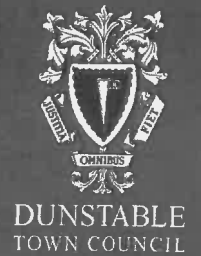


Dunstable Town Council
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David Ashlee Town Clerk and Chief Executive

Our Ref: DA/BW

Date: 24 May 2019

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 3 June 2019 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 11 March 2019 (copies previously circulated).
3. Specific Declarations of Interest.
4. Grove Corner and Community Engagement – information report (see page 1).
5. Youth Service review – decision report (see page 5).
6. Events and Marketing – information report (see page 9).
7. Priory House – information report (see page 14).
8. Dunstable Town Centre Services – information report (see page 16).
9. Bedfordshire FA – information report (see page 20).

Cont'd ...

- 2 -

DA/BW
24 May 2019

10. Reports from outside bodies:

South Bedfordshire Dial-a-Ride – Cllr Martin
Dunstable Town Band – Cllr Martin

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of the Community Services Committee
Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor), Gloria Martin (Chairman),
Gladys Sanders (Vice-Chairman), Wendy Bater, Lisa Bird, Gregory George, Pamela
Ghent, John Gurney, Peter Hollick, Cameron Restall, Lee Roberts and other Members of
the Council for information.

DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 3 JUNE 2019

GROVE CORNER AND COMMUNITY ENGAGEMENT

Purpose of Report: For information only.

1. GROVE CORNER FIGURES

- 1.1 Grove Corner has received 431 visits from young people with 19 new sign ups since the last report up to and including Friday 17 May 2019. Numbers are recorded through a head count by officers and staff.
- 1.2 Junior youth club remains popular with an average of 26 attending the Friday evening sessions.
- 1.3 There have been 19 Junior sessions and 7 Senior drop-in sessions since the last report to this Committee.
- 1.4 Grove Corner now has 486 Facebook 'Likes' and Grove Corner's Instagram now has 168 followers.
- 1.5 The Pokémon Club continues to be a popular activity with an average of 30 attending each session.
- 1.6 SORTED Counselling Services
Please see below for figures from 26 February to 17 May:
- Hours Offered - 230
Hours Cancelled/DNA - 75
Hours Attended - 155
- New clients - 27
Clients started counselling before above date - 17
Totalling - 44 clients seen
- The counselling rooms are being advertised via social media to attract possible hirers for the times they are not being used by SORTED.
- 1.7 The daytime hire of Grove Corner has again increased with groups now using the centre every week day. Yawn Life are an organisation offering services to adults with learning difficulties and they are currently using Grove Corner on Monday and Wednesday mornings. The participants enjoy using the computers, playing pool and generally socializing with each other. NOAH are running life coaching courses on Thursday afternoons. Sight Concern continue to hold their social club in Grove

Corner on Tuesday's and Minds2gether attract large numbers to their social club on Friday's.

2. GROUNDWORK UPDATE

- 2.1 Groundwork have been commissioned to undertake Dunstable Town Council's youth provision for 12 months until the end of March 2020. As part of this commission Groundwork have been tasked with direct delivery and also wider youth engagement and consultation to understand what the needs are for youth services in Dunstable.
- 2.2 During the Easter school holidays Groundwork developed a range of activities which were promoted through social media, the Town Council's website and through afterschool outreach sessions outside Queensbury, Manshead, All Saints and Priory. Over 200 leaflets were distributed, and many discussions took place with the young people.
- 2.3 The table below shows the sessions that were offered and the numbers at each one. Unfortunately, turnout was low, although not unexpected given the numbers previously engaging with Town Council youth provision.

Easter Provision April

Date of Activity	Activity	No. Of Young People	Males	Females	Approx. age range
8 & 11 April	GCSE Revision Session	0			
10 April	CSE Workshop	1	1		14
16 & 18 April	Canvas Workshop	1	1		14
15	Sports	7	6	1	14+

- 2.4 Currently three sessions are being run a week in Dunstable.
- Tuesdays after school Bennett Memorial Recreation Ground
 - Thursday 6 to 8 pm Grove Corner - drop in
 - Friday 6 to 8 pm Grove Corner - Junior Youth Club
- 2.5 The challenges include difficulty engaging with more young people over the age of 15. This age does not seem to be utilising outdoor spaces at this time of day. At times when the youth workers have found groups of young people, they have been in very large groups, where their attitudes and behaviour have been exaggerated and hard to engage with. Despite this youth workers engage on average 20-30 young people per session at Bennett Memorial Recreation Ground. Positive feedback from these sessions has shown a need for more sports in the area including football, rounder's and boxing. Officers look to develop future sports activities to support these needs alongside exploring a wide range of activities young people may like to take part in.
- 2.6 Plans are in place to deliver a session at the Splashside Café. Utilising both the green space and café for activities and potentially providing volunteer opportunities for young people to run their own youth café during the sessions. It may also be

possible for the young people to have use of the splash park itself, which is often dominated by younger children in the day.

- 2.7 A survey-based consultation will take place over the next few months to better understand the needs and interests of a large number of young people from the area. The survey will be available online to ensure it can be advertised through a wide range of outlets. This may include a survey for parents to gain their feedback. The survey will also be delivered in schools through lunchtime sessions and the schools will have the opportunity to deliver it in IT classes to ensure the maximum amount of young people are reached.
- 2.8 Youth workers will be participating in several of the Town Council events over the summer to engage with young people, building relationships and promoting the new youth provision.

3. HALF TERM FAMILY FUN

- 3.1 A free family fun Easter themed event took place on 16 April during half term at Creasey Park Community Football Centre, 51 children and 32 adults attended.

4. COMMUNITY ENGAGEMENT

4.1 Beecroft Residents Association (BRA)

The Neighbourhood Development Worker continues to support this group and works in partnership with them to provide community activities. On 30 May a community event was held in the grounds of Beecroft Academy to decorate 4 community wheelbarrows as part of the Dunstable in Bloom campaign.

4.2 Downside Residents Association

The Neighbourhood Development Officer is working in partnership with the residents association to plan a community fun day at Downside Recreation Grounds as part of Love Parks Week on Sunday 14 July 2.00 pm to 4.00 pm.

4.3 Dunstable Men in Sheds

Dunstable Men in Sheds continue to attract members and they have been very busy making all manner of items for community groups, schools and the Town Council. They have recently made some bespoke side stall games for the teams use at Summer Activity events and a large owl box for Dunstable Cemetery. Now that the performance store has been refurbished work can begin on clearing out the rest of the Town Council items to enable the group to expand into the whole of the Meadway Hut. There are currently no timescales for this.

4.4 St. Augustine's Junior Wardens

This group are the Junior Dignity Champions for Bedfordshire. Their work was highlighted in the BDN newsletter for taking part in the Great British Spring Clean alongside members of the Residents Association, Downside Children's Centre,

members of the community and Signpost volunteers on 3 April. 38 bags of rubbish were collected. The group are now busy decorating their wheelbarrow as part of the Wheelie Fantastic project.

4.5 Friends of Dunstable Cemetery

The friend's group are growing in numbers and reputation. They hope to be an independent unincorporated group before the end of the year and are being supported to meet their aims. Some of the Friends met the judges on the Cemetery Green Flag visit and they are rightly proud of their achievements to date.

4.6 Partnership Working

- 4.6.1 Members of the NHS commissioning team, held a number of consultation events with our user groups. This was to capture views on the proposed Health Hub for Dunstable. They were delighted at being invited to give presentations and liaise with a wide range of local people and thanked us for our support.
- 4.6.2 The Downside community coffee mornings were reviewed in March and the decision taken to continue at St Augustine Church and Downside Community Centre on alternative Friday's. St Augustine Church is attracting the most number's and this will be reviewed again towards the end of the year.
- 4.6.3 Members of the team held workshops in Beecroft Academy on 23 May to help the two year 6 classes decorate their wheelbarrows. They worked in partnership with the school to add value to their curriculum topic of WW2. Dunstable in Bloom theme is 'Planting for the Senses' and one class did their barrow on taste, highlighting recipes on rations. The second did their one on sound making gasmasks and decorating the barrow with sirens.
- 4.6.4 On 31 May the team worked in partnership with the Cat Protection to put on a family fun event in St Augustine's Church Hall on Downside. The aim was to inform and encourage local people to use their services. Un-neutered, stray and abandoned cats/kittens is an issue in the area.

5. AUTHORS

- 5.1 Jack Adams-Rimmer – Neighbourhood Development Officer
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- 5.2 Sandy Coyle – Community and Young Peoples Service Manager
Email - sandy.coyle@dunstable.gov.uk
- 5.3 Mo Miah
Email - Mohammed.Miah@groundwork.org.uk

DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 3 JUNE 2019****REVIEW OF DUNSTABLE TOWN COUNCIL YOUTH SERVICES**

Purpose of Report:	For Members to agree to the establishment of a review group to look at the Town Council's youth services and to bring recommendations back to a future Community Services Committee.
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1. ACTION RECOMMENDED

- 1.1 For Members to agree to the establishment of a review group to look at the Town Council's youth services and to bring recommendations back to a future Community Services Committee.

2. INTRODUCTION

- 2.1 Dunstable Town Council has been delivering youth services from Grove Corner (formerly known as The Place) for over 15 years. The format has remained the same throughout; three nights a week, free drop in 13 to 19-year olds, 7.00 pm to 9:30 pm. The Council has no mandatory requirement to provide youth services as this rests with Central Bedfordshire Council, but they choose to exercise their powers to incur expenditure on these services.
- 2.2 Whilst there have always been fluctuations in attendance, e.g. when the current cohort reach 18 and go off to university or start to get jobs; after a couple of months numbers attending sessions have returned and work on a new cohort of young people has begun.
- 2.3 In 2010, Dunstable Town Council decided to create a Junior Youth Club. Officers knew there was a need for activities for this age group and it was also hoped that when they reached 13 there would be a steady flow of young people into the senior 'drop ins', however, for numerous reasons, despite the Junior Youth Club being very successful, this has not happened.
- 2.4 Since September 2017 the numbers at the senior drop-ins have steadily dropped. Despite having a new Senior Youth Officer in post who carried out outreach and visited schools, the numbers did not increase.
- 2.5 When faced with a vacancy to the position of Senior Youth Officer, the Head of Service and the Community Services Committee took the decision to engage with Groundwork (Central Bedfordshire Council's commissioned organisation for youth provision in Dunstable and Houghton Regis). Groundwork have been tasked with both delivering youth services and engaging with young people in order to develop services further. Groundwork have been working with Dunstable Town Council since March 2019, and are commissioned until the end of March 2020.

3. MAIN CONSIDERATIONS AND FINDINGS

- 3.1 Groundwork have led on the Council's youth provision since April, running several one off and engagement sessions. During the Easter holidays, attendance at the planned activities was very low and disappointing. Further activities were planned for the following term and making the most of the better weather and lighter nights, this included a session at Bennett Memorial Recreation Ground after school and a drop-in session at Grove Corner. Engagement at Bennett Memorial Recreation Ground was more promising than the sessions ran from Grove Corner. Whilst Grove Corner has been the dedicated youth space for the Town Council there are lots of other Town Council venues and facilities that can be used – especially parks during the summer months. This is something that can be looked at by the review group.
- 3.2. Conversations that have been had on social media appear to show that despite visiting schools, carrying out outreach, featuring in Talk of the Town and the social media, people are still unaware of the Town Council's Youth provision. This will continue to be a focus for Groundwork, and it may be that this is something that the review group would like to explore further
- 3.3 **Recommendations for Review Group** – it is proposed that the review group consists of a representative from Groundwork, DTC staff and up to five Councillors. The aim of the group will be:
- To review the consultation results and recommendations on future delivery.
 - Listen to new ideas for activities and provide feedback.
 - Positively challenge ideas and plans
 - Review and reflect on current delivery.

The group will aim to meet during the day to ensure that youth workers can attend without affecting contact time with young people. The first session would be in June to outline the expectations of the group, review services and outreach to date and look at plans for the service going forward. The group will then meet again in August to review any agreed actions, delivery to date and the plans for the new term. It is then anticipated that the review group will report to Committee with recommendations in September.

Members should also note that this review will be carried out in the context of the Council having a current vacancy for a Senior Community and Young People's Services Officer and the impending retirement of the Community and Young People's Services Manager early in 2020 (see current structure chart at appendix 1).

4. FINANCIAL IMPLICATIONS

- 4.1 The Council currently budgets £21,161 for operating Grove Corner. This does not include staff charges. Whilst there will be no financial implications as a result of the review for 2019/20, the outcomes of the review may have implications on the 2020/21 Community Services budget.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The recommendation in this report to review the Town Council's youth services aligns itself to the corporate plan priority *"To continue to improve services targeted to all community sectors in the town"*.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 All youth services will continue to be delivered within guidelines contained within the Council's safeguarding policy.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 None

8. LEGAL IMPLICATIONS

- 8.1 None

9. ENVIRONMENTAL POLICY IMPLICATIONS

- 9.1 None

10. EQUALITIES IMPLICATIONS

- 10.1 All youth services will continue to be delivered within the guidelines contained within the Council's Equality and Diversity policy.

11. APPENDICES

- 11.1 Appendix 1 – Youth and Community Engagement Structure Chart

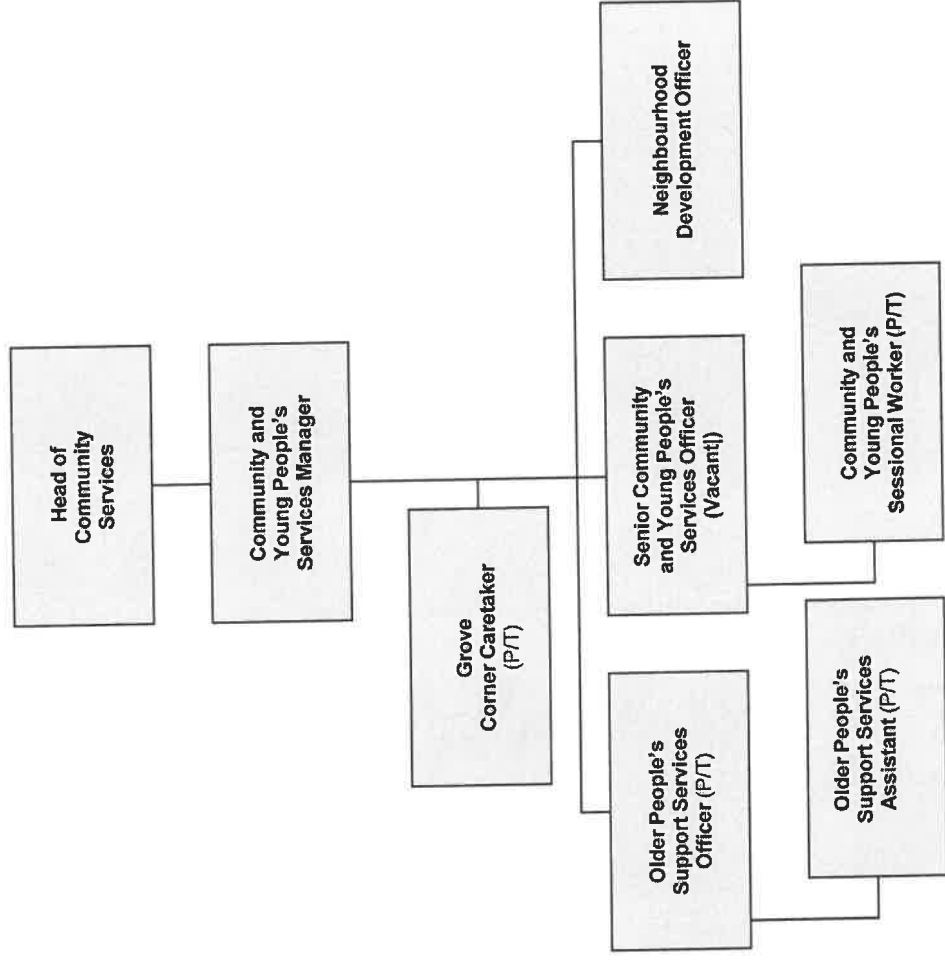
12. BACKGROUND PAPERS

12. None

13. AUTHOR

- 13.1 Becky Wisbey – Head of Community Services
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Youth and Community Engagement



DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 3 JUNE 2019

EVENTS AND MARKETING

Purpose of report: 2019/20 events update, and a decision on the free use of Grove Theatre.

1. PAST EVENTS

1.1 St George's Day

Due to the high winds that were forecast for the event, the decision was made on the Friday to cancel the event. It is the first time in over 10 years that an event has been cancelled due to weather. The decision was not taken lightly, but 90% of the event could not have taken place and the risk was too high to run the event safely.

1.2 Around the World

A very successful event, it is estimated over 2,000 people attended throughout the day. Feedback has been very positive; the public really enjoy this type of event.

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:

30 June	Dunstable Town Band
7 July	Dunstable Salvation Army
14 July	Toddington Town Band
28 July	St Albans City Band
4 August	The Woburn Sands Band
11 August	Welwyn Garden City
18 August	Milton Keynes Brass Band

Officers tried a different approach to the tea and coffee concession by having an application form that charities and not for profit organisations could fill in and apply for the seven-week tea and coffee concession. The application was widely advertised in Talk of the Town, Facebook, and website. There was one application submitted by the Disciples of Christ as they are raising funds for the

homeless and hungry of Dunstable, they have been awarded the concession for 2019.

2.2 Dunstable Live – Saturday 15 June

Dunstable Live is the next event in the 2019 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:

2.00 pm Enzo as Bryan Adams
 3.00 pm Meet Loaf
 4.30 pm Bon Giovi
 6.30 pm Queen II

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

2.3 Party in the Park – Saturday 20 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 with a Rod Stewart tribute. The main act, Showaddywaddy, will follow this.

Other activities throughout the day are the free kidzone, donkey rides, funfair, crafts stalls, soft play bus, and Magic Dave the magician.

2.4 Priory Pictures – Saturday 22 June and Saturday 10 August

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:

SATURDAY 22 JUNE

12 noon **Adapted Screening** – Aqua Man (12A)
 3.00 pm Christopher Robin (PG)
 5.30 pm Aqua Man (12A)
 8.15 pm Bohemian Rhapsody (12A)

SATURDAY 10 AUGUST

12 noon **Adapted Screening** – Mary Poppins Returns (U)
 3.00 pm Mary Poppins Returns (U)
 5.30 pm Fantastic Beasts: The Crimes of Grindelwald (12A)
 8.15 pm A Star is Born (15)

New for 2019 is the adapted screening for autism and hearing impairments. The screening will benefit from:

- Lower sound volume
- Subtitles
- Hearing Loop
- Over 150 chairs
- Enclosed quiet space available
- Wheelchair friendly viewing area
- Enclosed safe space area
- Designated smoking area
- Minibus drop off point
- Accessible toilets

The same film will then be played again with full volume and no subtitles later in the day. Feedback so far has been positive about the adapted screening and officers hope that this will be successful.

2.6 Priory Proms in the Park – Saturday 14 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 The Barn-netts, who are a trio singer group.

2.7 Weird and Wonderful – Saturday 7 and Sunday 8 September

Please see the Town Centre Services report for an update.

3. **WEBSITE AND SOCIAL MEDIA**

3.1 Dunstable Town Council website is still one of our main primary tools to deliver information to the public. Since the 1 January the website has had 56,421 page views.

3.2 Facebook and Twitter is one of the most popular ways the public engage with the council.

Over the past three years, Facebook likes has gone from 2,226 (Jan 2017) to 5,581 (Jan 2019) – now 5,980. What is more noticeable is the amount of interaction we now receive on our Facebook page, which has increased significantly. The post reach for the last month was up 44% to 66,158 with the engagement increasing by 184% to 40,941. The explanation behind these increases is that it is now event season with new posts about Town Council events and specialist markets, which attracts new and increased traffic and interaction. The other explanation is the opening of the new adventure play area, which has brought new interactions and likes.

Twitter is used regularly by officers, but it has less interaction than Facebook. Over all the Council Twitter accounts have 7,257 followers across five accounts. Creating event pages for all services seems to work really well at engaging and interacting with the community. All officers are encouraged to use this tool across all services within the council.

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. The event sponsors Suitcase Travel have noticed peaks of enquiries linked to the distribution of 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: 5 September 2019	Delivery: 18 October 2019
Copy Deadline: 5 December 2019	Delivery: 17 January 2020

4.2 Poised

The first edition of Poised will be delivered to households in surrounding villages/towns from 7 June. The new magazine is aimed at encouraging people from the outside villages/towns to shop in Dunstable and use the facilities, parks and to attend events. Whilst this is a one off magazine funded by the Town Council's corporate marketing budget if successful officers would like to see this continued.

The villages/towns the magazine is to be distributed are:

- | | |
|------------------|----------------|
| - Houghton Regis | - Totterhoe |
| - Eaton Bray | - Caddington |
| - Edlesborough | - Whipsnade |
| - Woburn | - Woburn Sands |
| - Toddington | - Kensworth |
| - Markyate | - Studham |
| - Hockliff | - Tilsworth |

In total 20,650 copies will be delivered.

4.3 Event Marketing

A summer events leaflet covering all the events was distributed around town. 3,000 leaflets were printed in total, and more can be ordered if needed.

All the events have a Facebook event page, posters, website, featured in Talk of the Town. We have leaflet stands in Grove Theatre, Priory Church, Ashton Square Toilets, Creasey Park, Priory House, Grove House and Grove Corner. Posters are taken to shops and owners are kindly asked to display them.

5. FREE USE OF GROVE THEATRE

- 5.1 Dunstable Town Council has always had the option of two free uses of Grove Theatre, (whilst the use of the theatre is 'free' there are still staffing costs).
- 5.2 Dunstable Town Council has been approached by Houghton Regis Town Council requesting use of one of the Council's free uses for their 2019 Christmas event.
- 5.3 At the moment no other requests for the Town Council's 2019/20 uses. Members of the Community Services Committee are requested to make a decision regarding this request.

6. AUTHOR

- 6.1 Lisa Vincent- Events and Marketing Manager
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DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 3 JUNE 2019

PRIORY HOUSE

Purpose of Report: For Information only.

1. OPERATIONAL ISSUES

- 1.1 The 16-hour post for the Tea Rooms has been appointed.
- 1.2 One Casual Agreement for the Tea Rooms has been offered and accepted.
- 1.3 The 22 hours a week Duty Manger post has been recruited and Julie Garner has accepted the post.
- 1.4 This appointment has created a vacancy for a 24 hour post as Priory House Assistant which has been advertised.

2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET

- 2.1 Regional brochures are now displayed for the main areas of the country still providing a printed format.
- 2.2 Facebook advertising continues to be a good way to promote sales in the gift shop.
- 2.3 Showcase shelving has been full for April and May and has bookings for the next three months. It is encouraging to note that there have been several new traders.

3. THE JACOBAN ROOM

- 3.1 The wedding folder is now complete, and staff are now working on a generic folder for all other functions.
- 3.2 There are now two confirmed bookings for weddings, one of which will be having Afternoon Tea and the other will be having a Cream Tea. There are also other enquiries waiting for confirmation from the Registration Service for the dates requested in 2020.
- 3.3 There have been several bookings for Afternoon Tea taken in the Jacobean Room which has meant that we have been able to accommodate larger bookings than would have been possible in the Undercroft. It has also meant that the Tea Rooms have been able to keep its regular capacity ensuring maximum income opportunities for walk in customers and smaller Afternoon Tea bookings.

4. EVENTS

- 4.1 Two Afternoon Tea events will be taking place during Ascot Races week and one for the Ladies Wimbledon Final. Afternoon Tea will be served as the events are shown live on the new screen in the Jacobean room.
- 4.2 Dunstable Classic Motor Rally will be taking place on Saturday 8 June. All is in place for the

event which so far has 205 applicants across all the categories.

5. PRIORY HOUSE TEA ROOMS

- 5.1 Facebook advertising continues to be an effective tool to promote the Tea Rooms and is one of the services main methods of marketing itself.
- 5.2 A new initiative, Tea & Tots, aimed at parents/carers with young babies and toddlers launched on 4 March in dedicated space in the Undercroft. The sessions were well attended initially but have waned a little with the finer weather.
- 5.3 Mother's Day Afternoon Teas and Easter Afternoon Teas were very well attended, the latter being instrumental in the Tea Rooms having the largest ever income for the month of April.
- 5.4 During January, February and March Priory House conducted some advertising on TripAdvisor which reached 7,032 people, whilst the conversion of views to actual visits to our TripAdvisor page was 163 which is quite low, it is worth exploring this further during the summer months.

6. FINANCE

- 6.1 Priory House Profiled Income and Expenditure Report as at end of March 2019.
- 6.2 The increase in income in the Tea Rooms for the period, accounts for much of this positive variance.

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Budgeted Expenditure	£50,185	£27,785	£29,434	£29,185	£28,685	£30,934	£28,985	£29,086	£30,184	£28,685	£27,685	£30,687
Actual Expenditure	£43,241	£29,587	£30,774	£34,125	£29,403	£29,665	£28,580	£26,952	£29,905	£30,660	£23,921	£48,776
Variance	£6,944	-£1,802	-£1,340	-£4,940	-£718	£1,269	£405	£2,134	£279	-£1,975	£3,764	-£18,089
Budgeted Income	£11,300	£11,300	£12,839	£13,300	£13,400	£15,038	£11,500	£15,000	£16,537	£9,300	£9,300	£11,838
Actual Income	£13,033	£16,176	£17,594	£12,730	£15,969	£13,618	£11,355	£12,930	£17,013	£11,544	£11,757	£16,088
Variance	£1,733	£4,876	£4,755	-£570	£2,569	-£1,420	-£145	-£2,070	£476	£2,244	£2,457	£4,250
Total Variance	£8,677	£3,074	£3,415	-£5,510	£1,851	-£151	£260	£64	£755	£269	£6,221	-£13,839
Overall Variance	£5,086											

7. AUTHOR

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

DUNSTABLE TOWN COUNCIL**COMMUNITY SERVICES COMMITTEE****MONDAY 3 JUNE 2019****DUNSTABLE TOWN CENTRE SERVICES**

Purpose of Report:	For information only.
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1. MARKETS

1.1 Two Porters have recently been recruited to work twice a month, on the themed/farmers and craft markets. It is hoped that rather than relying on unreliable agency staff this will reduce the risk of staff not turning up and the subsequent problems that this brings to setting up/dismantling a market.

1.2 Themed market

These markets are growing in numbers each month. They are advertised for free in Stall Finder, Marketti, Facebook and Twitter, as well as leaflets and posters. Facebook is receiving great coverage with posts often exceeding a reach of 10,000 and this is certainly shown by the number that are attending the markets.

Easter treats - April	14 stalls booked
Love your garden - May	11 stalls booked
Classic jumble - June	6 stalls booked so far
Lifestyle and craft - July	10 stalls booked so far

1.3 Farmers and Craft

A very popular market with lots of enquires each week from new stallholders. The Town Centre Services Officer would still like to source some new food stalls. On average, 3-4 food stalls are booked in each month. A new flower stall has booked each month, which will add to the popularity of the market.

April	15 stalls
May	20 stalls
June	10 stalls booked so far
July	12 stalls booked so far

2. ASHTON SQUARE TOILETS

2.1 The Market Town Regeneration Fund has agreed to spend £70,000 on the Ashton square toilets after the stock condition survey was undertaken. Works have still not been agreed, despite officers and CBC Councillor's following this up. However, water tank issues which affect water safety will definitely be completed.

3. COMMUNITY TOILET SCHEME

3.1 Kazmicks in Queens Street and Nostalgia Café in West Street will be joining the scheme again for a second year. The town centre has two community toilets with the Town Centre Services Officer looking into a third community toilet. Unfortunately, the café that was interested in the scheme has now pulled out.

4. TOWN CENTRE VACANCY RATES

4.1 The vacancy rates to the end of April 2019 are provided below. The count will be undertaken again at the start July 2019.

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.

These figures have been shared with Central Bedfordshire Council officers.

No. Units	No. Vacant Units	% Vacant Units	Previous %
253	34 vacant	13.43%	11.80% from end of Jan 19.

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

No. Units	No. Vacant Units	% Vacant Units	Previous %
210	27 vacant	12.85%	10.95% last count end of Jan 19.

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

No. Units	No. Vacant Units	% Vacant Units	Previous %
43	7	16.27%	16.27 % Count from Jan19

5. TOWN CENTRE EVENTS

5.1 Dunstable's invisible art trail

5.1.2 The hidden art trail will be visible from April to June when water is applied to the area. The artists have been visiting the local schools to promote the event. A stall was booked on Saturday 13 April to promote the event and hand out maps and water bottles. Priory House have a selection of maps and water bottles as do The Workhouse. The map of the trail is in all the notice boards as well as on a Facebook post each week to promote the trail.

5.2 The Square

5.2.1 With the success of the snow globe in The Square last year, free events will continue in The Square this summer. These free events will be held in May, July, August and September

5.2.2 Saturday 25 May will be the first free event in The Square. May pole dancing with free arts and crafts on The Square from 10.00 am to 3.00 pm. Liquorish jewellery and super hero gliders will be available for the children to make in the arts and craft tent. The Jester will encourage children to take part in a Maypole dance and workshop.

5.2.3 Saturday 13 July is Football on The Square from 10.00 am to 4.00 pm. This free event is for the whole family. The public can play for fun on the football tables or join in the competitions and knockouts to win prizes.

5.2.4 Saturday 17 August is Seaside Day on The Square from 10.00 am to 4.00 pm. The seaside day is a free event with donkey rides and a beach globe with beach balls, sand pits and a giant deck chair.

5.3 Weird and Wonderful – lottery funded event.

5.3.1 The Town Centre Services Officer and the events team are working together to organise the two day event. Please note the change of date from our original outline bid, it will now take place on Saturday 7 September and Sunday 8 September. As activities and performers get booked the team will update our social media platforms, website and members through these updates. Acts that have been booked for Saturday 7 September include; hula act, body painting, magic street show, clown bubble act and classic stone statue. Community acts on Saturday are two buskers, Hot Academy and Shambles Big Band. The shadow puppet booth and messy hand and feet painting have been booked for both days. Acts that have been booked for Sunday 8 September include superhero bubble act, Queen Victoria statue, mime and magical street show.

5.3.2 Officers are contacting community groups to join the Sunday event via the Town Council Facebook page. The Facebook post has had a great response with officers in talks with new groups to join the event. Officers have also posted on

the event to ask the public "what would you like to see at the event", and have received a number of suggestions.

6. SHOP FRONT IMPROVEMENT SCHEME

- 6.1 Dunstable Town council in partnership with Central Bedfordshire Council and The Joint Committee have a scheme that can help those independent retailers with their shop fronts. The Shop Front Scheme can help retailers in Dunstable town centre to apply for up to £500 match funding towards the total cost to help improve the shop fronts within the town centre.
- 6.2 A leaflet and application form has been designed and has been promoted on social media and the Town Council's website. The Town Centre Services Officer has hand delivered to shops, especially targeting those shops requiring most improvement.

7. SHOP WATCH

- 7.1 Dunstable has its own Shop Watch Scheme, which has been newly formed for the retailers of Dunstable. The Joint partnership working with Bedfordshire Police, Central Bedfordshire Council and Dunstable Town Council has enabled the scheme to take its first steps. Shop Watch brings together businesses both small and large for the common purpose of reducing retail crime. Through the sharing of intelligence, its purpose is to pass on early warning of known shoplifters who have been spotted within the area.

8. PARTNERSHIP WORKING

- 8.1 The Town Centre Service Officer has been working closely with Central Bedfordshire Council's Planning Enforcement Team looking at a number of units which are falling into disrepair. Warning letters have been issued to several landlords/owners and Section 215 notices have been issued where necessary. The Town Centre Services Officer will continue to visit businesses and encourage them to improve their shop fronts and advise CBC of any improvements.

9. AUTHOR

- 9.1 Annette Clynes - Town Centre Services Officer
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DUNSTABLE TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE

MONDAY 3 JUNE 2019

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 99 year lease at a pepper corn rent 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 an income and expenditure sheet for the Peter Newton Pavilion (See Appendix 1). It shows an operating profit of £10,096 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 2018

6. AUTHOR

- 6.1 Becky Wisbey – Head of Community Services
becky.wisbey@dunstable.gov.uk

County Lounge Income & Expenditure 2018

Appendix 1.

Income

Hall Hire	42663
Bar Sales	<u>37674</u>
	80337

Expenditure

Food & Drink	30260
salaries	23562
Utilities including Rates	8455
Administration Costs	1280
Insurance	3367
Repairs & Maintenance	<u>3317</u>
	70241