregoing, the Minutes of the meetings of the Finance and General Purposes Committee held on 15 May and 19 June be received.

143 **ANNUAL GOVERNANCE STATEMENT AND ACCOUNTING STATEMENTS 2016/2017**

The Council considered the Annual Governance Statement and Accounting Statements included within the Annual Return.

The Annual Governance Statement acknowledged the Council's responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.

The Annual Governance Statement was evidenced by the Internal Audit Programme, the Internal Audit Reports throughout the year and the final Internal Audit Report, together with the Corporate Risk Log.

The Council's statutory accounts had now been prepared by the Council's Consultant Accountant in accordance with the Accounts and Audit Regulations 2015 on the basis of an income and expenditure account and a statement of balances in accordance with, and in the form specified in the Annual Return required by proper practices as a "smaller relevant body".

The accounts had been prepared in the form of the Annual Return, a copy of which had been received by Members, together with supporting financial statements, which were not subject to audit but provided background information to the figures declared in the Annual Return.

Members also received additional explanatory notes on the information contained within the financial statements and noted that the Council's Internal Auditor had completed the final internal audit report and had assigned positive assurances in each area of the Internal Audit Report at Section 4 of the year's Return.

The Town Clerk and Chief Executive presented a summary of the Council's financial performance for the year, with particular reference to the contribution to the General Reserve, which had been achieved by revenue budget savings. He outlined the most significant variances against budget as included in the report provided. Details of the Council's Earmarked Reserves had been reported to Finance and General Purposes

Committee on 19 June 2017 and these were also included in the financial statements and reproduced in the separate Annual Report.

In answer to a question from Councillor Chatterley, the Head of Finance and Support Services reiterated that the Council was not required to prepare Financial Statements under the Financial Reporting Standard for Smaller Enterprises and that document had been provided for information only and was not subject to audit. The format for preparation of the Annual Return had been the same since 2011.

Members were reminded that in accordance with the Issues Arising Report at the conclusion of the previous year's audit, the Auditor's name had been removed from the Financial Statements prepared under the Financial Reporting Standards for Smaller Enterprises as these were not required under the Regulations and were not subject to audit.

The Town Clerk and Chief Executive offered to run a workshop on the Council's financial regime if it helped Members' understanding and also invited any Member who wanted further detail of the Council's finances to arrange a meeting with himself and the Head of Finance and Support Services.

- RESOLVED:**
- i) that the Annual Governance statement at Section 1 of the Annual Return be completed in the affirmative and the Town Mayor and Town Clerk and Chief Executive be authorised to sign accordingly
 - ii) that the Accounting Statements 2016/2017 at Section 2 of the Annual Return be approved and the Town Mayor be authorised to sign accordingly
 - iii) that the Annual Return for the year ended 31 March 2017 be approved for submission to the auditor.

Action: Head of Finance and Support Services

144 ANNUAL REPORT 2016/2017 AND REVIEW OF CORPORATE GOVERNANCE ARRANGEMENTS

The Town Clerk and Chief Executive presented the Annual Report for 2016/17 which would be published on the Council's website and made available at other usual public distribution outlets. The document provided an evidence source to residents as to the quality of services provided by the Council, as well as being an important planning tool for the organisation to ensure it could demonstrate continuous service improvement.

The format for the Annual Report was the same as agreed for last year's report and included a summary of the Council's activities and achievements over the last year, illustrated as "A Year in Dunstable". Section 4 set out how the Council is performing in relation to its stated aims contained within the Corporate Plan, the objectives for which are from the Corporate Plan adopted in December 2016. Also included was a report on the annual outturn for the Council's newly adopted performance indicators.

The Town Clerk reported on progress made regarding improvements to the Council's Corporate Governance arrangements which had included an update of Standing Orders and Financial Regulations. He also reported on actions implemented in response to the Council's newly adopted Environment and Sustainability Policy.

The Corporate Risk Log had been updated and Members noted that the main identified areas of strategic risk remained as income generation and property management. Income generation had been identified as high risk because of the current economic downturn and property management arrangements had been identified as high risk due to the high cost of maintaining Council property which included listed buildings.

Members also noted the review of the Council's Health and Safety Policy and had received an updated copy.

A suggestion that the Annual Report should include reports from the Heads of Service was not supported.

It was agreed that the format and cost of producing the Annual Report would be reviewed for future years.

RESOLVED: i) that the Annual Report 2016/2017 be approved

iii) that the improvements to the Council's governance arrangements be noted

iv) that the Corporate Risk Log be noted

v) that the Council's Health and Safety Policy be approved.

Action: Town Clerk and Chief Executive

DUNSTABLE TOWN COUNCILMONDAY 2 OCTOBER 2017CIVIC EVENTS AND MAYORAL ACTIVITIES1. GENERAL INFORMATION

Purpose of Report: For information

- 1.1 Since the last meeting of the Council, the Town Mayor has attended the following functions/events:

27.06.17	Annual General Meeting, Ardley Height Scout Hut, Buttercup Lane, Dunstable	The Town Mayor was delighted to attend this local event and meet with the Scouts and Leaders
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- 1.2 The Town Mayor attended the following functions during July:

01.07.17	Croquet Competition, Priory Gardens, High Street South, Dunstable	The Mayor enjoyed an afternoon of croquet and presented the trophies before drawing the first ticket in the raffle. The club are very appreciative of the Parks staff who work hard to maintain the croquet lawn
02.07.17	Hospice at Home Charity Lunch, Efes, High Street North, Dunstable	This was a lunch to raise funds for one of the Mayor's chosen charities. Overall there were about 50 attendees and much money was raised for their depleting funds
02.07.17	High Sheriff's Garden Party, Wardown House Museum & Gallery, Stockwood Park, Luton	The event is attended by most of the "chain gang" of Bedfordshire, other dignitaries and members of many charitable organisations. This is a good networking event in a friendly atmosphere.
03.07.17	Hospice at Home, Annual General Meeting, Grove House, High Street North, Dunstable	The main point of concern to the organisation was the loss of Clinical Group Commissioning Funding (CGC) that leaves the charity with enough funds for 2 or 3 more years at the current expenditure. After the meeting the Town Mayor was invited to present long service awards to some of the volunteers
04.07.17	Bedfordshire Games, Bedford Athletic Stadium, Barkers Lane, Bedford	These annual games are for people of all ages with varying degrees of disability. The smiles and sense of achievement on all the faces when they were presented with their medal (gold, silver or bronze), showed how much they had enjoyed themselves. A most enjoyable and rewarding event to attend

06.07.17	Weatherfield Academy, Dunstable	This was the leavers' assembly when 17 young people were moving on mostly to Central Bedfordshire College. After the assembly the Town Mayor was taken on a tour of the school and facilities, which included a small farm
06.07.17	Student Awards Ceremony, Central Beds College, Kingsway, Dunstable	Afternoon tea for students nominated to receive awards and invited guests. The Principal wanted the Mayor of Dunstable "my Mayor" as he called her, to present the awards. This demonstrates the strong bond between the college and the town
13.07.17	Official Opening Ceremony, A5-M1 Link (Dunstable Northern Bypass)	The Town Mayor was invited to The Incuba Centre for a welcome and some light refreshments before being taken on a coach tour ending at the constructors' compound. On returning to The Incuba Centre she was joined by other stakeholders for a short presentation.
13.07.17	Marie Curie, Blooming Great Tea Party, Shires Funeral Directors, Vernon Place	A fund raising event for a worthy charity that the Mayor was delighted to attend. The following day they sent a thank you card and a beautiful flower arrangement to her in appreciation
13.07.17	Ashton St Peter's School, Leighton Court, Jonah a Fishy Tale	A lovely afternoon spent watching years 5 and 6 give a delightful performance which was appreciated by all who attended
14.07.17	King's House Preparatory School & Nursery, Grove Theatre, Speech Day 2017	A very special evening seeing the children receive their awards which were presented by His Excellency Mazen Kamal al-Homound, Ambassador of the Hashmite Kingdom of Jordan to the UK
15.07.17	Party in the Park, Grove House Gardens	The Town Mayor made a short speech to start off the event and then made a tour of the exhibits
17.07.17	Anglia in Bloom, Dunstable and Priory House	A wonderful collection of photographs that were displayed in the Council Chamber and then the Mayor hosted lunch for the two judges
19.07.17	Retirement Garden Party, The Chiltern School, Beech Road, Dunstable	The Mayor was pleased to attend the retirement party of the current head teacher, Shirley Crosbie, OBE who had been head of the school for over 25 years
21.07.17	End of Term Celebration, Willow Nursery, Goldstone Crescent	The Town Mayor was very pleased to attend this celebration
21.07.17	Bennett's Splash and Splashside Café Official Opening	The Town Mayor performed the official opening of the Council's new facility

23.07.17	Band Concert, Grove House Gardens	This was the first of the season of Sunday Band Concerts organised by the Council which the Town Mayor was happy to launch
26.07.17	Licensing Service, St Augustine Church, Oakwood Avenue	A very moving ceremony to install the new Team Vicar, in the Parish of Dunstable, The Reverend Ricky Turner at the Church of St Augustine of Canterbury
28.07.17	Luton Civic Graduation Ceremony, Luton	Thankfully it didn't rain as many local Mayors and University Academics paraded behind the Mayor of Luton from the Town Hall to St Mary's Church where the Mayor was present to see the graduating students receive their degrees
28.07.17	Arts Exhibition Open Evening, Whipsnade Village Hall	The Town Mayor had the opportunity to officially open this unique student exhibition under the leadership of Dr Lorna Moore. The art course offered mature students a supportive environment to experiment with a variety of media and genres. She viewed the work produced and enjoyed an interesting evening

1.3 The Town Mayor attended the following during August:

02.08.17	National Play Day, Downside Neighbourhood Centre	The Mayor was pleased to attend this event in support of the many organisations that deliver advice and resources to the Downside residents
04.08.17	Breakfast Networking Meeting, Holiday Inn Express, London Road	After arising very early the Mayor attended this breakfast meeting. There was much time to talk to business members and obtain their views on the future of Dunstable. Parking was top of the list
04.08.17	Dunstable Town Cricket Club, President's Day Match, Lancot Park	The Mayor, as Honorary Vice-President, attended to watch and enjoy the cricket match. At the conclusion of the match she presented the Man of the Match Award
05.08.17	Beards and Barbers, High Street South, Dunstable	The opening of this shop in larger premises gave the Mayor much pleasure and demonstrated that businesses still wish to be in Dunstable
05.08.17	Priory Pictures, Priory Gardens	When attending this event the Mayor did a walk-about to gauge the opinions of the audience. Their comments were generally "more please", but please arrange good weather!

07.08.17	Pride of Dunstable Business Supper Club, The Coconut Garden, Dunstable	The Mayor was pleased to attend the 3rd meeting of this supper club for local businesses. A useful forum for participants to share ideas and in this instance with the Town Council
13.08.17	Sunday Band Concert, performance Area, Grove House Gardens	The Mayor hosted the last of this season's concerts on a warm and sunny afternoon, just perfect weather. At the conclusion of the concert the Mayor with several members of the public were invited to participate
15.08.17	Meaningful Education Ltd, The Hub, Sandringham Drive Houghton Regis	The Mayor supported this event as it is a new group offering support and advice to those with mental health problems. This group has the support of the High Sheriff and is looking for additional premises in the wider area of Bedfordshire
15.08.17	Slimming World Woman of the Year, Salvation Army Centre, Dunstable	This evenings' session was a celebration of the group in reaching their personal weight loss targets. The Mayor presented an award to the Slimmer of the Year and certificates to the 3 runners up
17.08.17	Fit for Fun Summer Activity, Beehive Children's Centre, Westfield Road, Dunstable	The Mayor was pleased to attend this event that was organised by the Beehive Children Centre for Northfield residents. The advice and support services were much the same as at the Downside National Play Day
17.08.17	Dunstable Beer Festival, Grove House Gardens	The Mayor took great delight in "pulling" the first pint of beer to open this year's Beer Festival
18.08.17	BBC 3 Counties Radio Interview, Grove House Gardens	This gave the Mayor the opportunity to publicise the Council's events programme and in particular the Beer Festival
19.08.17	Charity Coffee Morning, Village Green Pavilion, The Green, Houghton Regis	The Mayor attended and was pleased to exchange views on a variety of topics with other visiting Mayors and Deputy Mayors

1.4 The Town Mayor attended the following during September:

05.09.17	Irmaq BBQ, High Street North, Dunstable	The Mayor was pleased to attend this event to promote the 1st Anniversary of the business opening and provide a publicity photograph
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06.09.17	Bedfordshire Fire & Rescue Service, The Auction House, Luton	The Mayor was delighted to attend and give her personal recognition for the work done by this service in keeping our community safe. She was pleased to note that two Dunstable based Watch Commanders received Long Service Awards and had written to congratulate them on behalf of the Council
07.09.17	Green Flag Raising, Dunstable Cemetery	Madam Mayor was delighted to raise the Green Flag as it is justly deserved and recognises the hard work of the Cemetery Grounds Team and Management
09.09.17	Proms in the Park, Priory Gardens	The Mayor opened the event, the last in the Town Council's summer events, and was pleased to see so many members of the public attend, especially after the heavy rain that fell earlier in the evening
10.09.17	Dunstable Town Guides Walk, Dunstable Cemetery	The Town Mayor was taken on a walk by one of the Dunstable Town Guides when she uncovered some fascinating, sad, and very human stories about the "residents" of the cemetery
10.09.17	Afternoon Tea, Shendish Manor, Hemel Hempstead	This invitation, the first ever received from the Mayor of Dacorum Borough Council was to attend an Afternoon Tea. It provided a good opportunity to network with many of the "Chain Gang" in Hertfordshire
14.09.17	Anglia in Bloom Awards Ceremony, The Ocean Rooms, Gorleston-on-Sea	The Mayor was proud and delighted to represent Dunstable at the Awards Ceremony. The success is so very deserved by all the partners that took part in this year's Dunstable in Bloom campaign
17.09.17	Service for Her Majesty's Judges, St Mary's Church, Luton	The Town Mayor attended the annual High Sheriff's Civic Service which was well attended by many of the counties organisations

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

2. AUTHOR

2.1 Michele Markus – Mayoral and Democratic Services Officer
e-mail: michele.markus@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF COMMUNITY SERVICES COMMITTEE

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

ON MONDAY 4 SEPTEMBER 2017

Present: Councillors Gloria Martin (Town Mayor), Pat Staples (Chairman), Lisa Bird, John Chatterley, Terry Colbourne, Jeannette Freeman, Eugene Ghent and Claire Meakins

In Attendance: Councillors Sid Abbott and Liz Jones; David Ashlee (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Sandy Coyle (Community and Young Peoples Services Manager) and Kelley Hallam (Office Administrator)

Apologies: None

Public: None

145 MINUTES

The Minutes of the meeting of the Community Services Committee held on 5 June 2017 were approved as a correct record and signed by the Chairman.

146 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Lisa Bird	Pecuniary interest – Dunstable Market	4
Councillor Pat Staples	Pecuniary interest – Dunstable Market	4

147 DUNSTABLE TOWN CENTRE SERVICES

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

The Head of Community Services reported on the market trader figures for May, June and July 2017 which included enquiry numbers, casual traders and permanent traders.

Members noted the income and expenditure figures.

Members were informed that the Market Officer had given notice of his resignation but a new officer, with market experience, had already been recruited and started this week.

Members were pleased to note the high attendance figures for the Craft Markets. Members also indicated that they would give further consideration to the future of holding the Friday market during the budget setting process for 2018/19.

148 PRIORY HOUSE

The Head of Community Services presented a report on recent operations and activities at Priory House, including trading account figures and Priory House maintenance.

The Priory House Manager was currently on long term sick leave, but the Priory House Assistant Manager and the rest of the Priory House Team were ensuring that there was a limited impact on day to day operations.

The Committee were informed that National Express had once again cut the commission and was now down to 5%. In light of this, a survey was being carried out into the costs of undertaking National Express coach transactions and would be reported at the next committee meeting.

Priory House Gift Shop had been awarded Silver Plus in the 2017 Shop Front Accreditation scheme.

A proposal had been put forward to name part of the 'Lounge' area 'Vivienne's Corner'. Members agreed this was a fitting tribute to Vivienne Evans' memory.

149 EVENTS AND MARKETING

The Head of Community Services presented an update report on past events and the planning of future 2017 events and updated members on the Council's website and social media usage.

All events so far had gone well especially the Beer Festival which had 1,693 people attend, 3,500 pints served and a sell-out of all beers and ciders.

The Events Officer had received a request that the Salvation Army Band be offered a permanent slot at the Sunday Band Concerts. Members had no objection to this.

RESOLVED: that the Dunstable Salvation Army Band be offered a permanent performance opportunity at the Sunday Band Concerts.

The Committee received the proposed events programme and dates for 2018. It was noted that next year History Day would replace Around the World, to mark the 100th Anniversary of the end of WWI. The Town Mayor also noted that the WWI Beacon Lighting event had not been included but was informed that a meeting was being held with the National Trust the next day and more details would be brought to Committee once this had taken place.

RESOLVED: that the proposed 2018 events and dates as detailed in table 1 of the report be agreed.

Officers also requested that Members consider the inclusion of two further events in 2018; The Beer and Cider Festival and Dunstable Rocks. Both events required a lot more consideration due to staffing resources, financial resources and health and safety issues for the Council. Following discussion, all members agreed that Dunstable Rocks had not been missed this year and that the family events had gone down much better with the public. Whilst the Committee were keen that a Beer Festival be staged in 2018, they did not want to make a final decision on full arrangements for this event until a more detailed report had been supplied at the next committee meeting.

RESOLVED: that Dunstable Rocks would not be included on the 2018 events programme

150 GROVE CORNER AND COMMUNITY ENGAGEMENT

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

This year's Summer Activities had been the most successful ever. Over 1300 people had attended the National Play Day and approximately 500 children enjoyed Inflatable Day, which was extremely busy. Officers were exploring options to expand the event next year.

Dunstable Men in Sheds would be having their official opening on 22 September.

The Junior Wardens initiative was now co-ordinated by two volunteers who were looking into expanding the scheme to Beecroft Academy.

151 OLDER PEOPLE'S DAY CARE SERVICE

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

Both groups had been on a trip to Windsor over the summer. Officers were able to hire a coach with a lift that enabled wheelchair users to attend the trip as well, which they hadn't been able to before. Members were pleased that all users were able to take part.

152 REPORTS FROM OUTSIDE ORGANISATIONS

South Bedfordshire Dial-a-Ride:
There was no report.

Dunstable Town Band:
Councillor Sparrow reported that the Town Band were hoping to play on the Square at Christmas as well as their SLA agreed performances at St Georges Day, Sunday Band Concert and Proms in the Park.

The Shambles Big Band were to hold a charity concert at the Methodist Church on 30 September in aid of Action for Children.

DUNSTABLE TOWN COUNCIL

**MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL SERVICES
COMMITTEE**

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

ON MONDAY 11 SEPTEMBER 2017

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

In Attendance: Councillor Eugene Ghent, David Ashlee (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Kelley Hallam (Office Administrator) and Ian Swinnerton (Grounds Operations Manager)

Apologies: Councillors Lisa Bird and Jeannette Freeman

153 MINUTES

The minutes of the meeting of Grounds and Environmental Services Committee held on 12 June 2017 were approved as a correct record and signed by the Chairman.

154 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

155 DUNSTABLE TOWN FOOTBALL CLUB

The Committee received a presentation from Neil Barker, Vice-Chairman of Dunstable Town Football Club. He explained to members that to try and resolve the club's previous problems they were now a community club run by supporters. They had set up a new committee and had appointed a new manager, coach and football team. Their aim was to get support from local people to build up their fan base and had started community projects with various schools and Dunstable Library. All members of the Council were encouraged to become members of Dunstable Town Football Club and visit Creasey Park Community Football Centre to support the occasional match.

156 PLANS-SUB COMMITTEE

RESOLVED: that the Minutes of the meetings of Plans Sub-Committee held on 20 June, 11 July, 27 July, 1 August and 22 August 2017 be received.

157 CREASEY PARK COMMUNITY FOOTBALL CENTRE

The Town Clerk and Chief Executive presented a detailed report on recent operations at the Centre including pitch and function hire and marketing.

Creasey Park hosted AFC Dunstable's 6th annual football festival which was attended by 120 youth teams over 2 days.

Quest Accreditation had been achieved for the 5th year with a notable score improvement to 'very good'. This was helped by the improved score for environmental practice.

Councillor Abbott wished to thank James Slack and the Creasey Park staff for their enthusiasm in implementing his environmental improvement recommendations.

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

158 BENNETT'S SPLASH AND SPLASHSIDE CAFE

The Town Clerk and Chief Executive presented a report on recent operations at Bennett's Splash and the Splashside Café.

Both facilities had opened on 23 June and from an operational prospective, officers had been very pleased with how the splash-park and café had operated.

The Committee received a daily breakdown of income figures for the café that also showed daily weather conditions.

Despite a number of concerns raised about parking provision and the effect on street parking, the Council had received only one complaint.

There had been four incidents of anti-social behaviour during the summer, one incident requiring the presence of the police. There would be a meeting with CBC's Anti-social Behaviour Unit and Bedfordshire Constabulary next March to discuss how such incidents could be avoided next year.

The Chairman thanked the staff on duty at the café and the other officers who came to assist for how they handled a difficult situation.

Members were informed that officers were keen to develop and enhance the features at Bennett Memorial Recreation Ground and transform it into a destination park. Proposals would be presented to the Committee over the next few years for improved play equipment, landscaping and tennis courts.

The Committee thanked the Sports and Leisure Facilities Manager for an excellent job in running both sites and to the staff for their hard work.

A full report with recommendations for next year's operations and a full breakdown of income and expenditure would be presented at the next meeting of this Committee.

159 MARKET TOWN REGENERATION FUND UPDATE

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

a) **Enhanced Town Centre Cleansing**

The serviced remained fully operational and officers had met with CBC officers to discuss the impact on street cleansing activities and how they could work more closely to improve the town centre environment.

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

This project was considered earlier in the meeting.

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

Project Design Studio Ltd had been commissioned to prepare three options for the new overthrow. The designs were shown to the Committee but the final decision would be made by CBC Conservation Officers.

160 **RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS**

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

a) **Recreation Grounds**

Since the last report to this Committee there had been two incidents of vandalism at Luton Road play area.

Replacement play equipment at Willoughby Road would be installed week commencing 2 October.

Football pitches had been measured and marked out for the start of the new football season.

b) **Town Centre Area**

Summer bedding and planters had flowered well throughout the summer and much praise had been received from the public.

The Anglia in Bloom ceremony was to be held on 14 September in Great Yarmouth.

c) **Town Ranger Service**

The Town Ranger continued to provide local residents with assistance to deal with eyesores and other environmental related issues. The Ranger had dealt with 50 requests since April 2017.

The Town Ranger had secured funding from CBC to regularly clean a number of bus shelters within the town to ensure that they are kept in good condition.

d) **Dunstable Cemetery**

Members received the burial figures for June, July and August 2017 along with the profiled income and expenditure figures as at the end of July 2017.

Dunstable Cemetery had been awarded Green Flag status and was now flying the flag at the entrance to the Cemetery.

The Cemetery Manager had recently met with one of the Town Guides with a view to place interpretation lecterns at notable graves.

e) **Allotments**

There were currently 45 people on the waiting list which was comparable to figures reported to the Committee in June. Members received the detail of the make-up of the waiting list.

There were currently 13 vacant plots that were in the process of being let out.

161 **REPORTS FROM OUTSIDE ORGANISATIONS**

CBC Development Management Committee:

Councillor Abbott had attended the meeting that considered the development on the former Dukeminster Estate to speak on behalf of the Council and members of the public with their concerns for the proposal. Central Bedfordshire Council granted planning permission.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

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

ON MONDAY 18 SEPTEMBER 2017

Present: Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Andy Whayman (Chairman), John Chatterley (Vice-Chairman), Sid Abbott, Peter Hollick, Anne Kennedy, Liz Jones, Claire Meakins, Patricia Russell, Ann Sparrow, Pat Staples, and Nigel Warren

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

Apologies for Absence: Councillors Terry Colbourne and Eugene Ghent

Public Attendance: None

162 BY ELECTION

The Chairman welcomed the newly elected member for Northfields Ward, Councillor Anne Kennedy, following the By Election held on 14 September 2017. Councillor Kennedy had made the Statutory Declaration of the Acceptance of Office prior to the meeting.

163 MINUTES

The minutes of the meetings of Finance and General Purposes Committee held on 19 June 2017 were approved as a correct record and signed by the Chairman.

164 SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Councillor Pat Staples	Pecuniary interest – Dunstable Market	As may arise
Councillor Claire Meakins	Non-Pecuniary interest –Luton Borough Council	9

165 ACCOUNTS SUB-COMMITTEE

The Committee received the Minutes of the meetings of the Accounts Sub-Committee held on 21 June, 19 July and 23 August 2017.

166 PERSONNEL SUB-COMMITTEE

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 27 July 2017.

a) Staff Award Scheme

In answer to a question from Councillor Sparrow, it was confirmed that 40 members of staff had redeemed their lunch voucher to a total value of approximately £260 which had been spent at the Town Council's Splashside Café.

Councillor Jones reiterated that members of the Personnel Sub-Committee had agreed that the all staff award was deserved and the Town Clerk and Chief Executive advised that it had been well received.

b) Results of Staff Survey

In answer to a question from Councillor Chatterley, the Town Clerk and Chief Executive advised that the main issue to be addressed arising from the staff survey was dissatisfaction with the opportunities for personal development. Councillor Whayman confirmed that additional comments made in the survey had been discussed at a Group meeting and there would be changing behaviour as a result.

c) Maternity Cover

Councillor Abbott expressed his dissatisfaction with the arrangements for cover for the Town Centre Manager role for the duration of maternity leave. However, the Chairman reiterated that the Sub-Committee had been in agreement with the proposals.

167 FINANCIAL MONITORING REPORT

The Head of Finance and Support Services presented a revenue budgetary control report for the period from 1 April to 31 August 2017. The summary of net expenditure showed a potential for an overall net revenue saving at the end of the financial year. Any such saving would be allocated to the General Reserve.

Members also noted the current balance of the Council's allocated reserves as at 31 August 2017 and an estimated end of year balance having taken account of agreed/known commitments to date.

168 GROVE HOUSE GARDENS OUTBUILDINGS REFURBISHMENT

The Committee considered the report of the Head of Grounds and Environmental Services recommending the release of allocated reserve funding to undertake repair and refurbishment works to the Grove House Gardens Outbuildings.

The buildings had a dilapidated and run down appearance and detracted significantly from the entrance to Grove House Gardens and the floral displays.

Having extended the Town Ranger service in November 2016 to include a new Town Centre Ranger, the newly purchased equipment and vehicles had been stored at Priors Gardens depot building, which had proved problematic as the space is limited and already in use to house existing grounds equipment.

The need to repair the Grove House Gardens outbuildings provided an ideal opportunity to relocate the Town Centre Ranger Service and associated equipment.

Members asked that in undertaking this work, consideration also be given to improving the access to the Gardens and improving the adjacent buildings, including the

Performance Area Store. The Town Clerk and Chief Executive advised that these works were included in the Corporate Plan which was being considered later in the meeting. If the proposals in that report were agreed it may be possible to align the works. However the works to the Grove House Gardens Outbuildings were a priority and it wouldn't be possible to undertake the work all together.

The scope of the proposed refurbishment works were agreed, but Members also questioned the security of the building, following a spate of break-ins at other sites. It was confirmed that provision would be made to install a security alarm.

RESOLVED: that up to £30,000 be released from allocated reserves to undertake repair and refurbishment works to the Grove House Gardens outbuildings.

During the discussion regarding recent break-ins the Town Clerk and Chief Executive had met with the police and this would be followed up with a partnership meeting regarding anti-social behaviour.

Councillor Abbott raised the question of alcohol free areas and the Police resources to enforce them in the town. The Town Clerk and Chief Executive encouraged members to raise this at their forthcoming meeting with the Police and Crime Commissioner.

169 LAND AT WHITE LION BUSWAY STOP

The Committee considered a proposal for the Council to adopt an area of land at the White Lion Busway stop along College Drive in order to create a small 'pocket park' in line with the associated objective contained in the Corporate Plan 2017-19, including an area for the provision of a catering concession.

In line with discussing the installation of signage at the bus stop with Central Bedfordshire and Luton Borough Councils as part of the Market Town Regeneration Funds scheme, DTC officers had also secured agreement from Luton Borough Council (LBC) for the lease of an area of land at the Busway stop.

Luton Borough Council had offered the Council a five year lease arrangement with a £100 per year rental fee on the understanding the Council become fully responsible for the maintenance of the land indicated.

It was agreed that the proposal would help to tidy up an unsightly entrance into the town centre but concerns were raised regarding expenditure on land not owned by Dunstable Town Council. Councillor Kane agreed to approach Luton Borough Council to ascertain whether they may be willing to pay for the project.

On being put to the vote, it was

- RESOLVED:** i) that subject to further negotiations with Luton Borough Council, and establishing the suitability of the land, the Council enter into a five year lease arrangement with Luton Borough Council to manage the area of land at the White Lion Busway stop along College Drive as identified, with a £100 per year rental fee
- ii) if agreed, tree planting (including fruit trees) be included in the area.

170 COROPORATE PLAN CAPITAL EXPENDITURE PROGRAMME

The Town Clerk and Chief Executive presented a report advising members of the objectives contained within the Corporate Plan 2017-19 which had capital expenditure implications.

The Committee considered proposals to establish a budget for a capital expenditure programme in order to implement a number of the priority objectives contained within the Corporate Plan 2017-19.

The report identified those projects which were considered to be deliverable within the short to medium term, some of which could attract Section 106 payments, subject to planning negotiations with Central Bedfordshire.

It was considered that some of the General Reserve, which at 1 April 2017 stood at £585,175, could be allocated to a capital expenditure programme and the Council could also budget for additional debt through the budget setting process for 2018/19.

Consideration was given to establishing a capital expenditure programme of, for instance £250,000, using £100,000 from the General Reserve and budgeting for £10,500 per annum to take out a 20 year loan of £150,000. This would enable a range of the objectives to be delivered over the next two years.

Members would consider the list of objectives at their next Group meeting and determine which of them they wished to prioritise.

On being put to the vote it was

- RESOLVED:**
- i) that in principle support be given to the establishment of a capital expenditure programme of £250,000
 - ii) that officers be instructed to budget accordingly
 - iii) that members give further consideration to the detail of projects to be included in the capital programme at the meeting of this Committee in November
 - iv) that the Town Clerk and Chief Executive obtain clarification in respect of S106 funding available to support the programme.

171 DUNSTABLE TRUCK CONVOY

The Committee considered a request from the organisers of the Dunstable Truck Convoy for financial assistance towards running the event to be held on Saturday 9 June 2018, which as in previous years, would coincide with the Council's Classic Motor Rally. It was estimated that some 2,000 to 3,000 people gather along the A5 (mostly in the town centre) to watch the convoy. The convoy starts at the M1 Junction 9 Truck Stop and travels north on the A5 through Dunstable, terminating at the Billington showground. The organisers were currently in discussion with CBC Highways, Bedfordshire Police and Leighton Linlade Town Council to consider extending the route through Leighton Buzzard.

Members noted that the Council does not currently operate an annual grant funding programme and the Truck Convoy do not comply with the Council's previous guidance for approving grant funding as they are not a fully constituted organisation.

RESOLVED: that the Town Council support the Truck Convoy by making a financial contribution of up to £750 towards policing the 2018 event through the Dunstable section, payable directly to Bedfordshire Police.

172 MARKET TOWN REGENERATION FUND PROJECTS

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

a) Architectural Lighting Scheme

The first phase of this project had now been completed and lighting had been installed on Grove House, Priory House and the Dunstable Conference Centre. Phase two of the project had now been commissioned. This included completing lighting to Grove House, including up lighting the main entrance to Grove House Gardens (for which planning permission should be achieved shortly) and completing the lighting scheme at Priory House.

The Grove House element includes a requirement for works on the highway and there was a 6 week application process for the civil engineering works, following which there was an indication of an 8 week lead in time before works could commence. It was therefore unlikely that the work would be completed before Christmas.

The Priory House element includes lighting the proposed new overthrow for the entrance to Priory Gardens and as a result will not be completed until early in the New Year. The lighting specialists were liaising with the retained architect for the overthrow on this aspect of the project.

b) Quadrant Shopping Centre

At the last meeting of this Committee, Members were advised that the Town Clerk and Chief Executive and Councillor John Kane had met with a representative from Edinburgh House, who own the Quadrant Centre, to further discuss the possibility of re-opening the public toilets. Edinburgh House had intimated that they were now prepared to have the toilets re-opened but would want the Town Council to pay for the revenue costs this would incur. It was estimated that this could cost the Council approximately £20,000 per annum.

Edinburgh House had been requested to approach the Council in writing with a costed proposal. The Town Clerk and Chief Executive had followed up this request on numerous occasions but as yet no response had been received.

Advice as to the legality of the Council revenue funding this scheme as proposed by Edinburgh House had been received from the National Association of Local Councils, a copy of which had been included with the report. Whilst the advice given was not overly helpful, it was the view of the Town Clerk and Chief Executive that the Council could revenue fund the operation of the toilets in the manner described if it so wished.

c) New Town Centre Signage and Street Furniture

The bulk of this project would be carried out in conjunction with the de-trunking of the High Street and Central Bedfordshire Council (CBC) designers had been issued with a list of attractions and services that should be signed from the town centre. Officers had met with representatives from CBC and Luton Borough Council to discuss possible signage installations at the White Lion Busway stop. A scheme had been agreed and signage designs and costings had been commissioned and should be ready for installation shortly.

d) High Street Improvement Scheme

Officers were still working on this scheme with colleagues from CBC and 14 retail units were currently progressing to stage two of the application process. Three planning applications were currently being considered by CBC and as a result it was anticipated that the first of the projects could be started before the end of this year.

e) Financial Implications

Officers continued to submit payment schedules to CBC.

173 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

a) CAB Management Committee – Councillor Meakins reported that the last meeting had been held on 3 August. The Bureau still had staffing issues following the resignation of one experienced member of the team and loss of student volunteers going back to University. Recruitment was being undertaken. There had been an increase in requests for debt advice. With the planned relocation to the Leisure Centre the aim was to open for additional hours. The AGM would be held the following week.

b) DITA –Councillor Warren advised that only two people had attended the last meeting.

c) Hospice at Home – Councillor Jones advised that the next meeting would be held the following week. The organisation had been chosen as the collection charity at the Grove Theatre pantomime this year.

d) Ashton Schools Foundation – Councillor Sparrow reported that the next meeting would be held in November and would revert to two meetings per annum now that the sale of Ashton School site had been completed.

e) Ashton Almshouses – Councillor Russell advised that all accommodation was occupied.

e) Chews Foundation – Councillor Chatterley advised that the last meeting had been held in June and had discussed domestic issues and building repairs.

f) Poors Land Charity – Councillor Staples advised that the next meeting would be held in January.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF DUNSTABLE JOINT COMMITTEE

HELD AT WATLING HOUSE, HIGH STREET NORTH, DUNSTABLE

ON THURSDAY 22 JUNE 2017

Present: Councillors Carole Hegley (Chairman), John Chatterley, Eugene Ghent, Peter Hollick and Nigel Young (Central Bedfordshire Council CBC). Liz Jones (Vice-Chairman), John Kane, Gloria Martin, Pat Staples and Andy Whayman (Dunstable Town Council, DTC).

In Attendance: Hugh Garrod (Promoting Dunstable), Roger Pepworth (South Beds Friends of the Earth), Sharon Warboys (Town Centre Champion), Rhea Yeung (Grove Theatre), Councillor Ann Sparrow (Dunstable In Bloom) and ViViane Vayssieres with David Ashlee – Town Clerk & Chief Executive, Clare Brett (Town Centre Manager) (DTC) and Peter Fraser – Head of Partnerships, Community Engagement and Youth Support, Paul Salmon (Traffic Manager) and Ingrid Hooley (Programme Enabling Manager) (CBC).

Apologies for Absence: Jason Buckley (Quadrant Shopping Centre), Sharon Knott (DLDD Trust) and John Gelder (Voluntary and Community Action).

Members of the public: 0

19. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

RESOVLED: i) that Councillor Hegley be appointed Chairman of the Dunstable Joint Committee for the ensuing Municipal Year 2017/18

ii) that Councillor Jones be the Vice-Chairman of the Dunstable Joint Committee for the ensuing Municipal Year 2017/18.

20. MINUTES

The Minutes of the meeting of the Dunstable Joint Committee held on Thursday 4 May 2017 were approved as a correct record and signed by the Chairman.

21. SPECIFIC DECLARATIONS OF INTEREST

Councillor Staples declared a pecuniary interest regarding any issues to be discussed relating to Dunstable Market.

22. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Ed Harrison of Deakin-White to the meeting and proposed the co-option of the Pride in Dunstable Business Group, a monthly business networking group Ed represents, to the Committee.

RESOLVED: that the Pride in Dunstable Business Group is co-opted on to the Dunstable Joint Committee.

The Chairman asked the Town Clerk and Chief Executive to update Members on the Splash Park. The Town Clerk and Chief Executive confirmed that Bennett's Splash and Splashside Café had been completed and would be open to the general public from 1.00 pm the following day. It was reported that there had been a lot of positive social media engagement, including from people outside the area and Members were encouraged to visit the new facility. It was further reported that an official opening was planned for 21 July and invitations would be sent out once the details had been finalised.

23. PUBLIC QUESTION TIME

No members of the public were in attendance.

24. THEMED DISCUSSION

The Traffic Manager (CBC) updated Members on progress with High Street regeneration. It was confirmed that Ringway Jacobs was the contractor and that CBC and partners were looking to increase pedestrian movement, improve the public realm, redesign the street, enhance the historic and recreational environment, discourage rat running and provide a sense of place to ultimately rejuvenate the High Street.

It was anticipated that the scheme would cost £8-9 million and whilst some initial works would take place, there would also need to be a phased programme. The current anticipated timescale for the works and consultation was given to the Committee.

A number of options were being investigated and a design workshop had taken place on 20 June. All proposed designs would be subject to review and assessment before the consultation process. It was confirmed that the previous pre-consultation had been used to progress the designs to date.

A lengthy discussion took place and the Committee raised concerns about the level of progress and that the consultation must include the Joint Committee and Town Council.

Members were reminded of the public advanced briefing, the details of which were available on the CBC website.

The Chairman raised concerns about the removal of railings from a safety perspective and it was confirmed that significant changes would be fully road safety audited.

ACTION: Chairman and Councillor Young to bring consultation to the Committee as soon as possible.

Members requested a timetable for the works and further details on initial quick win/non-invasive works.

ACTION: Councillor Young to provide a further timetable for the Chairman to communicate to Members when available.

It was requested that the data and statistical information such as pollution levels be made available through the consultation to help inform a decision to be taken on the preferred option.

The Traffic Manager was thanked for attending and sharing the update.

The Traffic Manager then went on to discuss the area wide weight limit, detrunking and re-classification. The high street had now been detrunked and the link roads built. Members were informed that CBC and Highways England were in discussion about outstanding works on the road. The huge scale of the weight ban area was emphasized and it was reported that 600 signs would need to be changed or installed to complete the ban. It was confirmed that the ban was in place but in order for enforcement to be undertaken the signage needed completion and a timescale for the delivery was in place.

Work had been due to start but had been delayed due to sub-contracting issues that had now been resolved. It was confirmed that relevant approvals with regards to lighting and power networks had been received.

The Chairman commented on the work done on the highways and the positive impact on the town of the link roads.

CBC Road safety, Communications and Business regeneration teams had been working on identifying potential offenders to work with transport managers to raise awareness of the ban and new routes. Members were reminded however that there were exemptions to the ban for those making deliveries and who have depots in the vicinity. It was reported that officers were also engaged with two members of the public who were assisting by collecting data on lorries and companies. Business Regeneration Team offices were also making presentations to companies and Amazon and Superdrug were working with CBC to promote the new routes.

A flyer had also been produced to raise awareness of the ban and that enforcement will follow.

Finally it was reported that officers were also working with a company who produce satellite navigation to update their routes.

25. ESTATE REGENERATION DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) GRANT

The Programme and Enabling Manager reported on CBCs successful application for £186,000 from a DCLG grant to be spent on improving the Manshead and Northfields wards areas.

ACTION: Head of Partnerships, Community Engagement and Youth Support to circulate information on the background of the grant to Members, detailing how the money can be spent.

It was confirmed that the funds had already been received by CBC and were ringfenced for a three year period from April 2017 and that officers were continuing to investigate other funding opportunities.

The Programme and Enabling Manager made a request for volunteers to assist and form a working group for community engagement.

ACTION: DTC to organise a working group of Joint Committee Members to discuss spend proposals.

26. REPORTS FROM CO-OPTED OR OUTSIDE BODIES

The representative of Promoting Dunstable reported on the launch event for Priory 20:20 vision that had taken place a few weeks ago. The project would involve the closure of the church in 2020 to install underfloor heating, lower the floor, install new chairs and undertake refurbishment. A process of raising awareness was currently being undertaken and funds and support for the project were being sought.

ACTION: The representative for Promoting Dunstable to send the Town Centre Manager details on the project for the next meeting of the Committee.

The representative for Dunstable in Bloom reported that the latest meeting had taken place the previous Monday. The judging had been scheduled for 17 July and the route the judges would take had been chosen and included sites nominated for special awards.

It was noted that positive comments had been received from residents regarding the town centre floral displays.

27. ACTION PLAN AND BUDGET UPDATE

The Town Centre Manager took questions on the Action Plan report and presented further costings for the Christmas programme 2017. Discussion took place around the Christmas programme and budget.

RESOLVED: that £10,000 budget be allocated for the synthetic ice rink.

RESOLVED: that the budget for the Christmas Tree Carols and Torchlight Procession lighting finale be increased to £6,500 for 2017.

Members then went on to discuss the Christmas in Dunstable leaflet. The representative of the Grove Theatre confirmed that the cast of the pantomime would be involved in the Christmas programme.

ACTION: that the Chairman form a Christmas sub-committee with interested parties.

28. CENTRAL BEDFORDSHIRE COUNCIL- UPDATE ON SERVICES

The Head of Partnerships, Community Engagement and Youth Support took questions on the Central Bedfordshire Council report. It was confirmed that the local plan would be out in the following week.

Which units were included in the CBC vacancy monitoring rates were questioned as the figure differed from the one provided by DTC.

Members were informed that the tendering for the High Street Improvement Scheme building contractor had been completed and works should be taking place from September.

It was confirmed that the Dunstable Leisure Centre was now closed for the refurbishment works.

A question was raised as to whether parking penalty charge notices referred to on street or car park offences.

ACTION: The Head of Partnerships, Community Engagement and Youth Support to clarify.

A discussion took place on the monitoring of air quality in the area and this could be a topic/update for the Committee in future.

It was reported that the Cheering Volunteering event had gone extremely well.

An application had been received for the Community Grant Scheme. As the application had been received too late to consider at the meeting, it was requested that delegated authority be given to a sub-group to consider this and future applications. It was further suggested that the sub-group would usually meet to consider the applications and then bring recommendations to the Committee. This would not happen on this occasion however, due to the timing of the application and next meeting of the Committee.

ACTION: The Head of Partnerships, Community Engagement and Youth Support to liaise with the Chairman to set up the virtual group to consider the application. The Chairman, Councillors Jones, Martin and Hollick to form the group.