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David Ashlee Town Clerk and Chief Executive

Our Ref: DA/

Date: 24 May 2018

Dear Councillor

Could you please note that a meeting of the Community Services Committee will be held in the Council Chamber, Grove House, High Street North, Dunstable on **Monday 4 June 2018 at 7.00 pm** when the following business will be transacted.

AGENDA

1. Apologies for Absence
2. Minutes of the meeting of the Community Services Committee held on 5 March 2018 (copies previously circulated).
3. Specific Declarations of Interest.
4. Dunstable Christmas Tree Carols and Torchlight procession 2018 (page1).
5. Events and Marketing – information report (see page 6).
6. Priory House – information report (see page 9).
7. Grove Corner and Community Engagement – information report (see page 12).
8. Older People's Day Care Service – information report (see page 15).
9. Dunstable Town Centre Services - information report (see page 18).
10. Peter Newton Pavilion – report from Bedfordshire FA (see page 21).

Cont'd ...

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DA/BW
24 May 2018

11. Reports from outside bodies:

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

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of the Community Services Committee
John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Pat Staples (Chairman),
Eugene Ghent (Vice-Chairman), Lisa Bird, John Chatterley, Terry Colbourne, Jeannette
Freeman, Claire Meakins, Mike Mullany, Patricia Russell, Emma Simmons, Johnson
Tamara, Jessica Woodward and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 4 JUNE 2018

DUNSTABLE CHRISTMAS TREE CAROLS AND TORCHLIGHT PROCESSION 2018

Purpose of Report:	The purpose of this report is for members to determine which option to deliver whilst ensuring the safe operation of the event.
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1. ACTION RECOMMENDED

1.1 That members determine their preferred option for the 2018 Dunstable Christmas Tree Carols and Torchlight Procession.

2. BACKGROUND

2.1 In 2016 the Dunstable Joint Committee introduced an idea of a light show in Dunstable for Christmas. This idea was taken to the Community Services Committee in 2016 as a verbal report. Members decided to introduce the light show to the Christmas Tree Carols and Torchlight Procession event to help increase the numbers of children and improve audience participation. The £5,000 funding for the light show aspect of the event came from the Dunstable Joint Committee.

2.2 After a very successful light show and event in 2016, Dunstable Joint Committee agreed to fund the light show again in 2017.

2.3 The number of school children attending the event went from 231 in 2015 to 240 in 2016 and to 335 in 2017. Audience levels also increased with an estimated 400 in 2016, to over 800 in 2017.

2.4 The light show was successful in increasing schools numbers and audience attendance; feedback has been extremely popular towards the light show.

2.5 Officers understand the traditional and historical importance of the event together with the two churches coming together making this an important religious event in the Dunstable events calendar. This tradition is one of the main factors when looking at options to improve this event.

2.6 However, the set up for 2017, along with the increase in children and audience levels, raised some serious health and safety concerns. The light show means there is now a requirement for extensive equipment. Risks now include; trip hazards, damage to the equipment, which in turn can impact the light show itself and capacity levels on the square, access and egress and capacity levels on the Methodist Church steps.

2.7 The contractor for the light show raised serious concerns for the safety of the audience as well as the children as too many people were in The Square, which caused slight crushing against the barriers and their sound box.

- 2.8 Members will recall some disappointment in regards to the sound levels at last year's event. This was due to the size of the sound equipment used not being enough to cover the increased audience size. Therefore, more equipment would need to be used in future, impacting on the space for audience numbers.
- 2.9 The light show has not yet been agreed by committee or by Dunstable Joint Committee. No date has been set for the next Dunstable Joint Committee, therefore it is unclear when DTC can make a funding request, and indeed whether it would be successful.
- 2.10 **Middle Row/Ashton Square improvements** - members may be aware of work CBC will be undertaking in September/October 2018 to resurface Middle Row. Whilst officers have an indicative schedule, members should note there is a small risk to this impacting on the event. It should also be noted that DTC needs to seek permission from CBC to use The Square, at the time of writing this report, officers are still unable to ascertain who at CBC to obtain this permission from.
- 2.11 If members wish to have a light show at the event, changes will need to be made to ensure it is safe for everyone involved and risks are managed appropriately. Officers have put forward three options which they are confident in delivering safely, although all bring a degree of compromise in one way or another.

3. HEALTH AND SAFETY IMPLICATIONS

- 3.1 In accordance with Licencing Act 2003, UK Event & HSE Guidance, together with advice from Darren Woodhouse (TECH IOSH Qualified Advisory in event Health & Safety Management and best working practises), an assessment of the capacity of the Methodist Church steps and front area has been undertaken, together with a calculation of safe egress in order to achieve a safe maximum number of people in this area. This number has come out at 300 people, (including DTC staff and members, Salvation Army band, children and school staff) - this is based on the evacuation time of five minutes. Therefore, schools will need to be allocated a set amount of participants and spaces to be allocated on a first come first served basis.
- 3.2 A similar exercise was undertaken to assess the capacity of The Square. Based on two people per square meter guidance from the HSE Purple Guide and UK Event Guidance, a maximum of 866 person is the full capacity of this area. Members should note that this figure would reduce furthermore should food units or light rigging be placed on The Square.
- 3.3 The legislation guidance used for the above is taken from; The Event Safety Guide (HSG 195) Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and Regulatory Reform (Fire Safety) Order 2005.

4. MAIN CONSIDERATIONS

- 4.1.1 **Option A - To hold the Torchlight event without a light show and restrict the number of school children who take part.**
- 4.1.2 As a rough estimate and in a situation were council members do not stand at the front, it would be necessary make the following restrictions; 10 schools with 27 places per school (including children and staff).

- 4.1.3 Members should note these numbers would have to reduce should a decision be made that DTC members are to return to the front on a stage.
- 4.1.4 Officers recommend the use of security staff and a clicker system to safely restrict audience numbers to 866. Officers have already discussed with food vendors about relocation into Middle Row to ensure optimum audience numbers.
- 4.1.5 Whilst this would ensure the safety of participants and the audience, officers recognise the limitations this brings to the event. It could be perceived by the public as a backwards step and a deterioration of a successful and popular event. However this option does allow for the continuation of this traditional event in its historical location.
- 4.2 **Option B - Keep the light show and restrict the amount of children taking part, but close the A5183 (High Street South) so people can spill into the road to increase audience capacity.**
 - 4.2.1 As with option A, numbers in front of the church would still be restricted to 300.
 - 4.2.2 This option enables a far greater audience capacity with approximately 700 on The Square managed by security and any additional audience will be able to spill into the road, which will be closed between the hours of 6 pm to 9 pm.
 - 4.2.3 This option is entirely dependent on CBC and Bedfordshire Police allowing the road closure. If either do not agree the road closure this option is not viable, however, early indications from CBC highways was positive. The Events and Marketing Officer has also already begun further discussions with the relevant officers.
 - 4.2.4 Officers believe that with the agreement of Highways and Bedfordshire Police, as well as DJC for funding the light show, this is the most ideal option to enable a safe event, which also maximises its potential in that location.
 - 4.2.5 With options A and B there is still the matter of the location of members for the duration of the event to discuss and agree at committee. It should be noted when making a decision that any addition of members at the front of the Methodist Church will reduce the attendance number for schools e.g. if all members are located in front of the Church, schools will have a limit of 25, should it be members and their families then this number would reduce further.
- 4.3 **Option C - Switch the order of the Procession.**
 - 4.3.1 Discussions on how to enable the event to be run without restrictions to the number of school children and audience levels have taken place over the past couple of months. There has been an idea to switch the order of the procession, to start at the Methodist Church, then end up in Priory Gardens and have the light show against Priory Church.
 - 4.3.2 However, this option is very complicated, as the Christmas tree is in The Square. The Christmas tree lights would need to be turned on first and then process everyone, including the audience, into Priory Gardens. Alternatively there could be

a second Christmas tree in Priory Gardens and have the audience already waiting in Priory Gardens.

- 4.3.3 This option would increase the budget by £5,000 (estimated), as two sets of PA equipment would be needed, steps/stage etc would also be needed for Priory Gardens for the children to stand on to sing the carols.
- 4.3.4 Officers accept this option is not ideal, but it would potentially enable the event to grow more and allow for stalls in the gardens and extra activities, without the health and safety concerns.
- 4.3.5 This option would also enable a disabled viewing platform to be erected for the public.

5. FINANCIAL IMPLICATIONS

- 5.1 As indicated, option C does have financial implication of an estimated £5,000 which has not been budgeted for in 2018. There is an allocated Events Reserve which currently has a balance of £1,500 but any additional funding would need to be met from any in-year revenue savings or from the General Reserve. If option C is chosen, the Events Officer will work with contractors to obtain an exact cost of creating a second PA system and staging in Priory Gardens.
- 5.2 The light show for the past two years has been funded by Dunstable Joint Committee, if members wish to hold the light show, it is up to the Dunstable Joint Committee to fund this, as there is no budget for this in the events budget.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 The recommendation of this report accords directly with the Council's Corporate Priority of '*continuing to improve services targeted to all sectors in the town*' and specifically '*keeping the events programme regularly reviewed, making changes and additions to the programme as necessary*'.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 None

8. EQUALITY IMPACT IMPLICATIONS

- 8.1 This event in its current format does not meet the needs of those with specific disabilities. Option C does create an opportunity to enable these individuals to access the event more easily. It would not be possible, without significant costs, to achieve this with options A and B. This does not however, prevent those with specific disabilities from attending or participating in this event in options A and B, it simply brings some limitations.

9. ENVIRONMENTAL POLICY AND LEGAL IMPLICATIONS

- 9.1 Whilst there are no environmental implications, Dunstable Town Council is bound by the following legislation which has been taken into account when making recommendations:

Health and Safety at Work Act 1974
Licencing Act 2003
The Management of Health and Safety at Work Regulations 1999
Regulatory Reform (Fire Safety) Order 2005

10. APPENDICES

10.1 None

11. CONCLUSION

11.1 All the options proposed bring compromises to the event, and will change how the event has been run in previous years. However, due to the success of the light show the event is no longer sustainable in the same way whilst remaining on The Square.

Should members chose option B, but officers in due course are unable to secure a road closure, in turn members also agree to option A as the backup, should a road closure not be possible.

Whilst recognising the compromise of all options, officers recommend option B should members wish to continue with a light show or option A should members not wish for there to be a continuation of the light show at the 2018 event. Both these options respect the tradition and the religious nature of the Christmas Tree Carols and Torchlight Procession that members are keen to celebrate and continue.

Option C may well be something to consider in future should members wish to see this event grow and develop further, and as a result are in agreement to increase the events budget in years to come.

12. AUTHORS

12.1 Becky Wisbey - Head of Community Services, becky.wisbey@dunstable.gov.uk

12.2 Lisa Vincent - Events and Marketing Officer, lisa.vincent@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE
MONDAY 4 JUNE 2018
EVENTS AND MARKETING

Purpose of report: 2017/18 events update for information only.

1. PAST EVENTS

1.1 St George's Day

St George's Day was a great success this year with record numbers of families attending. This is the first year there were stalls at the event, and this seemed to work well; feedback has been very positive. The event has grown year-on-year and is now becoming a well-established event within the annual programme.

1.2 WWI event

This was very successful, the tank was extremely popular and despite the rain the attendance was good. Feedback from the stall holders/attractions and from the public has been excellent.

2. FUTURE EVENTS – Planning and Development

2.1 Sunday Band Concerts

All bookings and plans are in place for this year's Sunday Band Concerts. The bands performing are:

Sun 24 June	Dunstable Town Band
Sun 1 July	Dunstable Salvation Army
Sun 8 July	Woburn Sands Band
Sun 15 July	Challney Concert Band
Sun 29 July	Watford Town Band
Sun 5 August	Welwyn Garden City Band
Sun 12 August	Milton Keynes Brass Band

Officers tried a different approach to the tea and coffee concession by having an application form that the charities and not for profit organisations could fill in and apply for the seven week concession. The application was widely advertised in Talk of the Town, Facebook, website, and was sent out through an internal database. There was one application submitted by the Sea Cadets as they are raising funds for a new roof, they have been awarded the concession for 2018.

2.2 Dunstable Live – Saturday 16 June

Dunstable Live is the next event in the 2018 programme kicking off the Summer of Music. The acts are all booked and promotion of the event has been advertised on social media, through a press release, via the website and with posters and leaflets. The line-up is:

3.00 pm David Bowie

4.00 pm Elvis

5.00 pm Michael Jackson

6.00 pm George Michael

7.00 pm Freddie Mercury

Luton Waste Services will be providing the waste management for Dunstable Live and Party in the Park, with the same service as last year.

2.3 Party in the Park – Saturday 21 July

Plans are progressing well for Party in the Park. The stage has a mix of music and local groups before the main music starts at 5.15pm with Spandau Ballet tribute. This will be followed by the band Altered Images with Clare Grogan.

KidZone has been confirmed and will follow the same theme as last year with a host of activities for children and families. This will be an alcohol free zone. This year's event will also include, Tony's Reptile Roadshow (hands on experiences), inflatable area (bouncy castles and activity inflatables), deck chairs, a toddler area, crafts and much more.

2.4 Priory Pictures – Saturday 23 June and Saturday 4 July

A poll was set up on Facebook for the public to pick their favourite films, the poll received over 3,000 votes more than double last year's votes. The films below were chosen:

1 - The Greatest Showman

2 - Paddington 2

3 - Grease

4 - Peter Rabbit

5 - Jumanji (2018)

6 - Labyrinth

The licences have been applied for to play these movies and once all licences have been granted these films and the times will be announced.

2.6 Priory Proms in the Park – Saturday 8 September

Plans are still in the preliminary stage for this event. The event will include a large screen with live relay of the Proms, a fireworks finale, venue lighting/theming and some pre and mid-show entertainment by Fiona Harrison, who was the singer at the WWI event.

3. **WEBSITE AND SOCIAL MEDIA**

3.1 At the time of writing this report officers believe the new website will launch week commencing 11 June. A verbal update will be provided at Committee.

3.2 Officers continue to use Facebook and Twitter and as members can see all Twitter accounts and Facebook pages have increased in popularity. As with last year, the Council have event pages on Facebook for all of the Town Council events, which has proved a great way of directly communicating with those interested in attending events.

4. **MARKETING**

4.1 Talk of the Town

Talk of the Town continues to be one of the most effective marketing tools used by the Town Council. There is evidence in a number of service areas to show that people know about Council services, events and activities because they have read about them in Talk of The Town. Below are the dates that the next editions of Talk of The Town will be delivered, together with copy deadlines. Currently 17,000 copies are printed and delivered, this is enough for the current housing numbers in Dunstable.

Copy Deadline: 3 September

Delivery: 18 October

Copy Deadline: 3 December

Delivery: 11 January 2019

5. **AUTHOR**

5.1 Lisa Vincent- Events and Marketing Officer

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DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 4 JUNE 2018

PRIORY HOUSE

Purpose of Report: For Information only.

1. OPERATIONAL ISSUES

- 1.1 The Priory House Manager is currently on a phased return to work following long term sick leave.
- 1.2 Jackie Carrington has accepted the position of Duty Manager (30 hours a week) creating a further 24 hour shop assistant post.
- 1.3 Alex Catlin has accepted the position of Shop Assistant (5 hours a week) and started work on 7 April.
- 1.4 The 24 hour post was advertised externally and following the interviews it was accepted by Julie Garner who started work on 1 May.
- 1.5 The new rota started on 30 April, but due to pre booked annual leave by both existing and new staff there may still be occasions over the next month when Priory House has limited function/services.
- 1.6 Priory House Tea Rooms have recently advertised and successfully appointed to two posts. One 19 hour post to Teresa Broughton and one 16 hour post to Lynnette Elliott, both are due to start in June.

2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET

- 2.1 Some new stock has been purchased and more is being sourced for the Gift Shop; officers continue to seek new businesses for the showcase shelving.
- 2.2 New brochures have been ordered in advance of the summer.

3. UNDERCROFT AND OTHER MAINTENANCE

- 3.1 The Head of Service has instructed the completion of a Statement of Justification in advance of any planning application for Listed Building Consent. Officers are also liaising with the relevant professionals to begin work on the Construction Impact Study which will be required by Historic England for any further works.

4. EVENTS

- 4.1 Registrations for this year's Classic Motor Rally currently stands at 159 vehicles in various categories. It has been promoted to past attendees, on the town council's social media accounts and website.

4.2 The reindeer have been booked ready for this year's Mistletoe Magic on Saturday 8 December and planning for the rest of the event has now started.

4.3 The Duty Managers are currently contacting local amateur dramatic groups for a Santa for the Tea and Breakfast with Santa story telling events as our current Santa is unavailable this year.

5. PRIORY HOUSE TEA ROOMS

5.1 The Tea Rooms held a special Afternoon Tea for National Tea Day on St George's Day and for the following week, with a tea infused menu. There has also been a themed tea for the Commemoration of the end of WWI with a menu containing traditional recipes from the era.

5.2 The Royal Wedding Afternoon Tea Party showing the wedding live in the Meeting Room on Saturday 19 May was fully booked and very well received by all those attending, with some excellent reviews on Tripadvisor. It has also proved to be an excellent marketing activity with some of the related Facebook posts about the event reaching 2,500 people.

5.3 The Summer Afternoon Teas begin on Saturday 2 June through to Saturday 1 September; the Catering Manager is putting together some new themed afternoon teas to follow.

5.4 Priory House Tea Rooms continues to receive excellent reviews on Tripadvisor. There has been increased traffic to the Town Council's website, as well as telephone bookings as a result of the Tripadvisor page.

6. FINANCE

6.1 Priory House Profiled Income and Expenditure Report as at end of March 2018

Please see appendix A.

6.2 There are a number of explanations for the £32,267 overspend, these include:

- £15,000 has been placed into the building reserve for the impending improvements to the current meeting room.
- £15,000 has been placed into the Priory House exhibition fund.
- There was an unplanned boiler replacement in January, costing around £10,000 from the repairs and maintenance budget.
- In July, whilst in the future this is now resolved, a bill for the sewerage charge for the last two years came in due to an error on the water companies part.
- The tea rooms underachieved by around £9,000, this was to be expected due to the ceasing of summer Sunday opening, not opening on Mother's Day and reducing the number of pudding nights.
- As previously reported to committee, commission is down by nearly £1,000.

7. APPENDICES

7.1 Appendix A – April 2017 to March 2018, Priory House Income and Expenditure report.

8. AUTHOR

8.1 **Helen Walker-Sygrove, Priory House Manager, email: helen.sygrove@dunstable.gov.uk**

DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 4 JUNE 2018

GROVE CORNER AND COMMUNITY ENGAGEMENT

Purpose of Report: For information only
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1. GROVE CORNER FIGURES

- 1.1 Grove Corner has received 356 visits from young people with 32 new sign ups since the last report up to and including 16 May 2018. Numbers are recorded through a head count by officers and staff.
- 1.2 Junior youth club still remains popular with an average of 23 attending the Friday evening sessions.
- 1.3 The Senior Community and Young People's Services Officer has continued to visit the Grove Skate Park and visited All Saints, Queensbury and Manshead Academies for the purpose of recruiting a new cohort of users. Numbers are increasing slowly and arrangements are being made to re-visit these academies and Priory Academy to promote the senior sessions.
- 1.4 There have been 43 drop-in sessions since the last report to this Committee.
- 1.5 Grove Corner now has 423 Facebook 'Likes' and Grove Corner's Instagram now has 133 followers. Both remain an excellent tool for communicating with young people.
- 1.6 The Pokémon Club remains a very popular and well attended activity. Thanks go to the dedicated volunteers who run this provision, many of whom are previous users of Grove Corner senior drop-ins. The club will close for May half term. They are averaging around 32 participants per session.
- 1.7 SORTED Counselling Services have seen 42 clients between March and 17 May, of these 21 are new clients. They have offered 313 hours of counselling of which 207 hours have been attended and 106 hours have been cancelled or clients did not attend the appointment.
- 1.8 Junior Youth club members attended a trip to Wrigglies Exotic Pet shop on Wednesday 30 May. A verbal update will be given.

2. TRAINING

- 2.1 The Community and Young People's Services Officer attended the following training:
 - County Lines, Gangs and Young People Training on 6 March 2018
 - Working Together Training on 26 April 2018

3. COMMUNITY ENGAGEMENT

3.1 Dunstable Men in Sheds

Dunstable Men in Sheds have submitted forms to become a Charitable Incorporated Organisation. Their numbers are increasing and they are exploring the possibility of opening for afternoon session.

3.2 St. Augustine's Junior Wardens

Officers supported Junior Wardens to decorate the wheelbarrow as part of the wheelie fantastic project. The group are continuing to work on creating a dignity play and have had visits from the High Sheriff of Bedfordshire, Bedfordshire Police and the RAF.

3.3 Bunhill Close

Officers supported residents of Bunhill and surrounding area, to decorate and plant up their wheelbarrow on 31 May on the Bunhill amenity area. Their theme was 'growing' to celebrate the Land Army of WW1.

3.4 Friends of Dunstable Cemetery

The first 'Friends' activity took place on 22 March. Members of the group were joined by Signpost volunteers and members of the Dunstable In Bloom group. A litter pick took place along with grave tidying and making poppies for a 'Friends' wheelbarrow as part of the Wheelie Fantastic project. The barrow took pride of place near the war memorial at the WW1 event on 12 May.

3.5 Peace Party

As part of the WW1 event, the Community and Young Peoples team worked in partnership with the event team, to put on a Peace Party in Priory House. Twenty one young people were nominated and seventeen were able to attend. All were nominated by schools and the young people had all overcome adversity and deserved a special treat.

3.6 Beecroft Residents Association (B.R.A)

Officers will support B.R.A in their first ever community event on 30 May in Brewers Hill Park. The event took place to decorate a wheelbarrow as part of the Wheelie Fantastic project. Their chosen theme was the WWI truce football match of 1914. To fit in with this there will be football games and other arts and crafts for all to enjoy. Members of B.R.A will use this opportunity to engage with other residents to find out their issues, concerns and ideas for more community engagement. The event will also be attended by CBC Officers who will be on hand to answer any residents' questions on housing/estate matters. Members of the group intend to have a stall at the B-Fest, part of the Summer Activities programme, to continue with their community engagement.

3.7 Partnership working

The Neighbourhood Development Officer has been attending meetings on Downside with other local groups and individuals with the aim of operating community coffee mornings on the estate in September. They will be held in St Augustin's Church hall and at the Children's Centre on different days to enable more residents to attend.

3.8 Love Parks Week

The date for 2018 Love Parks Week is 13 to 20 July. Plans are underway to deliver a number of activities in different locations with partners. The final programme will be advertised on the website and Facebook page.

3.9 Family Fun Workshop

Officers held another successful free family fun event at Creasey Park Community Football Centre on Friday 1 June 2018.

4. **AUTHORS**

Edward King – Senior Community and Young Peoples Officer
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Jack Adams-Rimmer – Neighbourhood Development Officer
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DUNSTABLE TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

MONDAY 4 JUNE 2018

OLDER PEOPLE'S DAY CARE SERVICES

Purpose of report: For information

1. PROJECT MEMBERSHIP UPDATE

- 1.1 The Good Companions Club (GCC) has 23 members. Two people have joined the club since the last report. One member has sadly passed away.

2. GENERAL UPDATE – Good Companions Club

Improved Quality of Life

- 2.1 The Daughter of a member who sadly passed away, rang to thank both staff, volunteers and members of the Good Companions Club for making her father feel very welcome. She said he very much looked forward to attending each week as it came at a time when he was finding things a bit of a struggle. She went on to say that when he joined he had recently moved into Priory View and was finding the whole experience a little daunting, and that the friendships he made at the club made life more pleasurable.

Dignity & Respect

- 2.2 The Good Companions Club went out for lunch in April to celebrate Easter. Two members of the group who suffer from early onset dementia were keen to join us, but were also a little apprehensive about this new social environment, especially without their families being present too. Due to the good relationship officers have with both the members and their families officers were able to make the process a little easier by encouraging them to make their menu choices at home with their families prior to the day and then to arrange for both ladies, who have become really good friends, to be picked up by transport from the same address. This made the whole experience more enjoyable for them both and a great reassurance for their families.

Health & Emotional Wellbeing

- 2.3 After taking a short break from armchair based keep fit sessions, the group stated that they were ready to participate again. Consultations were made with each member to ensure they were fit enough to join in, they were also advised to only do what felt comfortable and within their limits. Members have been able to adapt various exercises to suit the individual, some have even purchased equipment to be able to continue these exercises at home. Many have said they find them of great benefit.

Making a Positive Contribution

- 2.4 In April, Contact the Elderly visited the group to talk about the wonderful work this organisation does. It involves a group of volunteers hosting tea parties once a month from their homes for people aged 75 and over. Volunteers are also on hand to pick people up and take them home after the tea party. Following their first visit last year, five members of the Good Companions Club have since joined and now look forward to their monthly outing which has allowed them to be more socially active and meet new friends.

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

- 3.1 Creasey Park Community Football Centre Lunch Club now has 34 members with an average of 25 members attending each week. A short waiting list remains in place.

Improved Quality of Life

- 3.2 Officers are currently supporting a family where both parents have recently been diagnosed with dementia. The mother attends the Good Companions Club and the father attends the Creasey Park Community Football Centre Lunch Club, this decision was made with everyone's approval to enable each of them to spend some time with other people where they can socialise and make new friends, plus allow their daughter to spend some time with them individually. Officers have not only been able to signpost the family to the appropriate agencies but have also been able to maintain contact with Social Services offering relevant information, thus enabling them to provide the best help and support that they can.

Dignity & Respect

- 3.3 Members of the Creasey Park Community Football Centre Lunch Club recently took part in an Easter Bonnet competition to help raise funds for the War Memorial in Priory Gardens. Although many were keen to take part, some were a little apprehensive due to poor eyesight and difficulties with fine motor skills. With the help of volunteers and friends at the club these people were able to participate and enjoy the experience.

Health & Emotional Wellbeing

- 3.4 After much thought and consideration, Officers decided to ask a representative of the Alzheimer's Society to visit the group at Creasey Park Community Football Centre Lunch Club. This can be a very sensitive subject that many people find hard to discuss, but after speaking with a member who was diagnosed with Alzheimer's last year, the decision was taken to go ahead. The representative spoke in clear terms and was able to answer questions the group had which allayed a number of fears. This turned out to be a very worthwhile session with two members of the group since contacting the Alzheimer's Society for help and support.

4. COFFEE MORNINGS

- 4.1 Officers have been able to secure dates and venues for all of this year's coffee mornings for people aged 55 and over. These have been advertised in the latest edition of Talk of the Town as well as on social media. Officers also notify appropriate

agencies of forthcoming events. Attendance at the coffee mornings is growing with new faces at each event as well as those who are keen to attend as many as they can. Grove Corner and the Disability Resource Centre were the venues for the first two sessions. The next one will take place at Southwood Road community lounge in June.

5. AUTHORS

Elaine McGarrigle, Older People's Support Services Officer
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Sandy Coyle, Community and Young People's Services Manager
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DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 4 JUNE 2018****DUNSTABLE TOWN CENTRE SERVICES**

Purpose of Report: For information and for a decision regarding the Council's Christmas lighting contractors

1. THEMED MARKETS 2018

- 1.1 The table below details the number of traders the themed markets have attracted to date. As can be seen, some additional work and looking at the theme attendance for next year is required. Another consideration is whether there are as many themed markets in 2019? There has been marketing and promotion in Talk of the Town, on the Town Council website and social media accounts, and on relevant external sites. The summer theme markets have had a few more enquires and bookings. Looking at last year's figures, a few theme markets in the summer months had 1 or 2 traders booked in. Officers believe that not all themes are attracting traders. After this year's themed markets have come to an end, officers will have two year's worth of data to judge the themed markets that are on offer. The Love Your Garden event has officers in contact with local allotments and community groups, but still no bookings have emerged.

Date	Theme	No. of confirmed traders
14 April	St Georges (local business)	5
12 May	Antiques collectables (no up take)	1
9 June	Love your garden (no up take)	2 so far

2. CREATIVE CRAFT & FARMERS MARKETS 2018

- 2.1 As members will be aware, in addition to the themed markets there is a programme of a creative Farmers and Craft Markets with goods handmade in Bedfordshire, taking place on the third Saturday of each month, through to December. To increase the number of traders to this popular Market, officers have this year introduced the addition of farmers. The first Farmers and Craft Market was well attended, unfortunately a couple of the food traders were not quite ready to join. The Farmers and Craft Market has been the most popular market along Middle Row in many years with 13 to 15 bookings each month.
- 2.2 The table below details the number of traders the Farmers and Craft Markets have attracted to date.

Date	No. of confirmed traders
21 April	14
19 May	15
16 June	10 booked so far

3. ASHTON SQUARE TOILETS

3.1 A program of updated works have taken place in the Aston Square Toilets with Central Bedfordshire Officers working closely with the Town Centre Manager. Emergency lighting and the outside lights have been installed as well as the survey on the drains. All electrical ports around the market area have also been checked with new locks. New toilet roll holders are being installed into the cubicles ready for the July judging of the Toilet Awards.

4. TOWN CENTRE VACANCY RATES

4.1 The vacancy rates to the end of April 2018 are provided below. The count will be undertaken again at the end of July 2018.

4.2 The town centre area used for the survey includes properties in High Street North up to Regent Street, High Street South to Friars Walk (excluding Thames Industrial Estate), Church Street up to and including Aldi and West Street up to the Police Station/St Mary's Gate.

4.3 Eleanor's Cross, Ashton Square, Albion Street, The Quadrant and Grove Park (including ASDA) have been included, but rates can be calculated with or without these properties.

4.4 These figures have been shared with Central Bedfordshire Council officers.

No. Units	No. Vacant Units	% Vacant Units	Previous %
253	36 vacant	14.44%	13% from end of Feb 18.

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

No. Units	No. Vacant Units	% Vacant Units	Previous %
210	28 vacant	13.33%	12.38 % end of Feb 18.

The following figures relate to the **Quadrant Shopping Centre** only.

No. Units	No. Vacant Units	% Vacant Units	Previous %
43	8	18.60%	13.95 % Count from Feb 18

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

5. TOWN PROMOTIONS

- 5.1 The Town Centre Services Manager, Events Officer and Head of Service have begun planning for the bumper July edition of Talk of the Town, which will focus on the recent and future town centre improvements. It will include positive pictures of the town with statements from traders and shops on trading in Dunstable as well as recent capital investments.
- 5.2 The Community Toilet Scheme application form and terms and conditions have been drawn up with some work on a logo with JNB. The Town Centre Service Manager will speak to the outlets in mind to look at signing up to the scheme, with a view that it will commence at the beginning of July.
- 5.3 Town Centre Service Manager has also made an inventory of all the noticeboards around Dunstable. Officers have met to agree a procedure for the future management of the noticeboards. Noticeboards will be visited on the first and third Monday every month.

6. CHRISTMAS LIGHT SCHEME

- 6.1 With the highways work in relation to the de-trunking of High Street North still not started and with no confirmed start or completion dates, officers seek the approval of members to continue with Lamps and Tubes for the installation and maintenance of the 2018 Christmas lighting scheme.
- 6.2 Once the highways improvements have been completed Officers will look to retender the Christmas lighting contract.

7. AUTHOR

- 7.1 Annette Clynes - Town Centre Service Manager
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DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 4 JUNE 2018

PETER NEWTON PAVILION – BEDFORDSHIRE FOOTBALL ASSOCIATION

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

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

2. POLICIES, PROCEDURES AND BUILDING MANAGEMENT

- 2.1 Bedfordshire Football Association has provided copies of relevant licenses and Members may wish to note that the building and the Artificial Turf Pitch (ATP) is insured by Dunstable Town Council the cost of which is re-charged to Bedfordshire FA. They have also provided evidence to show that they are continuing to manage the facility at a level which matches lease expectations, ensuring that health and safety issues, water and fire risk management is in place, together with the annual servicing of the boiler.

3. CENTRE HIRE

- 3.1 Bedfordshire Football Association has confirmed that they continue to attract and maintain their regular hirers. They also attract private hirers and occasional users.

4. FINANCE

- 4.1 Bedfordshire Football Association has submitted and income and expenditure sheet for the Peter Newton Pavilion (See Appendix 1). It shows an operating profit of £12,397 and therefore Bedfordshire FA are yet to meet the agreed threshold of £25,000 profit for sharing any proceeds with DTC.

5. APPENDICES

- 5.1 Appendix 1 - Income and expenditure Peter Newton Pavilion 2017

6. AUTHOR

- 6.1 Becky Wisbey – Head of Community Services
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PNP (County Lounge) Income & Expenditure 2017

Income

Hall Hire	29,818.00
Drink Sales	47,538.00
	<u>77,356.00</u>

Expenditure

Food & Drink	19,600.00
Salaries	27,746.00
Utilities inc rates	11,191.00
Administration costs	1,088.00
Insurance	3,336.00
Repairs & maintenance	1,998.00
	<u>64,959.00</u>

(includes back payment to DTC)