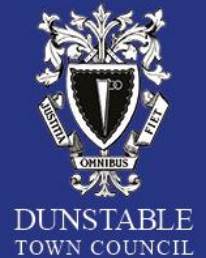


Dunstable Town Council
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Paul Hodson, Town Clerk and Chief Executive

Date: 22 September 2023

Dear Councillor,

You are hereby summoned to attend a Meeting of **Dunstable Town Council** which will be held on **Monday 02 October 2023 at Grove House in the Council Chamber commencing at 7.00 pm**. The meeting will be streamed live and the recording then made available. To view the meeting live or afterwards use this link: [livestream](#). Members of the public and press are also welcome to attend in person. Members of the public may ask a question during the public session, either in person or online via MS Teams. If you would like to ask a question please contact the Council via democratic@dunstable.gov.uk or 01582 513000 by 4pm on Friday 29 September 2023.

This meeting will be filmed by the Council and broadcast live and will be capable of repeated viewing. If you are seated in the Council Chamber it is likely that the cameras will capture your image. By your presence you are deemed to consent to be filmed, and to the use of those images and sound recordings for webcasting or training purposes.

If you address the committee in person or via Teams, your contribution will be recorded and broadcast, unless this is during a private session, as permitted by the Access to Information provisions.

AGENDA

1. Apologies for Absence.
2. To agree as a correct record the Minutes of the Council Meeting held on 26 June 2023 (Minutes enclosed - page 3)
3. Specific Declarations of Interest
4. Chairman's Remarks including Civic Events and Mayoral Activities - attached is a summary of events the Mayor and Deputy Mayor attended from July to September 2023 (page 7)

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

5. Public Question Time
6. To receive reports of the following Committees:

<u>Committee</u>	<u>Date</u>	<u>Page</u>
Community Services	4 September 2023	13
Grounds and Environmental Services	11 September 2023	17
Finance and General Purposes	18 September 2023	21

7. Referral Report
 - 7.1. Plans Sub-Committee – Report (Page 24)
8. To agree any nominations to the Bedfordshire Association of Town & Parish Councils -Correspondence (Page 28)
9. Cemetery Working Group - Report (Page 30)
10. Reports/updates by Members of Central Bedfordshire Council on matters of interest to the Town Council
11. RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.
12. Priory House Funding – Report
13. Verbal update on Creasey Park management arrangements

Yours faithfully



Paul Hodson
Town Clerk and Chief Executive

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

HELD ON MONDAY 26 JUNE 2023 COMMENCING AT 7.00 P.M.

Present: Councillors Liz Jones (Town Mayor), Trevor Adams; Gregory Alderman; Richard Attwell; Wendy Bater; Robert Blennerhassett; Matthew Brennan; Alex Butler; Mark Davis; Peter Hollick; Nicholas Kotarski and Matthew Neall; with Paul Hodson (Town Clerk and Chief Executive) Lisa Scheder (Head of Finance and Responsible Financial Officer), James Slack (Sport & Leisure Facilities Manager), Rachel Connor (Communications and Marketing Officer) and Becky Wisbey (Head of Community Services – via Teams).

Apologies: Councillors Philip Crawley; John Gurney, Kenson Gurney, Michelle Henderson, Louise O’Riordan and Johnson Tamara

Public Attendance: One

147/23 MINUTES

The minutes of the meeting of the Council held on 17 April 2023 were approved as a correct record and signed by the Town Mayor.

148/23 DECLARATIONS

Councillor Hollick declared a non-pecuniary interest in item 10 as holding an honorary position with the Dunstable Theatre Company.

149/23 CHAIRMAN’S REMARKS

The Town Mayor spoke in support of a report relating to her activities up to June 2023.

150/23 PUBLIC QUESTION TIME

A member of the public raised that two lights in Priory Gardens adjacent to the Christmas Tree were not working. The Mayor undertook to visit the site and work with officers to resolve the situation.

151/23 TO ANSWER QUESTIONS UNDER STANDING ORDER 16

Councillor Butler attended Dunstable Live and asked why it ended so early (at 8 pm). The Mayor confirmed that Dunstable Live and Party in the Park end at 8 pm. The Head of Community Services informed Members that events had gone on until 10 pm some years ago. The Central Bedfordshire Council Safety Advisory Group (SAG) had advised that events should end earlier to reduce the risk of poor behaviour, and officers observed that an earlier finish also enables clear up to take place safely while it is still light. This also enables attendees to contribute to the town’s nighttime economy after the event.

152/23 COMMUNITY SERVICES COMMITTEE

RESOLVED: that the minutes of the meeting of the Community Services Committee

held on 22 May 2023 be received.

153/23 GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

The Chair of the Grounds and Environmental Services Committee updated Members that suggestion to provide free sun cream had been investigated, and it was not possible to do this in light of the risks to the Council and the Splash Park equipment.

A Member queried whether any progress had been made on the suggestion to seek a time for younger users to use the Skate Park. The Town Clerk and Chief Executive informed Members that the relevant officer was not present, but he would provide Members with a written update after the meeting.

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 5 June 2023 be received.

154/23 FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 12 June 2023 be received.

155/23 REFERRAL REPORT FROM THE ENVIRONMENT AND GREEN SPACES COMMITTEE: NEW PEDESTRIAN CLEANER

It was proposed, seconded and

RESOLVED: that subject to there being no funding forthcoming from Central Bedfordshire Council, Members approve the release of up to £16,878 from the earmarked Vehicle and Equipment Reserve to purchase the Eco City Sweeper 2 as detailed in the original report provided at Appendix 1.

156/23 REFERRAL REPORT FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE: STANDING ORDERS

It was proposed, seconded and

RESOLVED: that the Council amends Standing Orders to say:

3.e “Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public may, at the discretion of the Chair of the meeting, raise any issue relevant to the town at a meeting of the Full Council.

f Questions and representations from the public at all meetings of the Council or its Committees do not require notice, however members of the public are requested to give notice of questions to the Town Clerk and Chief Executive in writing a minimum of three working days prior to the date of the meeting to enable full responses to be prepared before the meeting. Where a question is asked without notice, a written reply will be provided within three working days.

157/23 ANNUAL GOVERNANCE STATEMENT AND INTERNAL AUDIT REPORT

It was proposed, seconded and

RESOLVED: to receive the final internal audit report for 2022/23.

158/23 ACCOUNTING STATEMENTS

It was proposed, seconded and

RESOLVED: to approve the Annual Governance Statement.

159/23 ACCOUNTING STATEMENTS

It was proposed, seconded and

RESOLVED: to approve the Accounting Statements in the Annual Governance Return.

160/23 FREE USES OF GROVE THEATRE - REPORT

It was proposed, seconded and

RESOLVED: to approve the use of one of the free uses of the Grove Theatre by the Dunstable Musical Theatre Company.

161/23 HERITAGE AT RISK GRANT – PRIORY HOUSE REPORT

It was proposed, seconded and

RESOLVED: To agree to apply for and accept a further Heritage At Risk grant from Historic England should the application be successful and to in turn undertake all the necessary structural repairs to the attic, floor and partitions.

162/23 REPORTS/UPDATES BY MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL ON MATTERS OF INTEREST TO THE TOWN COUNCIL

Councillor Brennan reported that there was nothing to report at this stage. The Mayor reminded Members that the Joint Committee was due to meet on Thursday 6 July.

163/23 EXCLUSION OF PRESS AND THE PUBLIC

It was proposed, seconded and

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

164/23 FUTURE MANAGEMENT OF THE CREASEY PARK COMMUNITY FOOTBALL CENTRE

It was proposed, seconded and

RESOLVED: that the Council submit the proposal provided to Central Bedfordshire

Council and then signs an agreement to enter into a new 10-year agreement to manage the Creasey Park Community Football Centre, providing that:

- a) Central Bedfordshire Council agree to the construction of an extension to the current facility by one room, using funds from the current capital reserve and available S106 funds.
- b) The new agreement is subject to five-year review by both parties.
- c) The Town Council ensuring sufficient funds are in the ATP Sinking Fund to replace the two artificial pitches when required. This would mean the Town Council providing a subsidy of £18,000 per year (rising by an estimated 4% increase each year) for the next five years, the amount to then be reviewed for the following five years.
- d) The budget provided is adopted.

It was additionally **RESOLVED** to request that Central Bedfordshire Council adds solar panels to the Creasey Park Community Football Centre to help CBC and the Town Council achieve their environmental aims and to reduce future utility costs to enable additional funds to be reinvested into the services provided at the site.

The meeting closed at 20:10

Full Council Report – Mayoral Activities July – September 2023

This report showcases the activities of the Mayor and Deputy Mayor since the last full council. It has been amended to show each event and the time spent to highlight the commitment given to the civic role for the town. This doesn't include all the work in the background that is undertaken to arrange charity fundraisers; meetings with officers and liaison with local businesses and organisations that are not formal events.

Date	Event	Who went	Daytime / Evening / Weekend	Time spent at event, including travel in minutes	Comments
29/06/2023	Church Group Speech	M	D	90	An opportunity to talk about my role as mayor; the mayoral role as a whole and the history behind the chain
29/06/2023	The Vale Production	M	E	120	Beauty and the Beast performed by the school - fantastic talent across the school and great efforts by all that took part. Cllr Wendy Bater attended with me
30/06/2023	Ridgeway Lodge Summer event	M	D	90	Despite the poor weather a lovely afternoon spent with the residents
30/06/2023	Gin n Tonic Night PH	M	E	90	Enjoyable gin and tonic in PH with lots of residents in support
01/07/2023	Decades Event	M	W	150	A good event which showcased local talent and gave great opportunities to reflect on yesteryears
01/07/2023	Stotfold Quiz night	M	E	300	An interesting night and a challenging quiz!
04/07/2023	Bedfordshire Games	M	D	400	A lovely day at the Bedfordshire Games with Cllr Attwell as my guest. Great to see so many smiling faces as they won their races.
04/07/2023	HHV AGM	M	E	120	A good reflection of the year that has been a good success for the charity for new volunteers and growing presence across social media.

05/07/2023	Creasey Park Lunch Club visit	M	D	120	An opportunity to deliver the History of Mayor's speech once again which went down well by all who attended.
06/07/2023	Golf Club visit	M	D	90	Golf Day planning and club visit
06/07/2023	Queensbury Well-being Academy	M	D	90	A brilliant showcase of the wellbeing project undertaken by the team at Grove Corner and the students.
07/07/2023	Dunstable in Bloom planting session	M	D	240	Lovely to be seen out in town, supporting In Bloom; great opportunity to talk to residents who recognised the outstanding work of the town council
07/07/2023	Kings House Prize Giving	M	E	90	A lovely evening recognising the success of the students and presenting new Head Boy and Girl for the next term with their blazers etc.
08/07/2023	Garden Party FoPHG	M	W	180	A fabulous event raising in excess of £500 towards the Pergola Project in Priory Gardens
08/07/2023	Three Counties Radio	M	W	30	A few minutes of radio fame talking about Party in the Park and the fabulous atmosphere in the park.
08/07/2023	Party in the Park	M	W	360	Great event and everyone had a lovely time. The selected groups / acts and artists were really good, and the crowd loved Marvin!
09/07/2023	Truck Convoy cheque presentation	M	W	120	Nice to complete the loop on the Truck Convoy 2023 by helping to present the cheques at their informal event with the Mayor of Leighton Buzzard
12/07/2023	Anglia in Bloom Judging	DM	D	120	A pleasure for Louise to attend and meet the judges as Deputy Mayor and to recognise the work of the DiB and Town Councils teams.
12/07/2023	Scouts AGM	DM	E	120	An opportunity for Louise to hear how scouting is important to so many and how the groups across Dunstable are all thriving in their numbers.

14/07/2023	Dunstable Road Runners Mile Walk	M	E	90	A great opportunity to see how Dunstable Road Runners are an inclusive community focused at their annual One Mile Walk to remember loved ones.
17/07/2023	Queensbury Big Lunch	M	D	120	A fantastic afternoon by the school bringing opportunity to 30 residents to enjoy afternoon tea and entertainment.
18/07/2023	The Vale Autistic Unit	M	D	120	invited to attend the opening the Autistic Unit at the Vale Academy that will support 10 students from September. A great addition to the school which will support those that need additional help and support.
19/07/2023	Lark Rise Leavers Assembly	M	D	90	A beautiful assembly showcasing the excellent work of the students as they leave for their secondary schools.
19/07/2023	Home Education Event - Methodist Church Hall	M	D	60	A vast selection of organisations gathered to showcase how they support those children who are home schooled across Bedfordshire
19/07/2023	Beds University Principle Event	M	D	180	Graduation Service for the University of Bedfordshire recognising the success of Digital Media students on this occasion, as well as the installation of their new Principle.
20/07/2023	Street Food	M	E	120	A great array of delicious delights once again - to many to choose from - the Nacho's went down well!
21/07/2023	Dunstable Cricket Club Presidents Lunch	M	D/E	360	A wonderful afternoon of hospitality talking to members of Dunstable Cricket Club about how they are seeing an increase in community activities being held at the club, and how they have developed the playing of cricket and encouraging new players at all levels.
21/07/2023	Stoten Gillam Anniversary event	DM	D	120	A lovely afternoon tea celebrating 60th years of being in business.

21/07/2023	Mayor of Kempston Reception	DM	E	180	Representing Dunstable at the Civic Reception for the Mayor Kempston was an interesting evening that provided for opportunity to make new contacts and become more aware of the work other Mayor's do across their towns.
22/07/2023	Mayors Coffee Morning	M	W	300	An excellent first fundraiser for my mayoral charities with over £725 being raised. Thank you to those who donated prizes and to Louise for attending the event as the sole councillor to do so! There was support from 9 fellow towns across Bedfordshire with Mayor's travelling from afield and also a great offering of Past Mayors and councillors who came to support.
22/07/2023	Croquet Awards	M	W	60	A wet and wild afternoon which ended in trophies being presented at pace to avoid a further downpour!
24/07/2023	Dementia Awareness Event	M	W	90	An insightful event full of interesting information to support those with enquiries around dementia.
27/07/2023	KIA Pyshic Night	M	E	120	An interesting evening - my first of this kind.
28/07/2023	Totternhoe Garden Judging	M	D	120	An excellent array of gardens, hanging baskets and containers - difficult to judge this year!
29/07/2023	Around the World and Festival of Archeology Day	DM	W	180	<i>Louise attended and thanked those who put on a fantastic event for the town. A great day bringing thousands into town.</i>
04/08/2023	Rock n Roll	M	E	180	A fantastic evening, albeit quieter than hoped. Good to see those who did attend enjoy themselves
05/08/2023	Mayor of HR Afternoon Tea	M	W	120	An interesting afternoon visiting the kitchen gardens and hearing the history of Houghton Hall
07/08/2023	Ringcraft Stay n Play	M	W	90	Fabulous afternoon set up by Tanya of Ringcraft Boxing giving opportunity for young families to stay and play for a few hours. Great to see how the centre is running and encouraging greater community activities

07/08/2023	Good Companion Club	M	D	90	A great opportunity to tell the mayoral story and link to the Streets Ahead book which bought back memories for many
11/08/2023	Bishop of Bedford Dinner	M	E	210	An honour to have been invited and to meet the Luton Foodbank representatives as well as the Under Sheriff for The High Sheriff. Good to hear how the church continues to support those less fortunate in recent times
12/08/2023	Priory Pictures	M	W	60	A well supported event despite mixed weather throughout the day
13/08/2023	Kids out White Swan	M	W	240	A lovely afternoon with Kids Out - opportunity to collaborate with other organisations and to make new connections
18/08/2023	Mayors Quiz Night	M	E	300	£1000 raised for my charities with 86 people coming to enjoy a great quiz
24/08/2023	Denise Newman Medium Night	<i>M</i>	<i>E</i>	<i>180</i>	I was asked to attend this event to give support to a local charity who continue to provide great support to disadvantaged families
26/08/2023	Caritas Harmony Concert Priory Church	DM	E	120	An enjoyable evening was had to recognise the long service of Margaret, Music Director
27/08/2023	Ringcraft Funday	M	D	90	Great event that Cllr Philip Crawley, Wendy Bater attended with me
29/08/2023	Dunstable Town FC - Hub launch	M	E	180	Cllr Hollick accompanied me to this event, and we were enjoying the DTFC win on the night despite the heavy rain
09/09/2023	Cultural Consortium Heritage Day	M	W	120	An enjoyable day in town continuing to learn more about the history and cultures
09/09/2023	Proms in the Park	M	E	240	A fantastic evening bringing crowds of people to Priory Gardens to enjoy Proms in the Park

11/09/2023	Lord Lieutenant Coffee Morning	M	D	180	An opportunity to network whilst learning about the various opportunities to nominate people from our communities for various awards
14/09/2023	OPL Liaison meeting	M	D	60	Part of my regular liaison to build understanding and awareness of current situation. Received excellent feedback on the support from the Town Council being given to those staying at the hotel.
14/09/2023	Dunstable Foodbank	M	D	45	Visit to St Augustine's Food Bank distribution centre to present them with £100 of food donation. Good to be able to thank the volunteers for the work that they do.
14/09/2023	BRCC Community Garden launch	M & DM	D	120	Lily's Garden was officially opened at the Community Halls where past and present trustees were recognised for providing great opportunities for the community

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE

HELD ON MONDAY 4 SEPTEMBER 2023 FROM 19:00

Present: Councillors Liz Jones (Town Mayor), John Gurney (Chair), Robert Blennerhasset (Vice-Chair), Trevor Adams, Gregory Alderman, Wendy Bater, Peter Hollick, Nicholas Kotarski and Matthew Neall.

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Becky Wisbey (Head of Community Services), Gill Peck (Youth and Community Manager), Gina Thank Thanky (Events Officer), Lisa Stephens (Cultural Services Manager) and Georgia Pearson (Democratic Services Manager)

In Attendance: Annette Clynes (Town Centre Manager) and Michelle Collings (HSHAZ Manager) (Remotely)

Apologies: Councillor Alex Butler, Councillor Kenson Gurney

Public: Nil

165/23 DECLARATIONS OF INTEREST

None received.

166/23 MINUTES

The minutes of the meeting of the Community Services Committee held on 22 May 2023 were approved as a correct record and signed by the Chair.

167/23 UPDATES ON SERVICE LEVEL AGREEMENTS

Hospice at Home: Maureen Kerr

Maureen Kerr outlined the work of Hospice at Home and their use of the Council's funding.

Councillor Liz Jones declared interest being a Trustee for Hospice at Home

Hospice at Home offer a service to referrals from doctors who suffer from a range of life limiting illnesses. Most referrals are cancer patients. They have currently 41 referrals 28 of which are Dunstable based.

Hospice at Home currently have 25 volunteers, 23 of which are over 60 years of age. The funds provided have enabled them to increase their volunteer staff and service providers.

Citizens Advice: John Kane (Vice Chair)

Mr Kane expressed that with the funding they are provided, Citizens Advice have been able to offer their services for an extended period on Thursdays. They are now currently open until 6.30 pm which is a 2-hour extension on their original opening time.

Since the closure of Watling House, Citizens Advice have experienced an increase in calls and workload by 30%, this includes the assistance to people who are applying for PIP.

Citizens Advice now also offer a social prescribing service in which doctors refer people to receive support.

Dunstable and District Local History Society: John Buckledee

Cllr Hollick declared an interest as a member of the history society.

Cllr John Gurney declared an interest due to attending the Society's meetings.

Mr Buckledee updated Members on the work of Dunstable and District Local History Society. The extensive project to publish the Council's cemetery database online is nearing completion. The Dunstable and District Local History Society currently have 120 members. They have launched a new historical trail with QR code links of Dunstable.

168/23 TOWN CENTRE SERVICES

Members received the report provided. The Town Centre Manager summarised the key elements of the report to members. Pub Watch and Shop Watch are continuing their partnership with meetings to follow. For the Twilight Market Cllr Hollick expressed interest in approaching schools for entertainment which will bring along parents etc. to support all areas. The Town Centre Manager advised that over the summer, schools did not participate as much however this is something that will be explored.

Cllr Alderman suggested circulating the sponsorship of the Christmas tree to the public to invite donations. Councillor Jones advised that she will liaise with her contacts.

169/23 OLDER PEOPLES' SERVICES

Members received the report provided. The Youth and Community Manager summarised the key elements of the report to members. Cllr Adams asked what costs would be needed to continue the Happy and Active Together project after April. The Youth and Community Manager advised that grants would continue to be applied for. The actual costs would be provided closer to the time and if the grants are unsuccessful, attendees would need to contribute to the cost.

170/23 GROVE CORNER AND COMMUNITY ENGAGEMENT

Members received the report provided. The Youth and Community Manager summarised the key elements of the report to members. The Youth and Community Manager expressed that meetings with schools will now be commencing. This will enable them to find out where they can help the youth community and where they may need to be to engage further. Cllr Jones congratulated the team on a fantastic summer. 1,845 children took part in all community events over the summer.

Cllr Adams expressed interest in a follow up with the schools for feedback on how these events may have had a positive impact on the achievements of the students involved.

171/23 EVENTS

Members received the report provided. The Events Officer summarised the key elements

of the report to members.

RESOLVED:

To agree the following events programme for 2025/26:

Event and venue	Date 2025
St George's Day (Priory Gardens)	Saturday 26 April 11.00 am to 4.00 pm
Around the World (PG)	Saturday 24 May 10.30 am 4.30 pm
Dunstable Classic Motor Rally (PG)	Saturday 7 June 10.00 am to 4.00 pm
Dunstable Live (Grove House Gardens)	Saturday 21 June 3 pm to 8 pm
Sunday Band Concerts (GHG)	Sunday 29 June, 27 July & 17 August 12.00 noon & 2.30 pm
Priory Pictures (PG)	Saturday 5 July From 12.00 noon
Party in the Park (GHG)	Saturday 19 July 12.00 noon to 8.00 pm
Priory Pictures (PG)	Saturday 9 August From 12.00 noon
Priory Proms in the Park (PG)	Date and Times TBC from BBC
Christmas Carols and Torchlight Procession (TS)	Friday 29 November From 7.00 pm

RESOLVED: to give Autism Bedfordshire the use of one of the Town Council's free uses of Grove Theatre for their AGM.

RESOLVED: that officers should explore opportunities to diversify the band concert programme and to agree to the changes for the 2024 events programme.

172/23 HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

Members received the report provided. The HSHAZ Programme Manager summarised the key elements of the report to members.

173/23 PRIORY HOUSE

Members received the report provided. The Cultural Services Manager summarised the key elements of the report to members. The Jacobean room is out of use due to the works to Priory House. It was advised that due to the works on Priory house there may be an impact on sales over the Christmas period however other measures are being taken to increase income where possible.

174/23 PETER NEWTON PAVILLION

Members received the report provided. The Peter Newton Pavilion is leased by the Town Council to the Bedfordshire Football Association. The building was built in 2011 and an annual report is provided to update on the FA's compliance with the lease conditions.

Members were advised that the duration of the lease is for 75 years from 1994. Bedfordshire FA have not made more than £25,000 in profit from the Peter Newton Pavilion in the last year and so no funds will be passed to the Town Council.

175/23 REPORTS FROM OUTSIDE ORGANISATIONS

South Beds Dial-a-Ride Management Committee – Cllr John Gurney

Cllr Gurney advised there was no report at present due to not being able to attend their AGM meeting as this clashed with the CBC DMC meeting, which took priority. A report will follow.

Dunstable Town Band – Cllr Robert Blennerhasset

No update currently.

Men in Sheds – Cllr Richard Attwell

In the absence of Councillor Attwell, Councillor John Gurney informed Members that the group had held an open evening for families.

176/23 EXCLUSION OF PRESS AND THE PUBLIC

It was proposed, seconded and

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

177/23 NATIONAL LOTTERY HERITAGE FUND GRANT – PRIORY HOUSE

RESOLVED - to accept a National Lottery Heritage Fund Grant should the application be successful.

The meeting closed at 20:55pm

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 2023 FROM 19:00

Present: Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Town Mayor), Matthew Brennan (Chairman), Richard Attwell (Vice-Chairman), Trevor Adams, Kenson Gurney, Michelle Henderson and Matthew Neall.

In Attendance: Councillor Peter Hollick, Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Mary Dobbs (Cemetery Manager), Hayley McKee (Creasey Park Community Football Centre Manager), Dimitrisz Sopisz (Grounds Operations Manager), James Slack (Sports and Leisure Facilities Manager), Kathy Doyle (Parks and Green Space Development Officer) and Georgia Pearson (Democratic Services Manager)

Apologies: Councillors Mark Davis and Johnson Tamara

Public: Nil.

178/23 SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

179/23 MINUTES

The Minutes of the meeting of Grounds and Environmental Services Committee held on 5 June 2023 were approved as a correct record and signed by the Chairman.

180/23 PLANS-SUB COMMITTEE

RESOLVED: That the Minutes of the meetings of the Plans Sub-Committee held on 30 May 2023, 20 June 2023, 11 July 2023, 1 August 2023 and 22 August 2023 be received.

181/23 CREASEY PARK COMMUNITY FOOTBALL CENTRE AND SPLASH PARK

Members received the report provided. A Pay & Play user survey was conducted to identify where the young people came from to visit the centre. It was noted the usage in the local area consisted of 41.5% from LU5 and 44% from LU6 and nearly 9% of users were female.

Cllr Jones thanked Creasey Park staff for all their hard work and support, including at the Mayor's quiz night.

The Splash Park was able to continue business for another week due to the outstanding weather experienced. A report will be provided at the next meeting as it is expected to be the splash park's best trade week and is hoped that the final figures for this will reach the forecast predicted.

182/23 GROUNDS – INFORMATION REPORT

Members received the report provided.

Cemetery

The Cemetery Manager summarised the report giving details about various activities and works completed in the cemetery.

Allotments

The Cemetery Manager summarised the report giving further details about various allotment activities.

Recreation Grounds – play areas.

The Grounds Operations Manager updated members that the new play area at Kingsbury Recreation Ground was now complete. It was also noted that works on the MUGA are ongoing, and members will be updated soon for the opening dates.

Town Rangers

Councillor O'Riordan asked whether the skate park users can use the toilet facilities which are in the hub. Officers agreed to clarify the situation.

ACTION Grounds Operations Manager

Councillor Jones raised a concern regarding parking on the sports pitch at Kingsbury Recreation Ground. The Grounds Operations Manager advised that he will contact all members with the keys to the gates to remind them the gate keys are to be used only for emergencies.

ACTION Grounds Operations Manager

Councillor Attwell requested that the fencing from the entrance to Mentmore Recreation Ground be replaced. Prior to the meeting Councillor Attwell raised his concern with the Head of Grounds and Environmental Services Manager. It was noted that there is funding available in the reserve for fencing. It was suggested that metal mesh fencing could be used up to the hedgerow which would provide protection to the farmers crop field and then a wooden fence could be used behind the hedge in which as the hedge grows long term this would become the fence itself once the wooden fence deteriorates over time.

The Head of Grounds and Environmental Services agreed to bring a spend proposal forward to Novembers committee.

ACTION Head of GES

Councillor Jones raised a concern about damage to the planters along Middle Row and Ashton Square. The Head of Grounds and Environmental Services informed Members that discussions with CBC Highways were ongoing. CBC are responsible for the upkeep/replacement of the planters should there be any damage, however discussions had begun to establish whether the Town rangers will be able to carry out minor repairs.

ACTION Head of GES

Dunstable in Bloom and Projects

The Parks and Green Space Development Officer summarised the report given about various ongoing projects.

183/23 ALLOTMENTS TENANCY AGREEMENT – DECISION REPORT

Members received the report provided.

Councillor Henderson declared an interest due to being an allotment tenant.

RESOLVED:

1.1. That the Committee consider and approve the updated and amended tenancy agreement provided in Appendix 1.

1.2. That the Committee adopt the National Allotment Society (NAS) policy document 108 in support of the cultivation guidance now included within the tenancy agreement.

184/23 UPDATED VEHICLE MANAGEMENT POLICY – DECISION REPORT

Members received the report provided.

RESOLVED: To approve the updated vehicle management policy summarised in section 3 and provided in full at Appendix 1.

185/23 REPORTS FROM OUTSIDE ORGANISATIONS

CBC Development Committee

Councillor Jones advised that Councillor Kotarski had represented the Council at the CBC Development Committee on a planning application. CBC agreed with the council's decision which led to the rejection of the planning application. The Chair congratulated Councillor Kotarski for his efforts.

186/23 EXCLUSION OF PRESS AND PUBLIC

It was proposed, seconded and

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and therefore, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

187/23 NEW CEMETERY DEVELOPMENT – DECISION REPORT

RESOLVED:

- I. To recommend to the Finance and General Purposes Committee the release of up to £40,000 from the New Cemetery Reserve to undertake the works identified in section 3 of the report.
- II. To give delegated authority to the Town Clerk & Chief Executive, in consultation with the Chair of this Committee and the Responsible Financial Officer, to incur additional expenditure up to the remaining value of the allocated New Cemetery Reserve.

188/23 VERBAL UPDATE ON CREASEY PARK MANAGEMENT ARRANGEMENTS

No update

The meeting closed at 21:19

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 2023 FROM 19:39

Present: Councillors Liz Jones (Town Mayor), Louise O’Riordan (Deputy Town Mayor), Peter Hollick (Chair), Gregory Alderman (Vice-Chair), Richard Attwell, Nick Kotarski, Matthew Brennan, Robert Blennerhasset, Philip Crawley, and Michelle Henderson.

In Attendance: Paul Hodson (Town Clerk and Chief Executive), Georgia Pearson (Democratic Services Manager) and Lisa Scheder (Head of Finance and Responsible Financial Officer)

Apologies: Councillors Mark Davis, John Gurney, and Johnson Tamara.

Public: Nil.

189/23 MINUTES

The Minutes of the meeting of the Finance and General Purposes Committee held on 12 June 2023 were approved as a correct record following one minor amendment and were signed by the Chair.

190/23 DECLARATIONS OF INTEREST

There were no specific declarations of interest.

191/23 REFERRAL REPORTS

Members received and noted the report.

RESOLVED:

To approve the release of up to £40,000 from the New Cemetery Reserve to undertake the works identified in section 3 of the report.

192/23 FINANCE

RESOLVED:

- i. To agree the revenue budgetary control report for the financial year until 31 July 2023
- ii. To note the Council’s earmarked reserves as of 31 July 2023

- iii. To note the current investments
- iv. To adopt the updated Treasury Management Policy, which includes the recommendation to maintain the general balance (reserve) of £553,042 or 25% of the salary budget, whichever is the higher, to protect the Council from unforeseen events and to give time to respond to such events.
- v. To confirm the current Direct Debits listed as at August 2023

193/23 MARKETING AND COMMUNICATIONS

The Town Clerk and Chief Executive Officer summarised the report. A Member asked whether the Talk of The Town was delivered to businesses as well as residents. The Town Clerk and Chief Officer agreed to Investigate further into this matter.

ACTION: Town Clerk & Chief Executive

Councillor O’Riordan congratulated the Marketing and Communications Officer on the soft launch of TikTok and recent content.

Cllr Alderman asked whether the Council’s live streaming of meetings could take place on Facebook due to the higher numbers of followers. The Town Clerk & Chief Executive agreed to investigate this.

ACTION: Town Clerk & Chief Executive

194/23 CARBON NEUTRAL WORKING GROUP

Members received and discussed the report provided. Councillor Bater advised that since the last meeting she has passed over her position in the working group to Councillor Brennan. It was

RESOLVED:

That the working group consists of the following members:
Councillors Matthew Brennan, Gregory Alderman, Louise O’Riordan,
Peter Hollick, Nicholas Kotarski and Richard Attwell.

195/23 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- Citizen’s Advice Management Committee – Councillor Richard Attwell
Councillor Attwell attended one meeting back in August where he observed the working of Citizens Advice. He expressed what an excellent service CA provides to the local community and that the roll out of their social prescribing has been a massive success. Social prescribing has lifted the pressure off the doctors. Councillor Attwell advised he attended the AGM last week where he

represented CA to talk about the success of social prescribing and the potential to roll this out nationwide.

- Dunstable International Town Twinning Association – Councillors Liz Jones, Peter Hollick and Kenson Gurney
Councillor Hollick advised the Council that as only one member of the association attended the visit to Germany. Councillor Hollick made a plea for other organisations, including schools, to join the Association and for any Members with ideas to contact him.
- Hospice at Home Management Committee - Councillor Liz Jones
Members were advised that the charity is doing well and are expanding into onset dementia patients.
- Ashton Almshouses Charity – Councillors Louise O’Riordan and Gregory Alderman
Councillor O’Riordan advised the next meeting will be in November and also advised that a recent meeting with the organisation pointed out how excellent the work the charities are doing is.
- Ashton Schools Foundation - Councillors Peter Hollick and Gregory Alderman
Councillor Hollick updated members he had attended a visit for the trustees to Ashton St Peters which showed how well the money donated really helps to improve the schools.
- Chew’s Foundation - Councillors Matthew Brennan and Kenson Gurney
Councillor Brennan was awaiting details of the next meeting.
- Poor’s Land Charity - Councillors Hollick and Liz Jones
No Update.
- Lockington Charity and Marshe Charity - Councillors Kenson Gurney and Liz Jones
Councillor Jones advised that the next meeting would be held in November. The exterior of the houses was currently being decorated.
- Dunstable and District Scout Council Executive - Councillor Nick Kotarski
- Councillor Nick Kotarski updated Members that he had attended the AGM. The meeting had included a review of the previous year including the District Commissioner’s review of scouting in Dunstable District and making appointments for the year. Some declared it would be their last year in their posts. Subsequently it was announced the new District Commissioner is Matthew Slade-Pedrick.

The meeting closed at 20:26

DUNSTABLE TOWN COUNCIL

PLANS SUB-COMMITTEE

TUESDAY 11 JULY 2023

PROPOSAL TO CHANGE PLANS SUB-COMMITTEE MEETING DAY

<p>Purpose of Report: To consider changing the days on which Plans Sub-Committee meetings are held</p>

1. ACTION RECOMMENDED

- 1.1. To change the normal day and time of Plans Sub-Committee meetings to Mondays at 18:00 (except for Bank Holiday Weeks when meetings would be on Tuesdays)

2. BACKGROUND

- 2.1. The role of the Plans Sub-Committee is:

- a) To consider all Planning Applications within the Parish submitted to the Central Bedfordshire Council and subsequently advise the District Planning Authority of the Town Council's views.
- b) To comment, on behalf of the Town Council, on any traffic regulation proposals or other urgent matters proposed by Central Bedfordshire Council.

- 2.2. The Committee currently meets every third week on Tuesday evening. The Committee needs to meet this often to meet Central Bedfordshire Council's timescale for planning responses. Meetings tend to last around 30 minutes.

- 2.3. This means that officers and Sub-Committee members often have to go out to meetings two nights running when there is a Council or Committee meeting on a Monday evening. This presents a significant cost to the Council as well as taking time which could be used for other purposes.

- 2.4. It is proposed to move Plans Sub-Committee Meetings to 18:00 on Monday evenings except for Bank Holidays where the Plans Meeting would be on the following Tuesday. This would enable meetings to coincide with other meetings where these are taking place. It would also enable Members and officers to keep Tuesdays free. Where possible, Plans Sub-Committee meetings would be held on a Monday where another meeting was already scheduled for 19:00.

3. REVISED MEETING CALENDAR**ALL MEETINGS COMMENCE AT 7.00 PM UNLESS OTHERWISE STATED**

Day	Time	Date	Meeting
Tuesday	19:00	11/07/2023	Plans Sub-Committee
Thursday	19:00	13/07/2023	Personnel Sub-Committee
Monday	18:00	31/07/2023	Plans Sub-Committee
Monday	18:00	21/08/2023	Plans Sub-Committee
Monday	19:00	04/09/2023	Community Services
Thursday	19:00	07/09/2023	Dunstable Joint Committee (Venue to be announced)
Monday	19:00	11/09/2023	Grounds and Environmental Services
Monday	18:00	11/09/2023	Plans Sub-Committee
Monday	19:00	18/09/2023	Finance and General Purposes
Monday	19:00	02/10/2023	Council
Monday	18:00	02/10/2023	Plans Sub-Committee
Thursday	19:00	12/10/2023	Personnel Sub-Committee
Monday	18:00	30/10/2023	Plans Sub-Committee
Monday	19:00	30/10/2023	Community Services
Monday	19:00	06/11/2023	Grounds and Environmental Services
Monday	19:00	13/11/2023	Finance and General Purposes
Monday	18:00	13/11/2023	Plans Sub-Committee
Monday	19:00	04/12/2023	Council
Monday	18:00	04/12/2023	Plans Sub-Committee
Thursday	19:00	07/12/2023	Dunstable Joint Committee (Venue to be announced)
Tuesday	18:00	02/01/2024	Plans Sub-Committee
Monday	19:00	08/01/2024	Community Services
Thursday	19:00	11/01/2024	Personnel Sub-Committee
Monday	19:00	15/01/2024	Grounds and Environmental Services
Monday	19:00	22/01/2024	Finance and General Purposes
Monday	18:00	22/01/2024	Plans Sub-Committee
Monday	19:00	05/02/2024	Council
Monday	18:00	05/02/2024	Plans Sub-Committee
Monday	19:00	04/03/2024	Community Services
Monday	18:00	04/03/2024	Plans Sub-Committee
Monday	19:00	11/03/2024	Grounds and Environmental Services
Monday	19:00	18/03/2024	Finance and General Purposes
Monday	19:00	25/03/2024	Annual Town Meeting 7.00pm
Monday	18:00	25/03/2024	Plans Sub-Committee
Thursday	19:00	04/04/2024	Personnel Sub-Committee
Thursday	19:00	11/04/2024	Dunstable Joint Committee (Venue to be announced)
Monday	19:00	15/04/2024	Council
Monday	18:00	15/04/2024	Plans Sub-Committee
Monday	18:00	06/05/2024	Plans Sub-Committee
Monday	19:00	20/05/2024	Annual Council Meeting 7.00 pm

4. AUTHOR

Paul Hodson
Town Clerk & Chief Executive
paul.hodson@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

FULL COUNCIL

MONDAY 2 OCTOBER 2023

**REFERRAL REPORT FROM GROUNDS AND ENVIRONMENTAL SERVICES
COMMITTEE**

<p>Purpose of Report: To consider and approve a recommendation made by the Plans Sub-Committee on 11 July 2023.</p>
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1. RECOMMENDATION

1.1. To change the normal day and time of Plans Sub-Committee meetings to Mondays at 18:00 (except for Bank Holiday Weeks when meetings would be on Tuesdays)

1.2 RESOLVED:

To refer the report in light of the potential impact on other Committees.

2 AUTHOR

2.1 Paul Hodson
Town Clerk & Chief Executive
Paul.hodson@dunstable.gov.uk

BATPC

**Bedfordshire Association
Of Town & Parish Councils**

The Clerk - BATPC Member Councils

5th September 2023

BATPC County Committee Elections 2023

Dear Colleague

Further to earlier email correspondence I am writing to give formal notification that 2023 is an election year for the Association's County Committee. All 21 seats fall vacant in October 2023. The Committee comprises 21 representatives, seven from Parish Councils in the Bedford Borough area, and seven each from parish councils and town Councils in the Central Bedfordshire area.

Councillors who enjoy their role within their own council and would like to take their involvement in the sector further by representing councils in their area of the county are encouraged to stand for election. The County Committee is responsible for management of the association, and appoints a number of representatives on outside bodies. The Committee meets quarterly in the evening, currently in Shefford.

All nominations must be endorsed by a parish or town council from the appropriate area. If more nominations than vacancies are received by the deadline of **noon on Tuesday 10th October 2023**, a ballot will be held at the AGM.

The AGM will take place on Wednesday 18th October 2023, 7.00 pm for 7.30 pm at The Rufus Centre in Flitwick. If your council has a motion for debate at the AGM, please let me have it by noon on Thursday 21st September 2023.

We have The Greensand Trust attending this year to speak, including an overview of the Bedfordshire Local Nature Recovery Strategy and how town and parish councils can get involved. It promises to be an interesting meeting. I will be writing to you again when delegate registration opens later in September.

I attach a County Committee nomination paper and hope that a councillor from your council may be willing to stand.

Yours sincerely



Robin Thomas
County Officer

Bedfordshire Association of Town & Parish Councils
Shefford House, 15 High Street, Shefford, Bedfordshire SG17 5DD
Tel: 01767 312669 email: robinthomas@batpc.co.uk

Bedfordshire Association of Town & Parish Councils

Elections to the County Committee

Nomination Form 2023

Each member council may nominate a councillor from its own, or any other member council in its unitary council area. County Committee members serve a term of four years. Meetings are held quarterly in the evening, currently in Shefford.

There are 21 elected members, seven from the Bedford Borough area and fourteen from the Central Bedfordshire area (seven Town and seven Parish). In Central Bedfordshire, should there be fewer than seven Parish nominees and more than seven Town nominees, or vice versa, vacancies may be filled from the alternative group.

In the event of there being more than seven nominees in the Bedford Borough area, and/or more than fourteen nominees from the Central Bedfordshire area there will be a ballot. This will be held at the Association's Annual General Meeting which will take place at The Rufus Centre in Flitwick on Wednesday 18th October 2023.

Name of Nominee

Email:

Member of Parish/Town Council

Nominated by Parish/Town Council

Brief résumé of candidate (**please type or print**):

Nomination forms must be received by noon on Tuesday 10th October 2023

Please return to: robinthomas@batpc.co.uk

**BATPC, Shefford House, 15 High Street, Shefford,
Bedfordshire SG17 5DD**

DUNSTABLE TOWN COUNCIL**FULL COUNCIL****MONDAY 2 OCTOBER 2023****NEW CEMETERY WORKING GROUP**

Purpose of Report:	To seek Member participation in the establishment of a Member / Officer working group for a new cemetery.
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1. ACTION RECOMMENDED

- 1.1 That Members agree who amongst them will participate in the New Cemetery Working Group.

2. MAIN CONSIDERATIONS

- 2.1 Members will be aware that a report was presented to the Grounds and Environmental Services Committee on 11 September providing an update with progress on securing new cemetery land.
- 2.2 The report identified the need to establish a Member / Officer working group to consider and inform a wide range of issues and to ensure that Members are given the opportunity to be fully engaged in the project to provide a new cemetery.
- 2.3 It is intended that the working group would meet on a regular basis as the need arises probably three to four times per year and more often if necessary. Initially the group would be kept informed on progress with studies, surveys and the granting of various permissions by the Environment Agency, but over time the group's work would involve informing design, sustainability, environment and future service provision.
- 2.4 Council are therefore asked to consider which Members would like to participate in the working group. The ideal number of Members participating would be six to eight, however there are no formal restrictions on the total. Members from all three main committees have the opportunity to participate in the working group.
- 2.5 Once Council has agreed the participating Members, the Head of Grounds and Environmental Services will arrange the first working group meeting. Full updates on progress and the work undertaken by the working group will be presented to future meetings of the Grounds and Environmental Services Committee as the need arises.

3. POLICY, CORPORATE PLAN AND ENVIRONMENTAL IMPLICATIONS

- 3.1 The working group will be supporting and helping to deliver on progress with the securing and future burial land and the creation of a new cemetery in line with both the existing and emerging Corporate Plan objectives.

4 FINANCIAL, HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND EQUALITIES IMPLICATIONS.

4.1 None

5. AUTHOR

5.1 John Crawley
Head of Grounds and Environmental Services
john.crawley@dunstable.gov.uk